|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Site Safety Inspection Sheet**  **Project/Job:** | | | | | |
|  | OK | Hazard/Condition | Recommended Corrective action | Date completed | |
| Office |  |  |  |  |
| Housekeeping |  |  |  |  |
| Wearing and condition of PPE |  |  |  |  |
| Clear exits |  |  |  |  |
| Emergency preparation |  |  |  |  |
| Evacuation plan displayed and in place. |  |  |  |  |
| Condition of/need for signs/notices |  |  |  |  |
| Policies displayed |  |  |  |  |
| Status of first aid equipment. |  |  |  |  |
| Safe floors, platforms, railings |  |  |  |  |
| Safe stairs, ladders |  |  |  |  |
| Adequate/clear walkways and work space. |  |  |  |  |
| Manual handling activities |  |  |  |  |
| Machinery guarding |  |  |  |  |
| Maintenance schedules |  |  |  |  |
| Lighting, ventilation and temperature. |  |  |  |  |
| Dust, fumes, gases, vapours, noise. |  |  |  |  |
| Site Access |  |  |  |  |
| Access to fire fighting equipment |  |  |  |  |
| Condition of fire fighting equipment |  |  |  |  |
| Electrical equipment |  |  |  |  |
| Handling equipment |  |  |  |  |
| Condition of Tools |  |  |  |  |
| Condition of pressure vessels, |  |  |  |  |
| Condition of compressed air/gas lines |  |  |  |  |
| Condition of storage areas. |  |  |  |  |
| Waste containment and condition. |  |  |  |  |
| Availability of First aid box |  |  |  |  |
| Stormwater run-off |  |  |  |  |
| Safety and environmental records available. |  |  |  |  |
| **COMMENTS:** | | | | |
|  | | | | |
|  | | | | |

**Document Check**

|  |  |  |
| --- | --- | --- |
| **Document** | **Completed** | **Follow up** |
| Site Safety and Environment Inspection Form |  |  |
| Erosion Control Form |  |  |
| Rope Inspections Sheets |  |  |
| MSDS Register including copies of MSDS |  |  |
| Grout and Shotcrete Testing Schedule |  |  |
| Curing and Testing Grout Form |  |  |
| Testing Overview Form |  |  |
| Drill Log |  |  |
| Installation of Materials |  |  |
| Rock Bolt Submittal ID Sheet |  |  |
| Shotcrete Production Report Form |  |  |
| Rescue Plan |  |  |
| Risk Assessments |  |  |
| SWMS |  |  |
| Risk Hazard Identification Plan |  |  |
| Site Induction Form |  |  |
| Site Induction Training Record Form |  |  |
| Toolbox Talks – Daily Diary, Daily Report |  |  |
| Air compressor Daily Check Sheet |  |  |
| Sign On Register |  |  |
| Copies of Policies, Procedures, Rules and Guidelines |  |  |
| Copy of Integrated Business Management Plan |  |  |

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| **CONTRACT REQUIREMENTS** | **YES/NO/N/A** | **COMMENTS** |
| 1. A site safety plan has been developed from hazard identification and risk assessment data, and is revised as necessary. |  |  |
| 1. Work methods on site conform to the site safety plan requirements. |  |  |
| 1. All relevant specifications, drawings and work plans are available on site. |  |  |
| 1. All relevant permits, licenses and approvals and copies are available on site. |  |  |
| 1. Regular site safety inspections are conducted and records of the inspections are available. |  |  |
| 1. Copies of all relevant legislation, standards and codes of practice are available on site. |  |  |
| 7. Work site boundaries have been defined and access restrictions are enforced to prevent unauthorised entry. |  |  |
| 1. A site visitor’s book is maintained and kept up to date. |  |  |
| 9. Safe means of access and egress to the site are maintained. |  |  |
| 10. A site safety induction program and records are maintained. |  |  |
| 11. Safety/Warning signs are in place and maintained in good order. |  |  |
| 12. Isolation/Tagging systems are used for unsafe or defective equipment. |  |  |
| 13. Site emergency response plans have been developed. |  |  |
| 14. An up to date Accident/Incident report book is maintained and WorkCover is notified of incidents where required by legislation. |  |  |
| 15. All Accident/.incident investigations are up to date and completed satisfactorily. |  |  |
| 16. First aid facilities and trained personnel are available on site. |  |  |
| 17. The safety performance of all subcontractors on site are monitored and records are available |  |  |
| 18. Hazard identifications and risk assessments are available for the plant and equipment used on site. |  |  |
| 19. Inspection, maintenance and service record are available for the plant and equipment used on site. |  |  |
| 20. Fire protection equipment is available on site and maintained in good working order. |  |  |
| 21. Personal protective equipment is available and maintained in good working order. |  |  |
| 22. Flammable materials, gas cylinders and other hazardous substances are stored safely on site. |  |  |
| 23. Facilities, amenities and the standard of general housekeeping on site are satisfactory. |  |  |

Name of person completing Audit:

Signature:

Date: