Site Inspection Checklist

A checklist for inspecting a work or construction site.

Inspected by _____ Date _____

Unit / ID _____ Location _____

Site access and signage	OK	DEFECT	N/A
Confirm site perimeter fencing is intact and secure with no gaps.	☐	☐	☐
Check that gates and entry points are controlled and lockable.	☐	☐	☐
Verify warning, hazard and mandatory PPE signs are posted and legible.	☐	☐	☐
Confirm emergency contact and site rules are displayed at entrances.	☐	☐	☐
Check pedestrian and vehicle routes are separated and clearly marked.	☐	☐	☐
Verify visitor and contractor sign-in procedures are in place.	☐	☐	☐

Safety and PPE	OK	DEFECT	N/A
Confirm all workers are wearing required hard hats, hi-vis and footwear.	☐	☐	☐
Check that task-specific PPE is available and in good condition.	☐	☐	☐
Verify first aid kits are stocked and a trained first aider is on site.	☐	☐	☐
Confirm a current site-specific safety plan is available and followed.	☐	☐	☐
Check that permits to work are posted for hot work, confined space or excavation.	☐	☐	☐
Verify recent safety briefings or toolbox talks have been recorded.	☐	☐	☐

Hazard control	OK	DEFECT	N/A
Inspect open edges, holes and excavations for guarding or covers. Fall protection is required where workers can fall to a lower level per OSHA thresholds.	☐	☐	☐
Check that electrical cords, panels and GFCI protection are sound and dry.	☐	☐	☐
Verify flammable and hazardous materials are stored and labeled correctly.	☐	☐	☐
Confirm overhead loads and lifting zones are barricaded off.	☐	☐	☐
Check ladders and scaffolds are tagged, stable and used correctly.	☐	☐	☐
Identify and control any slip, trip or fall hazards on walkways.	☐	☐	☐

Housekeeping and storage	OK	DEFECT	N/A
Confirm walkways, stairs and exits are clear of debris and materials.	☐	☐	☐
Check that waste is segregated and bins are not overflowing.	☐	☐	☐
Verify materials are stacked safely and not blocking access.	☐	☐	☐
Confirm tools and equipment are stored when not in use.	☐	☐	☐
Check spill kits are available and any spills are cleaned up.	☐	☐	☐
Verify standing water and mud are managed to prevent slips.	☐	☐	☐

Equipment and plant	OK	DEFECT	N/A
Confirm plant and machinery have current inspection tags.	☐	☐	☐
Check guarding is fitted on moving parts and not bypassed.	☐	☐	☐
Verify operators are trained and authorized for the equipment they use.	☐	☐	☐
Inspect lifting gear and slings for damage and current certification.	☐	☐	☐
Confirm fuel and gas cylinders are secured and stored upright.	☐	☐	☐
Check fire extinguishers are present, charged and accessible.	☐	☐	☐

Emergency and progress	OK	DEFECT	N/A
Confirm escape routes and muster points are clear and signposted.	☐	☐	☐
Check emergency lighting and alarms function where installed.	☐	☐	☐
Verify access for emergency vehicles is maintained.	☐	☐	☐
Review whether work is progressing safely to plan and schedule.	☐	☐	☐
Record any defects with a responsible person and due date.	☐	☐	☐
Sign, date and file the completed inspection record.	☐	☐	☐

Notes / defects found