

Site Inspection Checklist

A checklist for inspecting a work or construction site.

Site access and signage

- ☐ 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

- ☐ 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

- ☐ 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

- ☐ 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

- ☐ 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

- ☐ 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.