pointCPD

Site safety inspection checklist

Weekly workplace inspection for building sites

Tick Yes if the item is in place and satisfactory, No if it needs action (record it in section 9), N/A if it does not apply to the current stage.

1. Inspection details

Site / project		**Date**	
Inspected by		**Accompanied by**	
Current stage of work		**Trades on site today**	

2. Site security, access and signage

#	Check	Yes	No	N/A	Comments / action
1	Perimeter fencing secure, no gaps, gates lockable	☐	☐	☐	
2	Site sign with principal contractor name and after-hours contact	☐	☐	☐	
3	Safety signage at entry (PPE, induction, visitor sign-in)	☐	☐	☐	
4	Sign-in register in use	☐	☐	☐	
5	Safe pedestrian access separate from vehicles	☐	☐	☐	
6	Delivery and set-down areas defined, not on edges or paths	☐	☐	☐	
7	Footpath and road kept clear; any permit conditions met	☐	☐	☐	
8	Neighbouring properties protected (runoff, debris, overhang)	☐	☐	☐	

3. Working at heights

#	Check	Yes	No	N/A	Comments / action
1	Edge protection in place on slab edges, roofs, balconies, stairs and voids	☐	☐	☐	
2	Floor openings and penetrations covered, secured and marked	☐	☐	☐	
3	Scaffold tagged, tag current, inspected within the required period	☐	☐	☐	
4	Scaffold complete: guardrails, mid-rails, toe boards, access, no missing planks	☐	☐	☐	
5	Only competent people altering scaffold	☐	☐	☐	
6	Ladders in good condition, correct type, set up and secured properly	☐	☐	☐	
7	Mobile scaffolds and platforms on level ground, wheels locked	☐	☐	☐	
8	Harness and anchor systems inspected and used where required	☐	☐	☐	
9	Exclusion zones below overhead work	☐	☐	☐	

4. Plant and equipment

#	Check	Yes	No	N/A	Comments / action
1	Pre-start checks completed and recorded for mobile plant	☐	☐	☐	
2	Operators hold required licences	☐	☐	☐	
3	Exclusion zones and spotters for mobile plant	☐	☐	☐	
4	Reversing alarms and lights working	☐	☐	☐	
5	Guards fitted to saws, grinders and other power tools	☐	☐	☐	
6	Registered plant documents on site where required	☐	☐	☐	
7	Lifting gear inspected and tagged	☐	☐	☐	
8	Plant kept clear of overhead powerlines	☐	☐	☐	

5. Electrical

#	Check	Yes	No	N/A	Comments / action
1	Temporary switchboard secured, weatherproof and labelled	☐	☐	☐	
2	Residual current devices in use and tested	☐	☐	☐	
3	Leads and tools tested and tagged, tags current	☐	☐	☐	
4	Leads elevated off the ground and out of water and traffic	☐	☐	☐	
5	No damaged leads, plugs or double adaptors	☐	☐	☐	
6	Overhead and underground services identified and marked	☐	☐	☐	

6. Excavations and ground

#	Check	Yes	No	N/A	Comments / action
1	Underground services located before digging (Before You Dig Australia)	☐	☐	☐	
2	Excavations protected: shoring, benching or battering as designed	☐	☐	☐	
3	Spoil and materials kept back from edges	☐	☐	☐	
4	Barriers and signage around excavations	☐	☐	☐	
5	Safe access and egress from trenches	☐	☐	☐	
6	Excavations inspected after rain or ground movement	☐	☐	☐	

7. Health, hazardous materials and housekeeping

#	Check	Yes	No	N/A	Comments / action
1	Dust controlled at the source when cutting (extraction, water, score-and-snap)	☐	☐	☐	
2	Respiratory protection available and worn where required	☐	☐	☐	
3	Asbestos register sighted for existing buildings; suspect material left alone	☐	☐	☐	
4	Hazardous chemicals stored correctly with current safety data sheets	☐	☐	☐	

#	Check	Yes	No	N/A	Comments / action
5	Hearing protection used for noisy work	☐	☐	☐	
6	Heat and sun: shade, water and rest breaks available	☐	☐	☐	
7	Walkways and work areas clear of rubbish and offcuts	☐	☐	☐	
8	Nails, reo and sharp edges capped or removed	☐	☐	☐	
9	Waste bins not overfull; waste separated	☐	☐	☐	
10	Materials stacked stably and within safe heights	☐	☐	☐	
11	Adequate lighting for work areas and access	☐	☐	☐	

8. First aid, emergency and amenities

#	Check	Yes	No	N/A	Comments / action
1	First aid kit stocked and accessible	☐	☐	☐	
2	Trained first aider identified	☐	☐	☐	
3	Emergency plan and contact numbers displayed	☐	☐	☐	
4	Fire extinguishers in date and accessible, especially near hot work	☐	☐	☐	
5	Assembly point signed	☐	☐	☐	
6	Toilets clean and serviced	☐	☐	☐	
7	Drinking water available	☐	☐	☐	
8	Meal area and hand-washing available	☐	☐	☐	
9	SWMS on site for all current high-risk work	☐	☐	☐	
10	Induction records current for everyone on site	☐	☐	☐	

9. Actions required

Item #	Issue found	Action	Risk	Owner	Due	Closed

10. Sign-off

Inspector signature		Date	

Actions from last inspection closed?		**Next inspection due**	