



Inspection - Weekly 274 Checklist

274 Inspection _ General Work Area - Checklist

Item #	Prompt	Responses	Comments
1	1.0: PREMISES AND HOUSE KEEPING	(X) Yes () No () N/A	
2	Building – Site Office, workshop access way clear and safe.	() Yes () No () N/A	
3	Lighting – Workshop sheds/Site offices, faulty or inadequate lighting	() Yes () No () N/A	
4	Hygiene Facilities – Toilets clean, soap & paper towel available, Crib room clean & maintained	() Yes () No () N/A	
5	Storage and stacking all parts, materials in orderly manner. chemical, fuel & oil etc.	() Yes () No () N/A	
6	Tidiness of work areas, Yards, laying up areas use correctly	() Yes () No () N/A	
7	Scrap & refuse bins removed and storage system – adequate bins provided & waste disposal done correctly.	() Yes () No () N/A	
8	Quarantine of all material manage in orderly manner	() Yes () No () N/A	
9	Ventilation in workshop/offices/smoko rooms okay	() Yes () No () N/A	
10	Emergency master point area is clearly identified with notice boards posted and accessible.	() Yes () No () N/A	
11	Oxy Acetylene secure on proper stands, flash arrestors install, hoses and regulators operational and in good condition	() Yes () No () N/A	
12	2.0: MECHANICAL, ELECTRICAL & PERSONAL SAFEGUARDING	(X) Yes () No () N/A	
13	Adequate signage and notices posted where required, construction site, site office, warning and danger signage	() Yes () No () N/A	
14	Ladders, Stair, Walkways and Scaffolds egress & ingress in safe manner, no obstruction etc.	() Yes () No () N/A	
15	Scaffold built stable and with Scarf tag attached with relevant authorised person's information.	() Yes () No () N/A	
16	All portable ladders use in good condition, properly secured and safe.	() Yes () No () N/A	
17	Portable Electrical Equipment – all currently tagged and in good conditions.	() Yes () No () N/A	
18	Portable/bench grinders with guards in place	() Yes () No () N/A	

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19	2mm gap on bench grinder is set and grinder wheel/disc in good condition.	() Yes () No () N/A	
20	Hand Tools, No modified or unauthorized tools use.	() Yes () No () N/A	
21	PPE & Safety Equipment's available on site and accessible to employees, proper face shield, goggles, Welding shields and screens	() Yes () No () N/A	
22	Notices and signage, suitable (warning and danger) install were required, Exits, fire, site office direction, emergency, PPE, etc.	() Yes () No () N/A	
23	Ergonomics – All equipment's, workplace, benches, seating at site workshop/offices is ergonomically sound.	() Yes () No () N/A	
24	Lifting Gears currently tagged with respective colors and in good conditions, ropes, slings, shackles, cranes, eyebolt, safety latches on hooks.	() Yes () No () N/A	
25	Lifting gears register available and current	() Yes () No () N/A	
26	All crane operators/Riggers/Dogman have suitable permits and valid.	() Yes () No () N/A	
27	EWP, Scissor lift operator has suitable permits and valid, including Work @ height competency.	() Yes () No () N/A	
28	Machinery check list available and pre-start checks correctly and consistently done.	() Yes () No () N/A	
29	All hazardous materials stored in proper cabinets with adequate ventilation, labelling, identification signs, storage, Material Safety Data Sheet.	() Yes () No () N/A	
30	PPE available and being used appropriately for the application.	() Yes () No () N/A	
31	Where Isolation of equipment is required – ATW/LOTO/PLU applied by work party done correctly	() Yes () No () N/A	
32	JSA/Take 5/RA – completed, signed off and available on site.	() Yes () No () N/A	
33	Contractor red folder available with all relevant document copies.	() Yes () No () N/A	
34	Contractor vehicles/equipment brought on site are with valid Commission stickers. Registration and Safety stickers.	() Yes () No () N/A	
35	3.0: FIRE AND PREVENTION	(X) Yes () No () N/A	
36	Fire Extinguishers available for appropriate fire hazards in the area.	() Yes () No () N/A	
37	Fire extinguishers fully charged, inspection tags fitted, and inspection current.	() Yes () No () N/A	
38	Condition of fire extinguishers, check for physical damage, rust, colour coding.	() Yes () No () N/A	

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39	Adequate signage, labelling and demarcation done for easy identification	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
40	Ensure oil, fuel, flammable material are stored correctly or removed as required	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
41	Site Area/Fire warden appointed and posted on the notice board.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
42	4.0: HEALTH AND SAFETY	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
43	All employee completed GSI, Site specific Induction and aware of site emergency procedure, contacts, alarm & master points in the event of emergency	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
44	Fitness for work - Aware of alcohol policy and 10 golden rule.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
45	First Aid Facility – Kit available and fully kitted.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
46	First Aider appointed and posted on site notice board.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
47	Light Vehicles – All drivers aware of LV policy and respective LV permits available & valid.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
48	Emergency Evacuation checks list available, consistency and correctly filled out.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
49	Site emergency plan, contacts procedure available and visible for all employees.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
50	Appointed Safety Officers posted on the notice board and available on site.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
51	Pre-start meetings conducted daily and attended by all project members.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
52	Eye wash station, fixed or portable available, accessible & in operation with signage posted.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
53	Notice boards available on Project site with current information. Accessible for employees	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	