

Working conditions on a construction site change constantly. To ensure the safety of your employees and other workers in the area, it is necessary to review the conditions of the jobsite as work progresses.

This jobsite safety survey can be used on most sites. It is designed to be easy to use while providing documentation of the conditions present at a specific point in time. This survey report is not all-inclusive and does not address every unsafe act or condition that may be encountered at a jobsite.

The top portion of this survey is a short checklist that can be quickly studied as you walk the site. If you see something noteworthy, refer to the specific numbered item further down the page. To properly document the survey, it is recommended that you make notes for every applicable topic. Initial comments may be abbreviated using the following:

SAT = Satisfactory

UNSAT = Unsatisfactory

NI = Needs Improvement

MR = Meets Requirements

EX = Exceeds Expectations

In addition to having this survey report available as you walk the site, a blank or completed report can be used as an outline for a toolbox safety talk.

This form, supplied by United Fire Group, merely provides minimum guidelines for you to follow and may be utilized as a tool for fact-gathering purposes to assist in your investigation. The information requested above is not exhaustive and you should, at your own discretion, request any necessary additional information as the specific situation may warrant.

Jobsite: _____ Date: _____

Project supervisor: _____ Review supervisor: _____

- | | | |
|--|-----------------------------|--------------------------|
| 1. Site plan/management | 5. Trenching and excavating | 9. Ladders and stairs |
| 2. Housekeeping and hazard communication | 6. Scaffolding | 10. Hand and power tools |
| 3. Personal protective equipment | 7. Fall protection | 11. Electrical |
| 4. Mobile equipment | 8. Floor/wall openings | 12. Other |

1. Site plan/management

perimeter protection (fencing and barricades), traffic control/restriction, materials storage, underground utilities recently located and overhead power lines identified

2. Housekeeping and hazard communication

trash/materials contained, walkways clear, no protruding nails, rebar protected with caps, hazardous materials labeled, safety data sheet (SDS) on site, no smoking areas posted

3. Personal protective equipment (eye/face, ear, head, foot and respiratory protection)

everyone is properly using the equipment and it is all in good condition, employees have been trained

4. Mobile equipment (personnel/materials lifts, Lulls, cranes, excavators, loaders, etc.)

good condition/inspected, safe operation, edge protection, area free of debris, crane load rating chart and manual available, operator trained and certified, rigger qualified, signal person trained

5. Trenching and excavating

shoring/sloping/benching/trench box used, spoil pile clearance, perimeter protection, traffic control, means of egress

6. Scaffolding

cross members in place, footing stable, planking adequate and secure, free of clutter, safe access

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7. Fall protection (barriers, fall prevention and fall arrest systems)

perimeter guarding, handrail secure (top rail, mid rail and toe board in place), tie-off/static restraint used

8. Floor/wall openings (windows, doorways, ledges, duct and pipe openings)

stairs and platforms free of clutter, protected, covers secured and cleated, holes covered and marked

9. Ladders and stairs

good footing, no visible defects/damage, type of ladder used properly, guarded, free of clutter, secure at top, safe and secure storage, clean (no dirt or grease) and load rated

10. Hand and power tools

inspected, grounded, good condition, secured at end of day (in vehicle, jobsite tool box or trailer), powder-actuated tools—verify certification

11. Electrical

conduit, cords, plugs and connections insulated, no exposed wires/connections, GFCIs used, no splices, grounded, temporary lights all working (no broken bulbs), hot panels guarded and secured when unattended

12. Other

fire extinguishers and other emergency equipment readily available, emergency response plan, first aid and emergency-response personnel or plan, workplace postings and permits (hot works/confined spaces entry)

Identify and act on deficiencies described on this report. Indicate the action (plan) taken.

Report must be submitted to the safety office before the end of the day.

Copies of report should be maintained with job or project file.

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