



## Inspection - Weekly 274 Checklist

### 274 Inspection \_ Highway road maintenance & project sites - Checklist

Item #	Prompt	Responses	Comments
1	SECTION 1.0: PREMISES & HOUSE KEEPING	( X ) Yes ( ) No ( ) N/A	
2	Building – Site office/site shelter/workshop access way clear and safe.	( ) Yes ( ) No ( ) N/A	
3	Lighting – Workshop sheds/site offices, work area spot lights faulty or inadequate lighting	( ) Yes ( ) No ( ) N/A	
4	Hygiene Facilities – Portable site toilets , soap or sanitizers, water & paper towel available, site shelters cleaned and tidy	( ) 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	Emergency master point area is clearly identified with notice boards posted and accessible.	( ) Yes ( ) No ( ) N/A	
9	Are environmental damage/pollution controls in place, such as spill kits, containment bunds, bush fire warning signs etc...	( ) Yes ( ) No ( ) N/A	
10	Equipment pads or sitting locations stable	( ) Yes ( ) No ( ) N/A	
11	General work area safe and free of instabilities/slips sloppiness	( ) Yes ( ) No ( ) N/A	
12	Equipment pads or sitting locations stable	( ) Yes ( ) No ( ) N/A	
13	Presence of slips/instabilities identified and controls in place	( ) Yes ( ) No ( ) N/A	
14	Obstructions on road such as dirt, windrow, boulders, rocks/gravels ,any substance deemed as obstruction to traffic flow present	( ) Yes ( ) No ( ) N/A	
15	2.0: PUBLIC (NEARBY RESIDENTS), ROAD USERS & PERSONAL SAFEGUARDING	( X ) Yes ( ) No ( ) N/A	
16	Clear adequate signage and notices posted where required, construction site, site office, warning and danger signage	( ) Yes ( ) No ( ) N/A	
17	Traffic controllers are equipped, guarded with appropriate PPEs and stationed at designated locations	( ) Yes ( ) No ( ) N/A	
18	Standard approved traffic management implemented accordingly by the traffic controllers	( ) Yes ( ) No ( ) N/A	

Item #	Prompt	Responses	Comments
19	Are the public, road users and nearby residents made aware of the road works through toksaves and awareness by Community Relations team	( ) Yes ( ) No ( ) N/A	
20	Safety barriers such as cones, barricades or safety tapes adequately installed to warn public, road users and personal on site	( ) Yes ( ) No ( ) N/A	
21	Are traffic controllers inducted, trained, competent and experienced in traffic management on road works	( ) Yes ( ) No ( ) N/A	
22	Are residents within project site /work area spectating around the work site	( ) Yes ( ) No ( ) N/A	
23	Temporary access for pedestrians/public in place	( ) Yes ( ) No ( ) N/A	
24	3: MECHANICAL & PERSONAL SAFEGUARDING	( X ) Yes ( ) No ( ) N/A	
25	PPE & Safety Equipment available on site and accessible to employees, proper face shield, goggles, Welding shields and screens	( ) Yes ( ) No ( ) N/A	
26	Where Isolation of equipment is required – ATW/LOTO/PLU applied by work party done correctly	( ) Yes ( ) No ( ) N/A	
27	Notices and signage, suitable (warning and danger) install were required, Exits, fire, site office direction, emergency, PPE, etc.	( ) Yes ( ) No ( ) N/A	
28	Ergonomics – All equipment's, workplace, benches, seating at site shelters/oofices, work place scaffolds/platforms are ergonomically sound.	( ) Yes ( ) No ( ) N/A	
29	Lifting Gears tagged with respective colours and in good conditions, ropes, slings, shackles, eyebolt, latches on hooks, chains, blocks	( ) Yes ( ) No ( ) N/A	
30	Lifting gears register available and current	( ) Yes ( ) No ( ) N/A	
31	All crane operators/Riggers/Dogman have suitable permits and valid.	( ) Yes ( ) No ( ) N/A	
32	EWP, Scissor lift operator has suitable permits and valid, including Work @ height competency.	( ) Yes ( ) No ( ) N/A	
33	Machinery check list available and pre-start checks correctly and consistently done	( ) Yes ( ) No ( ) N/A	
34	Hazardous materials stored in proper demarcated laydown area with labelling & identification signs, storage, Material Safety Data Sheet in place.	( ) Yes ( ) No ( ) N/A	
35	PPE available and being used appropriately for the application.	( ) Yes ( ) No ( ) N/A	
36	JSA/Take 5/RA – completed, signed off and available on site.	( ) Yes ( ) No ( ) N/A	
37	Contractor red folder available with all relevant document copies,	( ) Yes ( ) No ( ) N/A	
38	Contractor vehicles/equipment brought on site are with valid Commission stickers. Registration and Safety stickers.	( ) Yes ( ) No ( ) N/A	

Item #	Prompt	Responses	Comments
39	Spill kits for heavy equipment/machineries available and fit for use	( ) Yes ( ) No ( ) N/A	
40	Are idle machines/equipment properly parked in safe manner	( ) Yes ( ) No ( ) N/A	
41	Hand Tools, No modified or unauthorised tools use.	( ) Yes ( ) No ( ) N/A	
42	Oxy Acetylene secure on proper stands, flash arrestors install, hoses and regulators operational and in good condition	( ) Yes ( ) No ( ) N/A	
43	4.0 FIRE PROTECTION & PREVENTION	( X ) Yes ( ) No ( ) N/A	
44	Fire Extinguishers available in heavy equipment, LV and or welding site	( ) Yes ( ) No ( ) N/A	
45	Fire extinguishers in heavy equipment, LV and or welding site fully charged, inspection tags fitted, and inspection current	( ) Yes ( ) No ( ) N/A	
46	Condition of fire extinguishers, check for physical damage, rust, colour coding.	( ) Yes ( ) No ( ) N/A	
47	Adequate signage, labelling and demarcation done for easy identification	( ) Yes ( ) No ( ) N/A	
48	Ensure oil, fuel, flammable material are stored correctly or removed as required	( ) Yes ( ) No ( ) N/A	
49	Site Area/Fire warden appointed and posted on the notice board.	( ) Yes ( ) No ( ) N/A	
50	5.0 HEALTH & SAFETY	( X ) Yes ( ) No ( ) N/A	
51	Employee completed GSI, Site specific Induction & aware of site emergency procedure, contacts, alarm/sirens & master points in the event of emergency	( ) Yes ( ) No ( ) N/A	
52	Fitness for work - Aware of alcohol policy and 10 golden rule.	( ) Yes ( ) No ( ) N/A	
53	First Aid Facility – Kit available and fully kitted.	( ) Yes ( ) No ( ) N/A	
54	First Aider appointed and posted on site notice board.	( ) Yes ( ) No ( ) N/A	
55	Light Vehicles – All drivers aware of LV policy and respective LV permits available & valid.	( ) Yes ( ) No ( ) N/A	
56	Emergency Evacuation checks list available, consistency and correctly filled out.	( ) Yes ( ) No ( ) N/A	
57	Site emergency plan, contacts procedure available and visible for all employees.	( ) Yes ( ) No ( ) N/A	
58	Appointed Safety Officers posted on the notice board and available on site.	( ) Yes ( ) No ( ) N/A	

Item #	Prompt	Responses	Comments
59	Pre-start meetings conducted daily and attended by all project members.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="text"/>
60	Covid-19 Virus Prevention Measures in place	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="text"/>
61	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	<input type="text"/>