Safety and Compliance Checklist

SITE / PROJECT	INSPECTION DATE	INSPECTOR	WEATHER / CONDITIONS

☑ Compliant ☐ Deficiency noted ☐ N/A

1 ADMINISTRATIVE & DOCUMENTATION

- ☐ OSHA 300 logs (injury & illness records) are current and posted?
- ☐ Emergency contact numbers (hospital, ambulance, poison control) are clearly displayed?
- ☐ Site-specific safety plan is documented and reviewed with all crews (including subcontractors)?
- ☐ Training records (including site induction, equipment operation, and refresher courses) are complete and on file?
- ☐ Hot work, silica, and confined space permits are in place where required?

NOTES / CORRECTIVE ACTION .....

2 EXTERIOR & SITE PERIMETER

- ☐ Perimeter fencing and signage are intact, preventing unauthorized entry?
- ☐ Hard hat, high-vis vest, and steel-toe boot compliance is 100% at all access points?
- ☐ Visitor sign-in/log-out and site induction are strictly enforced?
- ☐ Emergency access routes and assembly points are unobstructed and clearly marked?
- ☐ Fire extinguishers are accessible, fully charged, and have been inspected in the last 30 days?

NOTES / CORRECTIVE ACTION .....

3 WORKING AT HEIGHT & FALL PROTECTION

- ☐ Guardrails, safety nets, or personal fall arrest systems (PFAS) are in place wherever a worker is exposed to a fall of 6 feet or more?
- ☐ Scaffolds are fully planked, have guardrails and toe boards, and have been inspected by a competent person today (tag system in place)?
- ☐ Ladders are damage-free, placed on stable ground, and extend at least 3 feet above the landing surface?
- ☐ Floor and roof openings are properly covered or guarded?
- ☐ All workers have received site-specific fall protection training and are using their harnesses correctly?

NOTES / CORRECTIVE ACTION .....

4 EQUIPMENT, TOOLS, & VEHICLES

- ☐ Daily equipment inspections (cranes, forklifts, excavators) are completed and logged?
- ☐ Operator certifications are current and on-site for all heavy machinery?
- ☐ Hand and power tools are in good repair, with guards in place and no frayed cords?
- ☐ Traffic management plan is active, with spotters for backing vehicles and clear pedestrian walkways?
- ☐ Lockout/tagout procedures are being followed during equipment servicing?

NOTES / CORRECTIVE ACTION .....

5 HOUSEKEEPING & ENVIRONMENTAL CONTROLS

- ☐ Walkways and work areas are clear of debris, trip hazards, and obstructions?
- ☐ Hazardous materials are properly labeled, stored in designated areas, and have current Safety Data Sheets (SDS) on hand?
- ☐ Spill response kit is available and fully stocked?
- ☐ Dust control measures (water spray, vacuums, etc.) are active in high-silica areas?
- ☐ Designated eating, drinking, and break areas are clean and separate from hazardous zones?

NOTES / CORRECTIVE ACTION .....

6 ELECTRICAL SAFETY & FIRE PREVENTION

- ☐ GFCI protection is used on all 120-volt, single-phase, 15- and 20-ampere receptacles in wet or outdoor locations?
- ☐ Extension cords are heavy-duty, free from damage, and not running through water or across sharp edges?
- ☐ Overhead power line clearance is maintained (minimum 10 feet), and lines are identified?
- ☐ Electrical panels are accessible, not blocked, and properly labeled?
- ☐ Fire prevention plan is posted, and fire watch is in place during hot work?

NOTES / CORRECTIVE ACTION .....

7 WELL-BEING & WELFARE

- ☐ Adequate potable drinking water is available and accessible?
- ☐ Sanitary toilets (at least one per 10 workers) are clean and stocked?
- ☐ First aid kit is fully stocked, easily accessible, and checked regularly?
- ☐ Adequate lighting is provided in all work areas and walkways?
- ☐ A trained first aid provider is on-site, or a medical facility is within 3–4 minutes travel time?

NOTES / CORRECTIVE ACTION .....

8 CULTURE & COMMUNICATION

- ☐ Daily toolbox talk or pre-shift safety meeting has been conducted and documented?
- ☐ A clear, confidential process for reporting hazards or near misses exists and is being used by the crew?
- ☐ Workers are empowered to stop unsafe work without fear of reprisal?
- ☐ Supervisors are modeling safe behaviors visibly and consistently?
- ☐ A process for regular safety committee meetings is in place and minutes are kept?

NOTES / CORRECTIVE ACTION .....

INSPECTION SIGN-OFF

By signing below, I confirm that this inspection was performed to the best of my ability and that all noted deficiencies have been recorded for corrective action.

INSPECTOR SIGNATURE	SITE SUPERVISOR SIGNATURE	DATE