



Project Name:	Project Location:
Inspected by:	Date of Inspection:

CONTRACTORS JOB SITE CHECKLIST

Manual Material Handling

Yes No

- Are mechanical devices being used in place of manual handling of material? ___ ___
- Are ropes, slings, chains, hook, cables, and chokers in good condition? ___ ___
- Proper staging of materials to minimize lifting and carrying? ___ ___
- Rigging equipment inspected regularly and in good condition? ___ ___
- Is the handling of bagged material limited to 50 lbs? ___ ___
- Are carrying handles being used when a single worker is carrying sheeted materials? ___ ___

Housekeeping: Slips, Trips and Falls

Yes No

- Are walking and working surfaces clear and free of debris? ___ ___
- Are waste and trash containers provided, and used? ___ ___
- Is there regular removal of waste and trash from the containers? ___ ___
- Does each trade clean up after themselves? ___ ___
- Is adequate temporary lighting provided? ___ ___
- Is temporary storage of materials and supplies done in an organized fashion? ___ ___

Fire Protection and Prevention

Yes No

- Are all flammable liquid containers clearly identified? ___ ___
- Are all flammable liquid containers UL or FM listed? ___ ___
- Have proper storage practices for flammables been observed? ___ ___
- Are extinguishers readily accessible and serviced regularly? ___ ___
- Are hydrants clear and accessible for fire department personnel? ___ ___
- Have gas cylinders been chained upright with valve caps securely fastened? ___ ___
- Has there been proper segregation between flammable gasses? ___ ___
- Proper labeling of full and empty cylinders? ___ ___
- Are temporary heaters located at a safe distance from combustibles? ___ ___
- Is ventilation adequate for temporary heaters? ___ ___

<u>Electrical</u>	Yes	No
Are all switch gear, panels, and devices that are energized marked and/or guarded?	___	___
Lockout devices available/used on circuits that could become energized while being worked?	___	___
Are all temporary circuits properly guarded and grounded?	___	___
Are extension cords in continuous lengths without splice?	___	___
Are GFCI's and/or Assured Equipment Grounding Conductor Program being used?	___	___
If temporary lighting is provided, are bulbs protected against accidental breakage?	___	___
Are working surfaces clear of cords so as not to create a tripping hazard?	___	___
Is there a sufficient number of temporary outlets on the job site?	___	___
Any visual signs of outlet overloading?	___	___

<u>Hazard Communication</u> Does the Program include:	Yes	No
A list of hazardous chemicals?	___	___
Container labeling?	___	___
Material Safety Data Sheets (MSDS)?	___	___
Employee training?	___	___
Informing other contractors?	___	___
Posting?	___	___

<u>Excavation/Trenching</u>	Yes	No
Have utility companies been notified of proposed excavation work?	___	___
Are all tools, equipment, and shoring materials readily available prior to job start up?	___	___
Are overhead utility lines noted and precautions taken to avoid contact with equipment?	___	___
Is the spoil pile at least two feet from the edge of the excavation?	___	___
Is the excavation inspected daily or more frequently when conditions could affect the soil?	___	___
If needed, are barricades, stop logs, properly placed?	___	___
Has soil classification been made by a competent person?	___	___
Are excavations five feet or deeper correctly sloped, benched, shored or is a trench box used?	___	___
Is a ladder or other means of egress provided in trenches or excavations six feet or deeper?	___	___
When ladders are used, do they extend three feet above the surface and are they secured?	___	___
Are shoring and shielding systems inspected daily by a competent person?	___	___
Is the trench backfilled as soon a work is completed?	___	___

Barricading

Yes	No
___	___
___	___
___	___
___	___
___	___
___	___

- Are floor openings planked and secured or barricaded?
- Are direction signs used to inform the public of upcoming construction work?
- Is the sidewalk protection effective?
- Is a flag person provided to direct traffic when needed?
- Has the person been trained on how to direct traffic and the public?
- Are open excavation, road drop offs, manholes, uneven surfaces barricaded?

Ladders

Yes	No
___	___
___	___
___	___
___	___
___	___
___	___
___	___
___	___

- Is the proper ladder for the job being used?
- Are ladders in good condition (no missing or broken rungs)?
- Are there safety shoes/cleats on the bottom of ladders? Are they needed?
- Are non-conductive ladders available for use around live wiring?
- Are ladders tied-off at top or otherwise secured?
- Do side rails extend 36 inches above top of landing?
- Rungs or cleats uniformly spaced 10 - 14 inches apart?
- Are step ladders fully open when in use?

Scaffolding

Yes	No
___	___
___	___
___	___
___	___
___	___
___	___
___	___
___	___
___	___

- Are scaffold components visibly free of any physical damage? (no bent supports or bracing)
- Is scaffold properly erected with all pins and braces in place and locked?
- Are rolling scaffolds equipped with locking wheels?
- Are wheels locked when scaffold is in use?
- Is scaffold erected on a firm and substantial surface?
- Is planking of a scaffold grade?
- Planking in good condition and properly installed?
- Are toe boards and guardrails in place on scaffolds over 10 feet?
- Are workers on scaffolding protected from falling objects if overhead hazards exist?
- Ladder provided for access to scaffold work platform?

Personal Protective Equipment

Yes	No
___	___
___	___
___	___
___	___
___	___

- Is hearing protection available for personnel that may be exposed to noisy conditions?
- Is respiratory protection available to personnel and being used when conditions require them?
- Are safety harnesses, lifelines and shock absorbing lanyards available and being used?
- Are personnel using gloves when handling sharp or rough material?
- Where required, are rubber gloves with protectors-insulators being used as life saving equipment available for work over or near water?

Yes	No
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Medical

- Are first-aid kits available and properly stocked?
- Are all emergency phone numbers posted?
- Are employees aware of the address of the site/capable of giving directions to emergency crew?
- Is anyone trained in first aid and CPR?

Tools: Hand and Power

- Are tools free of any obvious physical damage?
- Are tools inspected for frayed or damaged cords?
- Are tools and cords properly grounded (ground pins are in good condition)?
- Are double insulated tools in use and in good condition?
- Are the handles on all tools in good condition (not bent, splintered or broken)?
- Are all hoses on air or hydraulic tools in good condition?
- Are all shields and guards in place on the tools and in good condition?
- Operator qualified and instructed to use powder actuated tools?

Welding and Cutting

- Are non-combustible enclosures, (screens/shields) provided and used when welding?
- Welding goggles, gloves, and clothing being used by welder?
- Inspection for fire hazards after welding stops?
- Are gas cylinder, hoses, regulators, torches, torch tips and welding carts, in good condition?

Hoist, Cranes and Derricks

- Are cables and sheaves checked?
- Are slings, hooks, eyelets, chokes inspected?
- Are load capacities posted in cab?
- Are power lines at a safe distance?
- Do cranes have proper barricades around swing radius?
- Are crane inspection logs with crane?

Floor, Wall Openings, Stairways

- Floor and roof openings guarded by guardrails and toe boards or a secured cover. Open-sided floors/platforms six feet or higher guarded with railing, toe boards or equivalent.
- Are stairs with four or more risers equipped with standard hand rail protection?
- Runways four feet or more above ground properly guarded.
- Anchor posts and framing capable of withstanding 200-lb. load in any direction.