Site Inspection Checklist – Generic SSSP Form 5

**Write** location

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|  |

**Write** the name of the inspector

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|  |

Time Date

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| 1 | Site Control |

a. Hazard board and signage up-to-date

b. Environmental plan – issues

c. Toolbox talk last date

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d. Safety inductions for all on site

e. Safety notice board current

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| 2 | Site Facilities |

a. Offices clean, adequate & good lighting

b. Smoko sheds – clean, potable water

c. Toilets – clean, washing water

d. Tool/equipment sheds adequate

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| 3 | General Site Tidiness & Access Ways |

a. Clear, safe access to work areas

b. Stairways and access ways clear

c. Hoardings/fence and gates secure

d. Loose materials secure from wind

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| 4 | Personal Safety Equipment |

a. Signage displayed and legible

b. Hardhats being worn

c. Correct footwear being worn

d. Glasses/ear muffs/vests/masks used

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| 5 | First Aid/Fire Prevention |

a. First aid box available

b. Accident register available

c. Fire extinguishers available  
Current (12mth)  
Sufficient number

d. Evacuation procedure current  
All emergencies included

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| 6 | Cranes/Hoist/Lifting Equipment |

a. Proper lift assessment plan done

b. Crane certification current

c. Slings/chains certified

d. Operator procedures in place

e. Inspections being done

f. Man cage available

g. Emergency plan in place

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| 7 | Compressed Air Equipment |

a. In good condition

b. Appropriate guards fitted

c. Trained user

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| 8 | Excavations |

a. Correctly shored and secured

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| 9 | Welding/Gas Cutting |

a. Hot work permits being issued

b. Fire extinguishers on hand

c. Operators using PPE

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| 10 | Electrical Equipment |

a. Main board lockable/weatherproof

b. Current tagged and damage-free leads

c. Current tagged plant

d. Current tagged lifeguards

e. Leads safely placed

f. Equipment in good condition

g. Appropriate guards on equipment

h. Adequate temporary lighting

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| 11 | Chemicals |

a. Correctly stored

b. Safety Data Sheet (SDS) available

c. Operators using PPE

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| 12 | Tools |

a. PAT tool WoF current and secure

b. Staff trained in tool use (SWPS)

c. PAT signage on site

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| 13 | Scaffolding |

a. Notifiable weekly Scaftag/current

b. Handrails/mid-rails

c. Toe boards

d. Platforms

e. Ladders/stairs

f. Base sound

g. Work platforms clear

h. Platforms trip free

i. Planks tied down

j. Headroom clear

k. Ties/bracing adequate

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| 14 | Ladders |

a. Good condition

b. Secured top and bottom

c. Stays to step ladders

d. Working 2 steps down

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| 15 | Fall Hazards |

a. Floor edges / openings

b. Lift shafts / stairs

Site Inspection Checklist - Remedial Action Required SSSP Form 5

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| **Item** | **Comments/action description** | **Person to action** | **Complete** |
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