

Contractor Weekly Safety Inspection Report

Job Number	Job Name
Superintendent	Date
Person(s) inspecting	
Subcontractors onsite (name)	Subcontractor trade

Column explanation

A – Adequate at time of inspection

B – Needs consideration

C – Needs immediate attention

D – Not applicable

	A	B	C	N/A	Action Taken
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?					
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?					
Fire Prevention					
• Adequate fire extinguishers, checked and accessible?					
• Phone no. of fire department posted?					
• “No Smoking” posted and enforced near flammables?					
Electrical					
• Extension cords with bare wires or missing ground prongs taken out of service?					
(electrical continued)	A	B	C	N/A	Action Taken

• Ground fault circuit interrupters being used?					
• Terminal boxes equipped with required covers?					
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?					
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?					
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?					
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?					
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?					

	A	B	C	N/A	Action Taken
Trenches, Excavation & Shoring					
<ul style="list-style-type: none"> Competent person on hand? 					
<ul style="list-style-type: none"> Excavations are shored or sloped back? 					
<ul style="list-style-type: none"> Materials are stored at least two feet from trench? 					
<ul style="list-style-type: none"> Ladders provided every 25 feet in trench? 					
<ul style="list-style-type: none"> Equipment is a safe distance from edge of trench or excavation? 					
Material Handling					
<ul style="list-style-type: none"> Materials are properly stored or stacked? 					
<ul style="list-style-type: none"> Employees are using proper lifting methods 					
<ul style="list-style-type: none"> Tag lines are used to guide loads? 					
<ul style="list-style-type: none"> Proper number of workers for each operation? 					
Welding & Burning					
<ul style="list-style-type: none"> Gas cylinders stored upright? 					
<ul style="list-style-type: none"> Proper separating distance between fuels and oxygen? 					
<ul style="list-style-type: none"> Burning/welding goggles or shields are used? 					
<ul style="list-style-type: none"> Fire extinguishers are nearby? 					
<ul style="list-style-type: none"> Hoses are in good condition? 					