

SITE MANAGEMENT: WEEKLY SITE SAFETY INSPECTION CHECKLIST

SITE: _____ DATE _____ INSPECTED BY _____

The following matters must be checked by the responsible person weekly. Defects must be addressed immediately/notified to Head Office. Completed forms should be copied to Head Office. The site manager must date and initial each defect after it has been rectified. This is NOT an exhaustive list of matters which must be properly managed.

ITEM	√/X	COMMENTS	Init.	Date
TRANSPORT: Reversing eliminated? Separate vehicle & pedestrian routes?, Trained Vehicle marshals?				
WORK AT HEIGHT/LADDERS/STEP LADDERS: Eliminated where possible? Being performed safely? Safer alternative used?				
SCAFFOLDING: Ladders tied; scaffold tied and braced; platforms clear of debris; statutory inspections; boards & rails in place; load platform gates; not overloaded				
ACCESS / EGRESS: slip / trip / fall hazards				
PLANT: Accompanied by certification; authorised users only; weekly inspections; speed limits; mirrors; slewing clearances; minimise reversing; overloading; overhead cables				
PPE: Availability; goggle lenses clear; hard hats at all times; hi-vis where needed; no soft shoes; correct RPE for job; no excuses				
RAMS: Have RAMS been read and signed for, do they cover all hazards?				
TRAINING: inductions; Short Training Courses; operator's licences. Further training required?				
NOISE / VIBRATION: Assessments carried out? Use of PPE; job rotation; restrictions on use				
WELFARE FACILITIES: Are they adequate and clean.				
MANUAL HANDLING: Minimise all M.H. operations; mech. Lifting devices for kerbs & slabs; order materials in smaller packs; training				
COSHH: Select safest substances; assessments; storage				
ENVIRONMENTAL: Recycling, litter; storage; fires; tank bunds				
MOBILE PHONES: Any persons using mobile phones whilst "at work"?				
ACCIDENTS: Ensure internal report form is completed and returned to Head Office				