



**SITE MANAGER**  
**HEALTH AND SAFETY INSPECTION**  
**PROJECT FILE**



## SITE MANAGER HEALTH AND SAFETY INSPECTION

This inspection checklist monitors the compliance activities at the construction site. It also serves as a hazard assessment to current site activities. The site inspection focuses on the implementation of risk controls used by contractor following the work health and safety management plan assessment.

The intent of the site inspection is to benchmark the safety practices observed on site against the criteria contained in the checklist

PROJECT ADDRESS:		CHASF Ref. No.:	ES3300-02/07_1
CONTRACTOR NAME :		PREPARED BY:	
DATE OF THE INSPECTION:		REPORT/ INSPECTION NO.:	
TIME OF THE INSPECTION:		PROJECT NO.:	

PROJECT NAME:	
PROJECT MANAGER:	
SITE MANAGER/ SUPERVISOR	

### COMPANY DIRECTOR/ HEALTH AND SAFETY CONSULTANT

REPORT NO.	REVIEWED BY	CHECKED BY	DATE	SIGNED

## SITE MANAGER HEALTH AND SAFETY INSPECTION

SITE MANAGER HEALTH AND SAFETY INSPECTION								
Area	Checklist	Satisfactory ?			Action Required/Hazards	Date Completed	Completed	
		Yes	No	N/A			Yes	No
<b>Administration</b>	Has the CPHSP been reviewed in the last 3 months?							
	Has the site Fire Plan & Emergency Arrangements plan been reviewed in the last 3 months?							
	Is the TMP current & effective?							
	Is the site Lifting Plan current & effective?							
	Is the F10, H&S poster & company insurance certificates displayed on the site notice board?							
	Are there any outstanding accident / near miss reports?							
	Have the following weekly inspections been completed; <div style="margin-left: 20px;">                     1. Excavations                      2. Scaffold                      3. Plant / Machinery                      4. Hoarding                      5. Fire arrangements                 </div>							
	Have all permits been correctly closed out?							
Is the site induction up to date?								
<b>Training, risk management, and general requirements</b>	All workers carrying out construction work have received the general construction induction training.							
	Workers have been informed of the site-specific health and safety rules.							
	Suitable and adequate information, training, and instruction has been provided to workers in relation to work they are carrying out.							
	Control measures have been maintained and reviewed to ensure they remain effective, fit for purpose, suitable, and set-up and used correctly.							
	Personal protective equipment (PPE) has been provided to workers where it is prescribed as a control measure.							
	PPE is: <ul style="list-style-type: none"> <li>• suitable for the relevant hazards</li> <li>• maintained such that it is clean and hygienic and in good working order.</li> </ul>							
<b>Public Protection</b>	Are access gates/doors into site secured at all times?							
	Are materials stored above 1.2M secure?							
	Are materials being stored away from boundaries/ below the height of boundary fencing?							
	Are lighting & signage to external scaffolds & hoarding functioning?							
	Are members of the public adequately protected from works in the Public Highway (e.g. Roadwork's)?							
	Warning signs in-place.							
	Equipment secured							
<b>Environmental</b>	Is the fuel storage area & building in order?							
	Are spill kits available? when battery tested?							
	Are foul & storm water drains protected?							
	Is tree protection in place?							
	Is pumped ground water being							

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<b>Emergency Preparedness</b>	Are all exits free of storage and clutter?								
	Are all walkways and aisle ways free of obstructions?								
	Is the First Aid cabinet fully stocked?								
	Are stairwells and corridors free of storage and clutter?								
	Are all employees trained on Emergency Evacuation Procedures?								
	Are all employees aware of the proper meeting location in the event of an emergency?								
	Are all materials stored in racks wrapped and stable to prevent falling?								
	Are all manual pull stations unobstructed and accessible?								
	Is there anything else relating to emergency preparedness that needs attention at this time?								
	Is the fire alarm panel indicating an alarm condition?								
<b>Workplace</b>	Are cables managed.								
	Are footpaths & walkways clear.								
	Are lighting levels acceptable in common areas.								
	Are S/C's using task lighting.								
	Are all holes, voids & risers protected?								
	Are materials adequately stored?								
	Is escape route signage clearly displayed?								
	Are temporary works being monitored & managed?								
<b>Environmental</b>	Is the fuel storage area & building in order?								
	Are spill kits available?								
	Are foul & storm water drains protected?								
	Is tree protection in place?								
	Is pumped ground water being correctly managed?								
	Hazardous Waste Management								
	Hazardous waste storage								
	Personnel training and records								
<b>Welfare</b>	Is the First Aid box sufficiently stocked?								
	Are the following welfare facilities clean, tidy & serviceable? 1. Changing rooms 2. Canteen 3. Toilets								
<b>Eyewash</b>	Are there caps covering the emergency eyewash?								
	Is the emergency eyewash free of dust,dirt,and other debris?								
	Does the emergency eyewash function properly when turned on?								
<b>Health Hazard Control</b>	Sampling & logging								
	Times of exposures on time cards								
	Medical records								
	Personal protection								



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Area	Checklist	Satisfactory ?			Action Required/Hazards	Date Completed	Completed	
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Hazardous Materials	Are SDSs available on all hazardous materials in the facility?							
	Are all employees trained on how to locate, read and understand an MSDS sheet? (Hazard Communications)							
	Are all SDSs readily available for all employees?							
	Are all liquids stored in the appropriate containers?							
	Are all HW/UVV containers labelled with the contents and an accumulation start date?							
	Are all personnel equipped with adequate PPE for these materials?							
	Is there anything else relating to hazardous materials that needs attention at this time?							
	Are all spill kits fully stocked with the needed equipment?							
	Control and disposal measure(s) established.							
	Log of all chemicals on site available.							
	Documentation of training							
	Are all areas cleaned on a regular basis?							
	Are all floors free of liquids to avoid trips and falls?							
	NO containers leaking?							
	All containers clearly labelled?							
	Tools are safely secured and stored when not in use?							
	Is equipment returned to their proper storage location when not in use to avoid a tripping hazard?							
	Check Office area. Is there NO signs of spills; Is there NO debris or garbage; Are areas neat/organized?							
	Is equipment returned to their proper storage location when not in use to avoid a tripping hazard?							
	Check outside of warehouse. Is there NO sign of spills; clear; NO debris or garbage?							
Check inside of Warehouse. Is there no sign of spills; areas are neat/organized.								
Flammable materials such as cardboard and paper are stored away from fire hazards and not accumulated throughout the warehouse?								
Are there any other housekeeping issues that need to be addressed?								
Fire Protection / Prevention	Adequate number and type of fire extinguisher(s) available							
	Fire extinguisher training accomplished.							
	Are all extinguishers free of damage, corrosion, leakage or clogged nozzles?							
	Phone number of fire department posted.							
	Fire extinguisher(s) provided on appropriate equipment							
	Are all extinguishers clearly identified with a wall mounted sign?							
	Are inspection tags current with initial and date of inspection?							
	Is the last annual inspection within the past 12 months?							
	Are all seals and tamper pins in place?							
	Are all staff members trained on fire extinguisher use?							



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<b>Fire Protection / Prevention</b>	Flammable liquids properly stored							
	All flammable liquids in approved containers and correct labelled							
	Fire alarm available/fire evacuation plan established							
	Fuel supplies protected from accidental impact.							
	Equipment properly grounded to fuel trucks before refuelling.							
	Do all staff members know where the extinguishers are located?							
	Do all pressure gauges indicate the extinguishers are ready for use?							
	Equipment shut down prior to refuelling.							
	Flame & work permits							
	"No Smoking" signs posted and enforced							
	Hydrants clear, access to public thoroughfare open.							
<b>PPE ( Personal Protective Equipment )</b>	Is there adequate PPE for all job types on site?							
	Are employees wearing gloves wear required by the tasks?							
	Is signage displayed in areas where PPE is required?							
	Proper equipment adequate for exposure.							
	Adequate fall protection, harnesses provided							
	Do all personnel requiring prescription safety glasses have them?							
	Are all personnel trained in the proper use of all PPE as required by their job(s)?							
	Are employees wearing proper footwear in accordance with PPE requirements?							
	Are employees wearing gloves wear required by the tasks?							
	Are there any other PPE issues that need to be addressed at this time?							
	Respirators used for harmful dust, asbestos, sand blasting, welding (lead paint & galvanized zinc or cadmium							
	Adequate maintenance and sanitary storage available/							
	<b>Respiratory Protection</b>	Are employees who use respirators, voluntarily, trained?						
Are respirators stored in a sealed bag?								
Are there any other Respirator issues that need to be addressed at this time?								
Are respirators used according to the NIOSH ratings?								
Are respirators disposed of when soiled?								
<b>Ladders</b>	Does the ladder operate freely upon opening/closing or extending?							
	When accessing landings, does the ladder extend at least 36" beyond the landing?							
	Are all employees using ladders trained in Ladder Safety?							
	Is there any visible corrosion on the ladder?							
	Are any steps damaged?							



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Area	Checklist	Satisfactory ?			Action Required/Hazards	Date Completed	Completed	
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Electrical	No circuit breakers regularly tripping?							
	No electrical switches, switch plates or receptacles, cracked, broken or have exposed contacts?							
	No extension cords used for a permanent operation?							
	Are all plugs and cords in good condition?							
	Are all extension cords plugged into a grounded outlet when in use?							
	Do all electrical panels have a surrounding space of 3 feet clear?							
	Are there any other electrical issues that need attention at this time?							
	Are all electrical circuit breakers identified?							
	No exposed electrical wires							
	No broken insulation on cords							
	Controls are labelled							
	No cracked or broken receptacle covers							
	No broken or bent ground prongs on plugs							
	Power tools do not have broken or cracked casings							
	Electrical PPE available for "authorized employees"							
	Breaker panels have covers & breakers are labelled							
	Electric utility rooms are posted "Authorized Employees"							
	Employees trained to know that only authorised employees may conduct repairs;							
	To inspect plug, cord and receptacles before plugging in							
To get specific authorization before working on energised								
Terminal boxes equipped with required covers (covers)								
Hand Tools	Proper tool for each job							
	Correct use							
	Inspection & maintenance							
	Neat storage							
	Safe carrying							
	Tool defects – repair facilities							
Power Tools	Damaged or malfunctioning tools tagged out until repaired or replaced							
	Proper operator protection							
	Tools and cords in good condition							
	Proper instruction in use							
	Mechanical guards in place							
	Tools stored properly							
	Correct tools for the job							
	Inspected – maintenance and repair							
	Adequate protection for nearby personnel							
	Properly grounded or double insulated							



# SITE MANAGER HEALTH AND SAFETY INSPECTION

Other Remedial Action:





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## SITE CONDITION: PHOTOS

<b>LOCATION:</b>	
<b>COMMENTS:</b>	

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