

CONTRACTOR WEEKLY SAFETY INSPECTION REPORT

Job No. _____ Job Name _____

Superintendent _____ Date _____

Person(S) Making Inspection _____

Subcontractors Onsite (List Name and Trade)

COLUMN A = Adequate at time of inspection
 B = Needs consideration
 C = Needs immediate attention
 N/A= Not applicable

	A	B	C	N/A	Action Taken
1. Job Information					
• OSHA 300 forms posted and complete?					
• OSHA poster posted?					
• Phone no. for the nearest medical center posted?					
• Toolbox talks up to date?					
• Work areas properly signed and barricaded?					
2. Housekeeping					
• General neatness of work area?					
• Projecting nails removed or bent over?					
• Waste containers provided and used?					
• Passageways and walkways clear?					
• Cords and leads off of the floor?					
3. Fire Prevention					
• Adequate fire extinguishers, checked and accessible?					
• Phone no. of fire department posted?					
• "No Smoking" posted and enforced near flammables?					
4. Electrical					
• Extension cords with bare wires or missing ground prongs taken out of service?					
• Ground fault circuit interrupters being used?					
• Terminal boxes equipped with required covers?					
5. Hand, Power & Powder Actuated Tools					
• Hand tools inspected regularly?					
• Guards in place on machines?					
• Right tool being used for job at hand?					

• Operators of powder actuated tools are licensed?					
6. Fall Protection					
• Safety rails and cables are secured properly?					
• Employees have D-ring of belts in center of back?					
• Employees exposed to fall hazards are tied off?					
• Employees below protected from falling objects?					
7. Ladders					
• Ladders extend at least 36" above the landing?					
• Ladders are secured to prevent slipping, sliding or falling?					
• Ladders with split or missing rungs taken out of service?					
• Stepladders used in fully open position?					
• No step at top two rungs of stepladder?					
8. Scaffolding					
• All scaffolding inspected daily?					
• Erected on sound rigid footing?					
• Tied to structure as required?					
• Guardrails, intermediate rails, toeboards and screens in place?					
• Planking is sound and sturdy?					
• Proper access provided?					
• Employees below protected from falling objects?					
9. Floor & Wall Openings					
• All floor or deck openings are planked over or barricaded?					
• Perimeter protection is in place?					
• Deck planks are secured?					
• Materials stored away from edge?					
10. Trenches, Excavation & Shoring					
• Competent person on hand?					
• Excavations are shored or sloped back?					
• Materials are 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?					
11. Material Handling					
• Materials are properly stored or stacked?					
• Employees are using proper lifting methods					
• Tag lines are used to guide loads?					
• Proper number of workers for each operation?					

12. Welding & Burning					
• Gas cylinders stored upright?					
• Proper separating distance between fuels and oxygen?					
• Burning/welding goggles or shields are used?					
• Fire extinguishers are nearby?					
• Hoses are in good condition?					
13. Cranes					
• Outriggers are extended and swing radius barricade in place?					
• Operator is familiar with load charts?					
• Hand signal charts are on crane?					
• Crane operators logs are up-to-date?					
• Employees kept from under suspended loads?					
• Chains and slings inspected and tagged as required?					
14. Concrete Construction					
• Employees are protected from cement dust?					
• Exposed skin is covered?					
• Runways are adequate?					
15. Personal Protective Equipment					
• Hard hats are being worn?					
• Safety glasses are being worn?					
• Respirators are used when required?					
• Hearing protection being worn when required?					
• Traffic vests being worn?					
16. Unsafe Acts or Practices Observed (List): _____ _____ _____ _____ _____					

Comments _____

Signature _____ Date _____