




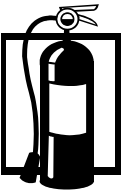
Company Name: \_\_\_\_\_ Job Site Location: \_\_\_\_\_

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_ Foreman/Supervisor: \_\_\_\_\_

## Topic 382: Daily Inspections/Checklists -Important Tools

**Introduction:** A daily inspection checklist is a useful tool in helping to identify hazards in your workplace. Your self-inspection checklists should address the most common hazards found in your workplace and cover issues that need to be addressed to prevent accidents and decrease costs resulting from occupational injuries, illnesses, fatalities, equipment failures, job coordination errors, and maintenance oversight.

**Required Daily Inspections** – Many types of equipment, systems, and areas are required by federal regulations to be inspected daily, and record kept of such inspections. Other items and areas are required by regulation to be inspected before each use. Following is a partial list of some common areas, equipment, and systems which require inspections:

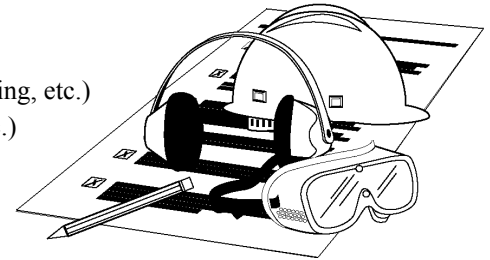
- |   |   |   |   |   |
|---|---|---|---|---|
| <ul style="list-style-type: none"> <li>■ Cranes and derricks (controls, rigging, structure, etc.)</li> <li>■ Hazardous material storage</li> <li>■ Excavations (shoring and general conditions)</li> <li>■ Personal protective equipment (PPE)</li> <li>■ Fall protection systems</li> <li>■ Machine guards</li> <li>■ Required posting of notices</li> </ul> |  | <ul style="list-style-type: none"> <li>■ Guarding floor and wall openings</li> <li>■ Stairs and ladders</li> <li>■ Emergency exits and exit routes</li> <li>■ Flammable/combustible material storage</li> <li>■ Sanitation</li> <li>■ Confined and hazardous spaces</li> <li>■ Lockout/tagout procedures</li> </ul> |  | <ul style="list-style-type: none"> <li>■ Walking/working surfaces</li> <li>■ Medical and first aid equipment</li> <li>■ Fire protection</li> <li>■ Material handling equipment (forklifts, hoists, etc.)</li> <li>■ Tools and power tools</li> <li>■ Generators</li> <li>■ Electrical safety devices/systems</li> <li>■ Vehicles</li> </ul> |
|---|---|---|---|---|

**It is essential for safety** in any workplace, and for the efficient operation of any job-site, that a competent person perform inspections daily to assess hazards which exist. In addition your daily inspection sheet will provide documentation proving that the company is doing its part to ensure a safe worksite.



**Regardless of your level of competence**, no one can remember everything. An inspection checklist can help a busy worker remember important safety issues, and verify information essential to perform your job and safeguard employees such as:

- Equipment safety requirements (crane/derrick inspections, vehicle roadworthiness, etc.)
- Hazard assessment (have job-site conditions changed presenting new hazards?)
- Routine and periodic scheduled maintenance
- Required permits (confined space entry, steel erection notifications, demolitions/blasting, etc.)
- Material handling schedules (lift schedules, overhead hoisting, material deliveries, etc.)
- Site erection plans
- Fall protection systems (movement, testing, and positioning)
- Personal protective equipment testing



**Conclusion:** As helpful a tool as an inspection checklist is, it does no good if it is left unused in your glove box or under the seat of your pickup. Unfortunately the same types of accidents, which could be addressed using a checklist, continue to cause fatalities and injuries in construction. The most important aspect of reviewing your daily inspection checklist is that it will help prevent these common accidents on your jobsite.

### Work Site Review

Work-Site Hazards and Safety Suggestions: \_\_\_\_\_

Personnel Safety Violations: \_\_\_\_\_

Material Safety Data Sheets Reviewed: \_\_\_\_\_ (Name of Chemical)

**Employee Signatures:** \_\_\_\_\_  
*(My signature attests and verifies my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent job-related injury or illness.)*

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**Foreman/Supervisor's Signature:** \_\_\_\_\_  
*These guidelines do not supersede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.*