WEEKLY SITE INSPECTION

INSPECTED BY: _____
DATE: _____
TIME: _____

GENERAL SAFETY	COMPLIES?		ACTION & COMMENT	RESPONSIBILITY	DATE	COMPLETED BY
	YES	NO				(DATE/INITIALS)
first aid kit stocked						
accommodation/smoko room clean & hygienic						
toilets clean and hygienic						
warning signs displayed						
current WOF for all vehicles used for work purposes						
hazard identification up to date						
site hoardings/fences in place						
general housekeeping up to date						
MSDS available to employees on site						
hazardous materials stored safely						
personal protective equipment worn						
Entry/Exit						
Routes in/out clear						
site office clearly defined for visitors						
Electrical						
Main board locked						
condition and position of cables & leads good						
3-monthly inspection tags on all tools & leads						
isolating transformers/RCD's in place/used						
Fall Protection						
all work over 3 metres protected						
edge protection in place						
penetrations/holes identified & guarded						
harness systems in good condition & properly stored						
power actuated tools						
tools certificated						
operators certificated						
PPE worn						
tools/chargers stored in a secure place						
notice displayed						
Hazardous/Flammable Goods						
materials clearly labelled						
material safety data sheets available						
materials safely stored						
No Smoking sign displayed						
Mechanical Plant						
All tools properly guarded						
all tools in good condition						
service certificates maintained						
warning devices (horn/reverse beeper) in place						
mirrors fitted						
seatbelts fitted						
roll over structures (ROPS) fitted						
Cranes						
current test certificate						
current test certificate for slings/chains/hooks						
Power Operated Elevated Work Platforms						
tyres inflated						
harnesses available for cherry pickers						
current test certificate						
Gas Cutting/Welding						
bottles secure or in stand						
gauges/plugs/leads/hoses maintained						
welding screens used						
flashback arresters used						
extinguisher readily accessible						
Other						