

WRECO Safety Inspection Checklist

Project: _____ Date: _____ Job Number: _____
 Superintendent: _____ Person Making Inspection: _____

Note: To comply with OSHA please file this report at jobsite for later reference.

Summary: _____

Column Green – Adequate
 Column Yellow – Need Improvement
 Column Red – Inadequate

1. Project Administration	G	Y	R	N/A	Action	Comments
a) Posting required posters/signs.						
b) Does the job have safety meetings, both general and toolbox?						
c) Are employees instructed in the hazards of their jobs and the basic safety regulations?						
d) Are employees made aware of the specific requirements for health protection and fire protection?						
e) Is our fall protection work plan in place? Have employees been instructed in its application? Have they signed off on the plan? Are the hazards reported on the plan current with the work presently being performed?						
f) Are the subcontractors being issued the safety requirements? Has the sub-contractors site specific accident prevention plan been reviewed and documented?						
2. MSDS	G	Y	R	N/A	Action	Comments
a) Are new hire employees being oriented to our HazCom program? Is this documented?						
b) Are MSDS's being shared with our employees before the products are used? Is this documented?						
c) Are the MSDSs available and has the crew been trained in any of the substances that they might come in contact with?						
3. First Aid and Medical Attention	G	Y	R	N/A	Action	Comments
a) Are employees instructed in our blood borne pathogen program? Is this documented? Is the program posted?						
b) Are the necessary OSHA records and logs being maintained?						
c) Have outside emergency procedures been organized, such as designated physician, hospital and ambulance services?						
d) Are emergency phone numbers posted?						
e) Are first aid kits properly maintained? Are rubber gloves and CPR barriers provided in the first aid kits?						
f) Does each supervisor have a valid first aid card?						
4. Housekeeping	G	Y	R	N/A	Action	Comments
a) Is the site orderly in general?						
b) Are passageways, walkways, and areas adjacent to structures clear?						
c) Are containers provided for waste material, rags, and combustibles, with covers supplied as needed?						
d) Has scrap lumber been piled neatly with nails removed?						
e) Do you regularly remove and dispose of waste and trash?						
5. Sanitation	G	Y	R	N/A	Action	Comments

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a) Are the required facilities adequate and clean?						
6. Personal Protective Equipment	G	Y	R	N/A	Action	Comments
a) Are approved hardhats worn by all personnel?						
b) Are eye and face protection provided with use enforced when operations create recognized hazards?						
c) Is hearing protection provided when acceptable noise levels are exceeded? Are workers trained in hearing conservation and is this documented?						
d) Are gloves being used for protection from caustics, acids, alkalis, welding, burning and cuts?						
e) Are respirators provided for harmful dusts, mists, vapors, and other airborne hazards? Is a respiratory protection program available when needed and documented?						
f) Have you provided adequate ventilation when needed?						
g) Are lanyards, lifelines, and fall protection provided as required?						
h) Is all equipment inspected regularly and maintained in a safe condition? Is this documented?						
7. Fire Prevention	G	Y	R	N/A	Action	Comments
a) Has a fire protection program been established for all phases of construction?						
b) Is the necessary fire fighting equipment provided and properly maintained						
c) Is access to hydrants, extinguishers, and thoroughfares kept open?						
d) Are there established emergency procedures? Do you hold drills?						
e) Are No Smoking areas posted and enforced where needed?						
f) Are all combustible or flammable materials stored, dispensed, and used properly?						
g) Are emergency telephone numbers posted?						
8. Signs and Signals	G	Y	R	N/A	Action	Comments
a) Are hazard warning signs properly posted and visible?						
b) Is the construction area posted with legible traffic signs?						
c) Are lockout tags used?						
d) Are flagmen or appropriate traffic controls provided when required?						
9. Handling and Storage of Materials	G	Y	R	N/A	Action	Comments
a) Is all material stacked, racked, blocked, or otherwise secured to prevent sliding, falling, or collapse?						
b) Are aisles, passageways and stairs kept clear?						
c) Are employees lifting correctly?						
d) Are there an adequate number of workers for each operation?						
e) Are materials protected from construction activities and weather?						
10. Power and Hand Tools	G	Y	R	N/A	Action	Comments
a) Are the proper tools being used for the job?						
b) Is good housekeeping maintained where tools are used?						
c) Are safe storage and carrying practices observed?						
d) Are tools properly inspected and maintained. Is this recorded?						
e) Are tools and cords in good condition?						
f) Are tools properly grounded?						
g) Have employees been instructed in the use of the tools?						

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h) Are mechanical safeguards in place and in use?						
i) Is wiring properly installed?						
11. Powder-actuated Tools	G	Y	R	N/A	Action	Comments
a) Have you complied with local laws and ordinances?						
b) Are all operators qualified?						
c) Are tools and charges protected from unauthorized use?						
d) Do employees receive competent instruction and supervision?						
e) Are tools inspected daily and in good working order?						
f) Are tools used only on approved materials?						
h) Are employees using safety goggles or face shields?						
i) Is proper hearing protection provided and worn?						
13. Electrical	G	Y	R	N/A	Action	Comments
a) Does all electrical equipment comply with local, state, and OSHA requirements?						
b) Is the wiring adequate and well insulated with no fraying?						
c) Are terminal boxes equipped with covers?						
d) Are power sources labeled?						
e) Are electrical hazards posted? Are danger tags in use? Are lockout/tagout/tryout procedures in use?						
f) Have fire hazards been checked and proper fire extinguishers provided?						
g) Has temporary wiring been suspended by non-conductors/does it avoid being a tripping hazard?						
h) Are all power sources protect with GFCI?						
i) Have temporary power sources been protected from the weather?						
j) Are electrical cords protected from rolling equipment (i.e. forklifts, scissors lift, trucks, etc.)?						
14. Ladders	G	Y	R	N/A	Action	Comments
a) Are ladders provided for access to all elevations where no other means is provided?						
b) Are ladders regularly inspected and in good condition?						
c) Are ladders secured to prevent slipping, falling, and sliding?						
d) Do the side rails extend 36 inches above the top of the landing?						
e) Are the rungs or cleats not over 12 inches on center?						
f) Are stepladders fully opened when in use?						
g) Have you made sure metal ladders are not used around electrical hazards?						
h) Are all straight ladders provided with safety shoes?						
16. Floor and wall Openings and Stairways	G	Y	R	N/A	Action	Comments
a) Are all floor openings guarded?						
b) Are temporary floor openings or floor holes secured, guarded, and marked?						
c) Are wall openings guarded where required?						
d) Are open-sided platforms 4 feet above the ground or floor-guarded?						
e) Are stairs having 4 or more risers guarded by a standard stair rail?						

