

CONTRACTOR'S WEEKLY SAFETY INSPECTION REPORT

Job Number: _____ Job Name: _____

Superintendent: _____ Date: _____

Person(s) Making Inspection: _____

Subcontractors On-Site (List name and trade):

Columns

A = Adequate at time of inspection

B = Needs consideration

C = Needs immediate attention

N/A = Not applicable

	A	B	C	N/A	Action Taken
Job Information					
OSHA 300 and 301 forms posted and complete?					
OSHA poster posted?					
Phone number to nearest medical center posted?					
Tool box talks up-to-date?					
Work areas signed and barricaded?					

	A	B	C	N/A	Action Taken
Housekeeping					
Work area generally neat?					
Projecting nails removed or bent over?					
Waste containers used?					
Passageways/walkways clear?					
Cords and leads off of the floor?					
Fire Prevention					
Adequate fire extinguishers, checked and accessible?					
Phone number of fire department posted?					
"No Smoking" signs posted and enforced near flammables?					
Electrical					
Extension cords with bare wires or missing ground prongs removed from service?					
Ground fault circuit interrupters used?					
Terminal boxes equipped with required covers?					
Hand, Power, and Powder-Actuated Tools					
Hand tools inspected regularly?					
Guards in place on machines?					
Tools suited for their jobs?					
Operators of powder-actuated tools licensed?					

	A	B	C	N/A	Action Taken
Fall Protection					
Safety rails and cables secured properly?					
Employees have D-ring of belts in center of back?					
Employees exposed to fall hazards tied off?					
Employees below protected from falling objects?					
Ladders					
Ladders extend at least 36 inches above the landing?					
Ladders secured to prevent slipping, sliding, or falling?					
Ladders with split or missing rungs taken out of service?					
Stepladders used in fully open position?					
No stepping at top two rungs of stepladder?					
Scaffolding					
All scaffolding inspected daily?					
Erected on sound rigid footing?					
Tied to structure as required?					
Guardrails, intermediate rails, toeboards, and screens in place?					
Planking sound and sturdy?					
Proper access provided?					
Employees below protected from falling objects?					

	A	B	C	N/A	Action Taken
Floor and Wall Openings					
All floor or deck openings planked over or barricaded?					
Perimeter protection is in place?					
Deck planks secured?					
Materials stored away from edge?					
Trenches, Excavation, and Shoring					
Competent person on hand?					
Excavations shored or sloped back?					
Materials stored at least two feet from trench?					
Ladders provided every 25 feet in trench?					
Equipment is a safe distance from edge of trench or excavation?					
Materials Handling					
Materials properly stored or stacked?					
Employees use proper lifting methods?					
Tag lines used to guide loads?					
Proper number of workers for each operation?					
Welding and Burning					
Gas cylinders stored upright?					
Proper separating distance between fuels and oxygen?					
Burning/welding goggles or shields used?					

	A	B	C	N/A	Action Taken
Welding and Burning (continued)					
Fire extinguishers nearby?					
Hoses in good condition?					
Cranes					
Outriggers extended and swing radius barricade in place?					
Operators familiar with load charts?					
Hand signal charts on crane?					
Crane operators' logs up-to-date?					
Employees kept from under suspended loads?					
Chains and slings inspected and tagged as required?					
Concrete Construction					
Employees protected from cement dust?					
Exposed skin covered?					
Runways adequate?					
Personal Protective Equipment					
Hard hats being worn?					
Safety glasses being worn?					
Respirators used when required?					
Hearing protection being worn when required?					
Traffic vests being worn?					

Unsafe Acts or Practices Observed:

Comments:

Signature

Date