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Weekly Site Safety Inspection Checklist

Use our weekly site safety inspection checklist template as a starting point to customize yours to fit your business.



Weekly Site Safety Inspection Checklist

Site Details:		
Location:		_
Date of Inspection:		
Time of Inspection:		
Inspector's Name: _		
Week Of:	to	

General Safety:

[] All safety signs are in place and clearly visible.

- [] Emergency exits are unobstructed and clearly marked.
- [] Firefighting equipment is accessible and in good condition.
- [] First-aid kits are stocked and easily accessible.
- [] All lighting fixtures are working and provide adequate illumination.

Personal Protective Equipment (PPE):

- [] PPE is available for all workers and visitors.
- [] Workers are using PPE correctly in designated areas.
- [] PPE is in good condition and stored properly when not in use.

Housekeeping:

- [] Work areas are clean, tidy, and free of debris.
- [] Aisles and walkways are clear of obstructions.
- [] Spill kits are available and materials are properly labeled.

Tools and Machinery:

- [] Tools and equipment are in good condition and stored properly.
- [] Safety guards are in place on machinery as required.
- [] Inspection and maintenance records are up-to-date.

Electrical Safety:

- [] Electrical panels are accessible and properly labeled.
- [] No exposed wiring or open electrical panels.
- [] Extension cords are in good condition and used properly.

Fall Protection:

- [] Guardrails and safety nets are secure and in good condition.
- [] Ladders are in good condition and used properly.

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[] Fall arrest systems are available and inspected for wear and tear.

Chemical Safety:

[] Material Safety Data Sheets (MSDS) are accessible for all hazardous substances.

[] Chemicals are stored and labeled correctly.

[] Workers are trained in handling and emergency procedures for hazardous substances.

Noise Control:

[] Areas requiring hearing protection are marked.

[] Workers are using appropriate hearing protection devices.

Waste Management:

[] Waste bins are available and being used correctly.

[] Hazardous waste is being disposed of in accordance with regulations.

Incident Reporting:

- [] There is a system in place for reporting incidents and near misses.
- [] All incidents and near misses from the past week have been documented and reviewed.

Comments & Additional Observations:

(Provide detailed notes on any issues found, actions taken, and areas for improvement.)

Inspector's Confirmation:

I confirm that the above inspection was conducted according to the safety standards and regulations, and have reported all findings accurately. Inspector's Signature:

Date:

Site Manager's Acknowledgment:

I acknowledge the findings of this inspection and will ensure that necessary actions are taken to address any issues.

Site Manager's Signature:

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