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Daily Site Safety Inspection Checklist

Start-of-shift construction site safety sweep: housekeeping, PPE, fire, plant, environment, and stop-work decisions.

SITE NAME

AREA / ZONE

INSPECTOR NAME

POSITION

DATE

Shift ◯ Day ◯ Night ◯ Weekend ◯ Other

WEATHER

Overall site condition on arrival ◯ Good ◯ Fair ◯ Poor

1. Housekeeping

Work areas clean and tidy	◯ Pass	◯ Fail	◯ N/A
Walkways / corridors free from obstruction	◯ Pass	◯ Fail	◯ N/A
Waste disposed correctly	◯ Pass	◯ Fail	◯ N/A
Spillages cleaned immediately	◯ Pass	◯ Fail	◯ N/A
Materials stored safely	◯ Pass	◯ Fail	◯ N/A

HOUSEKEEPING COMMENTS

2. PPE compliance

Workers wearing required PPE for tasks observed	◯ Yes	◯ No	◯ N/A	
Helmet condition (sample)	◯ Good	◯ Fair	◯ Poor	◯ N/A
Hi-vis worn where required	◯ Yes	◯ No	◯ N/A	
Safety footwear worn	◯ Yes	◯ No	◯ N/A	
Eye / hand / hearing protection used where needed	◯ Yes	◯ No	◯ N/A	

PPE OBSERVATIONS

3. Fire & emergency readiness

Extinguishers accessible and in date	◯ Pass	◯ Fail	◯ N/A
Emergency exits marked and clear	◯ Pass	◯ Fail	◯ N/A
Alarm call points visible / accessible	◯ Pass	◯ Fail	◯ N/A
Evacuation routes / assembly info displayed	◯ Pass	◯ Fail	◯ N/A

First aid arrangements confirmed for shift — ◯ Yes ◯ No ◯ N/A

4. Plant, tools & work environment

Machinery / tools in safe condition with guards — ◯ Pass ◯ Fail ◯ N/A

Operators trained / authorised for equipment in use — ◯ Yes ◯ No ◯ N/A

Defective equipment removed from service — ◯ Yes ◯ No ◯ N/A

Lighting adequate for tasks — ◯ Pass ◯ Fail ◯ N/A

Noise / dust / ventilation controls adequate — ◯ Pass ◯ Fail ◯ N/A

Hazardous substances stored correctly — ◯ Pass ◯ Fail ◯ N/A

GENERAL OBSERVATIONS / TOOLBOX TALK TOPICS FOR TODAY

Stop-work issued? ◯ No ◯ Yes – see actions

Corrective / follow-up actions

FINDING / ACTION REQUIRED	OWNER	PRIORITY	DUE DATE	STATUS

Sign-off

COMPLETED BY

DATE / TIME

SIGNATURE

REVIEWED / APPROVED BY