



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? \_\_\_ \_\_\_

<b><u>Electrical</u></b>	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?	___	___

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

<b><u>Excavation/Trenching</u></b>	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?	___	___

<b><u>Barricading</u></b>	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?	___	___

<b><u>Ladders</u></b>	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?	___	___

<b><u>Scaffolding</u></b>	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?	___	___

<b><u>Personal Protective Equipment</u></b>	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

**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**

	Yes	No
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**

	Yes	No
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**

	Yes	No
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**

	Yes	No
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.	___	___