**SAFETY INSPECTION CHECKLIST**

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| Job Name: |  | Job #: |  | Date: |  |

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| --- | --- | --- | --- |
| Superintendent: |  | Inspected By: |  |

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|  | **YES** | **NO** | **N/A** | **COMMENTS/ACTIONS** |
| **GENERAL** | | | | |
| Toilet facilities available/maintained | ☐ | ☐ | ☐ |  |
| Drinking water cups on site | ☐ | ☐ | ☐ |  |
| Visitor hard hats and Safety Glasses available/used | ☐ | ☐ | ☐ |  |
| **PERSONAL PROTECTIVE EQUIPMENT (PPE)** | | | | |
| Hard hats are being worn per Gartner safety policy | ☐ | ☐ | ☐ |  |
| Safety glasses are being worn | ☐ | ☐ | ☐ |  |
| Face Shields are being worn over safety glasses for Grinding | ☐ | ☐ | ☐ |  |
| High-visibility vests are being worn where needed | ☐ | ☐ | ☐ |  |
| Cut Resistant Gloves are being worn by all employees | ☐ | ☐ | ☐ |  |
| Proper footwear is being worn | ☐ | ☐ | ☐ |  |
| Respirators are used any time potential for exposure exists | ☐ | ☐ | ☐ |  |
| Hearing protection is being worn when required | ☐ | ☐ | ☐ |  |
| Full Body Harnesses are being used and worn properly | ☐ | ☐ | ☐ |  |
| All PPE kept in sanitary and reliable condition | ☐ | ☐ | ☐ |  |
| **FIRE PREVENTION** | | | | |
| Adequate number of fire extinguishers on site | ☐ | ☐ | ☐ |  |
| Travel distance between extinguishers does not exceed 100' | ☐ | ☐ | ☐ |  |
| Extinguishers have current inspection (check tag) | ☐ | ☐ | ☐ |  |
| Phone number of local fire department posted | ☐ | ☐ | ☐ |  |
| LP tanks secured from falling | ☐ | ☐ | ☐ |  |
| LP storage prohibited inside the building | ☐ | ☐ | ☐ |  |
| Flammable/combustible liquids stored in approved containers and  labeled | ☐ | ☐ | ☐ |  |
| Flammable/combustible liquids located at least 10 feet from the unit under construction | ☐ | ☐ | ☐ |  |
| Fire extinguisher located near flammable/combustible liquid  storage | ☐ | ☐ | ☐ |  |
| **WELDING & BURNING** | | | | |
| Gas cylinders stored upright and chained | ☐ | ☐ | ☐ |  |
| Proper separation between fuels and oxygen (1/2 hr.-rated fire wall  or a minimum distance of 20 feet) | ☐ | ☐ | ☐ |  |
| Burning/welding/cutting goggles or shields are used | ☐ | ☐ | ☐ |  |
| Fire extinguishers are within 10 ft of Hot Work | ☐ | ☐ | ☐ |  |
| Welding lead has been inspected for defects. No defects within 10  feet of stinger. | ☐ | ☐ | ☐ |  |
| Hoses are in good condition | ☐ | ☐ | ☐ |  |
| Hoses are routed out of walkway or hung off floor completely | ☐ | ☐ | ☐ |  |
| **ELECTRICAL / LOTO** | | | | |
| Electrical cords being used are proper size of wire (12/3 gauge) | ☐ | ☐ | ☐ |  |
| Extension cords with bare wires, Broken Grounds are taken out of service | ☐ | ☐ | ☐ |  |
| Ground fault circuit interrupters (GFCI) being used | ☐ | ☐ | ☐ |  |
| Light bulbs covered with protective cages | ☐ | ☐ | ☐ |  |
| Circuit breakers/disconnects are properly identified (labeled) and  accessible | ☐ | ☐ | ☐ |  |
| Energized panels/devices are covered | ☐ | ☐ | ☐ |  |
| Electrical dangers are posted | ☐ | ☐ | ☐ |  |
| Lockout/tagout devices are available and used | ☐ | ☐ | ☐ |  |
| Lockout devices are adequate to keep switches and valves from being opened | ☐ | ☐ | ☐ |  |

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|  | **YES** | **NO** | **N/A** | **COMMENTS/ACTIONS** |
| **HAND & POWER TOOLS** | | | | |
| Guards in place on all machines and Power Tools | ☐ | ☐ | ☐ |  |
| Guards on machines/equipment in good condition and work  properly | ☐ | ☐ | ☐ |  |
| Tool cords and plugs in good condition | ☐ | ☐ | ☐ |  |
| Employees are using power tools properly | ☐ | ☐ | ☐ |  |
| Hand tools in good condition | ☐ | ☐ | ☐ |  |
| Right tool being used for job at hand | ☐ | ☐ | ☐ |  |
| Hand and Power Tools are Stored Properly | ☐ | ☐ | ☐ |  |
| Broken and Defective Hand and Power Tools are Red Tagged out of service | ☐ | ☐ | ☐ |  |
| **FALL PROTECTION** (where exposure to falls six feet or more exists) | | | | |
| Safety guard rails are secured properly | ☐ | ☐ | ☐ |  |
| Warning line 15 ft from fall hazard, 42" high | ☐ | ☐ | ☐ |  |
| Employees exposed to fall hazards are tied off (5,000# anchor) | ☐ | ☐ | ☐ |  |
| Fall protection equipment is appropriate for working height (Full  body harness and Self Retracting Lifeline) | ☐ | ☐ | ☐ |  |
| Employees working below are protected from falling objects | ☐ | ☐ | ☐ |  |
| Fall protection equipment has been inspected prior to use | ☐ | ☐ | ☐ |  |
| **LADDERS & STAIRS** | | | | |
| Ladders are of appropriate type, Size, and duty rating for the task | ☐ | ☐ | ☐ |  |
| Extension Ladders extend at least 36 inches above the landing (ladder access always kept clear) | ☐ | ☐ | ☐ |  |
| Extension Ladders are secured to prevent slipping, sliding or  falling (ladders pitched at a 4:1 ratio, staked, tied) | ☐ | ☐ | ☐ |  |
| Stepladders used only in fully open position | ☐ | ☐ | ☐ |  |
| No stepping on top two Rungs of step ladders | ☐ | ☐ | ☐ |  |
| Ladders are being used in accordance with the manufacturer’s specifications | ☐ | ☐ | ☐ |  |
| Stairway or ladder provided at points of access where a break in  elevation of 19 inches or more exists | ☐ | ☐ | ☐ |  |
| Stairway rails or handrails installed | ☐ | ☐ | ☐ |  |
| Damaged Ladders are marked with a Red Tag and taken out of service | ☐ | ☐ | ☐ |  |
| **SCAFFOLDING** | | | | |
| Erected on sound rigid footing | ☐ | ☐ | ☐ |  |
| Scaffold is Tied to structure as required | ☐ | ☐ | ☐ |  |
| Scaffold is plumb, square, and level | ☐ | ☐ | ☐ |  |
| Cross braces are complete (no missing parts) | ☐ | ☐ | ☐ |  |
| Complete guardrail system around working platform (guardrail, intermediate rails, toe boards, screens in place) | ☐ | ☐ | ☐ |  |
| All working-level platforms fully planked/decked | ☐ | ☐ | ☐ |  |
| Proper access/egress provided and adequate | ☐ | ☐ | ☐ |  |
| All scaffolding inspected daily by a competent person | ☐ | ☐ | ☐ |  |
| Mobile scaffold equipped with locking casters | ☐ | ☐ | ☐ |  |
| Proper pins (no wire, nails, etc.) used in all connections | ☐ | ☐ | ☐ |  |
| Employees below Scaffolding are protected from falling objects | ☐ | ☐ | ☐ |  |
| **FLOOR & WALL OPENINGS** | | | | |
| All floor/deck openings are planked, and planks are secured in place | ☐ | ☐ | ☐ |  |
| Perimeter protection is in place | ☐ | ☐ | ☐ |  |
| Floor opening coverings are labeled (HOLE) | ☐ | ☐ | ☐ |  |
| Large wall openings have Guard Rail installed (Top, Mid Rails and Toe Board) | ☐ | ☐ | ☐ |  |
| **Aerial Man Lifts** | | | | |
| Aerial lift operators trained and authorized | ☐ | ☐ | ☐ |  |
| Aerial lift controls clearly marked | ☐ | ☐ | ☐ |  |
| Aerial lift platform chain or door closed | ☐ | ☐ | ☐ |  |
| Fall protection used in the ALL boom and scissor lifts as required by Gartner safety policies | ☐ | ☐ | ☐ |  |
| Fall protection used in the boom/scissor lift is appropriate type  (Full Body Harness and Self Retracting Lifeline) | ☐ | ☐ | ☐ |  |
| Reverse signal alarms working (audible) above surrounding noise levels | ☐ | ☐ | ☐ |  |
| Spotters are used to move lifts in all engine rooms | ☐ | ☐ | ☐ |  |
| Aerial Man Lifts have been Inspected Prior to use each shift. | ☐ | ☐ | ☐ |  |

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|  | **YES** | **NO** | **N/A** | **COMMENTS/ACTIONS** |
| **Forklifts / Telehandlers** | | | | |
| Forklift Operator has been trained and authorized | ☐ | ☐ | ☐ |  |
| Forklift controls clearly marked | ☐ | ☐ | ☐ |  |
| Forklift Reverse signal alarms working (Audible) above surrounding  noise levels. | ☐ | ☐ | ☐ |  |
| Spotter is used for all lifts restricting operator vision | ☐ | ☐ | ☐ |  |
| Forklift has been inspected prior to daily operation | ☐ | ☐ | ☐ |  |
| **MATERIAL HANDLING** | | | | |
| Materials properly stored, clear of stairways and exit routes, and stacked using 4:1 maximum stack height to base ratio | ☐ | ☐ | ☐ |  |
| Material loading on roof in designated area with proper fall  protection system in place | ☐ | ☐ | ☐ |  |
| Employees are using proper lifting methods | ☐ | ☐ | ☐ |  |
| Employees are wearing cut resistant gloves when handling materials | ☐ | ☐ | ☐ |  |
| Proper number of workers for each operation (Team Lift of 50lbs or more) | ☐ | ☐ | ☐ |  |
| Tag lines are used to guide suspended loads | ☐ | ☐ | ☐ |  |
| **CRANES & RIGGING** | | | | |
| Lift plan developed and approved by Safety for every crane project | ☐ | ☐ | ☐ |  |
| Lift plan reviewed on-site and signed off prior to pick | ☐ | ☐ | ☐ |  |
| Annual crane inspection conducted, documented and on file | ☐ | ☐ | ☐ |  |
| Ground conditions appear adequate | ☐ | ☐ | ☐ |  |
| Swing radius of counterweight is barricaded to avoid striking workers/equipment | ☐ | ☐ | ☐ |  |
| Outrigger pads are solid, sturdy and are used for every lift | ☐ | ☐ | ☐ |  |
| Employees kept from under suspended loads | ☐ | ☐ | ☐ |  |
| Chains and slings inspected/tagged | ☐ | ☐ | ☐ |  |
| Maximum crane radius at least 20 feet from overhead power lines | ☐ | ☐ | ☐ |  |
| Fire extinguisher located in the cab | ☐ | ☐ | ☐ |  |
| Crane Operator has NCCO or equal Certification Training | ☐ | ☐ | ☐ |  |
| Riggers trained in safe rigging principles | ☐ | ☐ | ☐ |  |
| Riggers have knowledge of load weights (shipping documents, manufacturer’s specifications, raw material calculations, etc.) | ☐ | ☐ | ☐ |  |
| Signal person has been designated and trained | ☐ | ☐ | ☐ |  |
| **CONFINED SPACE** | | | | |
| If confined space is on site, contact the safety coordinator for proper guidance | ☐ | ☐ | ☐ |  |
| **HOUSEKEEPING** | | | | |
| Work area neat, debris picked up and free of trip hazards | ☐ | ☐ | ☐ |  |
| Waste containers provided/used | ☐ | ☐ | ☐ |  |
| Passageways/walkways clear | ☐ | ☐ | ☐ |  |
| Potential impalement hazards from protruding rebar, form stakes, pipe stubs, and nails removed, capped, or covered | ☐ | ☐ | ☐ |  |
| Cords/welding leads/hoses off the floor | ☐ | ☐ | ☐ |  |
| First aid kit available/stocked and proper size for crew | ☐ | ☐ | ☐ |  |
| Work areas properly signed/barricaded | ☐ | ☐ | ☐ |  |
| Adequate lighting present | ☐ | ☐ | ☐ |  |
| **JOB INFORMATION/ADMINISTRATIVE** | | | | |
| OSHA 300A form posted between February 1 and April 30 | ☐ | ☐ | ☐ |  |
| OSHA posters posted (Federal and State) | ☐ | ☐ | ☐ |  |
| Workers’ compensation posters posted | ☐ | ☐ | ☐ |  |
| Phone number for the nearest medical center posted | ☐ | ☐ | ☐ |  |
| Sanitizing Supplies stocked and used to keep common areas Sanitized | ☐ | ☐ | ☐ |  |
| Toolbox talks up to date | ☐ | ☐ | ☐ |  |
| THA's completed prior to each shift, and delivered to Safety | ☐ | ☐ | ☐ |  |
| Equipment Inspections are completed and delivered to Safety | ☐ | ☐ | ☐ |  |
| “Danger - Do Not Use” tags on site | ☐ | ☐ | ☐ |  |
| Safety manual on site | ☐ | ☐ | ☐ |  |
| Specific Site Emergency Plan posted | ☐ | ☐ | ☐ |  |
|  | ☐ | ☐ | ☐ |  |

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| **UNSAFE ACTS OR PRACTICES OBSERVED** (list) |
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| **COMMENTS** |
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| **Subcontractors On Site *(list name and trade)*:** |  | **Reviewed On-Site With:** | | | |
|  |  | Project Manager | |  | |
|  |  | Superintendent |  | | |
|  |  | General Contractor/Owner | | |  |
|  |  |  | | |  |

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| **Signature:** |  |