



CHERIE K. BERRY  
COMMISSIONER

JOHN R. BOGNER, JR.  
CONSULTATIVE SERVICES BUREAU CHIEF  
DIVISION OF OCCUPATIONAL SAFETY AND HEALTH

## **WEEKLY SAFETY INSPECTION REPORT**

### **WELCOME!**

This sample program is provided to assist you as an employer in developing programs tailored to your own operation. We encourage you to copy, expand, modify and customize this sample as necessary to accomplish this goal.

This document is provided as a compliance aid, but does not constitute a legal interpretation of OSHA Standards, nor does it replace the need to be familiar with, and follow, the actual OSHA Standards (including any North Carolina specific changes.) Though this document is intended to be consistent with OSHA Standards, if an area is considered by the reader to be inconsistent, the OSHA standard should be followed. Of course, we welcome your comments and feedback!

The North Carolina Department of Labor OSH Consultative Services Bureau can be contacted for further assistance such as helping you set up your individual program and even with on-site surveys. Feel free to contact us at 1-800-NCLABOR or at 919-807-2899. You may also want to visit our website at <http://www.nclabor.com/osh/consult/bcs1.com>

Remember: A written safety/health program is only effective if it is put into place!

# Weekly Safety Inspection Report

Inspected by \_\_\_\_\_

Job Name \_\_\_\_\_  
Date \_\_\_\_\_

Y N N/A Comment

<b>1. Job Information</b>				
• OSHA 300 forms posted and complete?				
• OSHA poster posted ?				
• Phone no. for the nearest medical center posted ?				
• Weekly Safety Meetings up to date?				
• Work areas properly signed and barricaded?				
• Is each employee instructed in the recognition and avoidance of unsafe conditions?				
• Are first aid supplies readily accessible?				
• Is facility for the treatment of injured employees located within 15 minutes of the jobsite, if not, is there an employee trained in first aid at the site?				
• Are telephone numbers, physicians, hospitals and ambulances conspicuously posted?				
• Are potable drinking water and toilet facilities available at the site?				
• Is there protection for bloodborne pathogens?				

<b>2. Housekeeping</b>				
• General neatness of work area?				
• Projecting nails removed or bent over?				
• Waste containers provided and used?				
• Passageways and walkways clear?				

<b>3. Fire Prevention</b>				
• Adequate fire extinguishers, checked and accessible?				
• Phone no. of fire department posted?				
• "No Smoking" posted and enforced near flammables?				

<b>4. Electrical</b>				
• Extension cords or attachments cords with bare wires or missing ground prongs or damaged taken out of service?				
• Ground fault circuit interrupters being used?				
• Terminal boxes equipped with required covers?				
• Are flexible cords and cables protected from damage?				
• Are unused openings in cabinet boxes and fittings closed?				
• Are all cabinets, panels and switches located in wet locations enclosed in weather proof enclosures?				

<b>5. Hand, Power &amp; Powder Actuated Tools</b>				
• Hand tools inspected regularly? Broken handles and mushroom heads?				
• Guards in place on machines, such as saws?				
• Right tool being used for job at hand?				
• Operators of powder actuated tools are licensed?				

<b>6. Fall Protection</b>				
• Safety rails and cables are secured properly?				
• Employees exposed to fall hazards are tied off?				
• Employees below protected from falling objects?				
• Employees using body belts for positioning devices only?				
• Are employees working more than 6' above a lower level protected by guardrails, safety nets, personal fall arrest system?				

## WEEKLY SAFETY INSPECTION CHECKLIST

Y N N/A Comment

<b>7. Ladders</b>				
• Ladders extend at least 36" above the landing?				
• Ladders are secured to prevent slipping, sliding, or falling?				
• Ladders with split or missing rungs taken out of service?				
• Stepladders used in fully open position?				
• No step at top two rungs of stepladder?				

<b>8. Scaffolding</b>				
• All scaffolding inspected daily?				
• Erected on sound rigid footing?				
• Tied to structure as required?				
• Guardrails, intermediate rails, toeboards and screens in place?				
• Planking is sound and sturdy?				
• Proper access provided?				
• Employees below protected from falling objects?				

<b>9. Floor &amp; Wall Openings</b>				
• All floor or deck openings are planked over or barricaded?				
• Perimeter protection is in place?				
• Deck planks are secured?				
• Materials are stored away from edge?				

<b>10. Trenches, Excavation &amp; Shoring</b>				
• Competent person on hand inspecting daily				
• Excavations over 5' in depth are shored or sloped back?				
• Materials are stored at least two feet from trench?				
• Equipment is a safe distance from edge of trench or excavation?				
• Ladders provided every 25' in trench more than 4' deep?				
• Have underground utility installations been located?				
• Are employees exposed to vehicular traffic wearing warning vests of reflectorized or highly visibility material?				

<b>11. Material Handling</b>				
• Materials are properly stored or stacked?				
• Employees are using proper lifting methods?				
• Tag lines are used to guide loads?				
• Proper number of workers for each operation?				

<b>12. Welding &amp; Burning</b>				
• Gas cylinders stored upright and secured?				
• Proper separating distance between fuels and oxygen?(min 20')				
• Burning/welding goggles or shields are used?				
• Fire extinguishers are nearby?				
• Hoses and regulators are in good condition?				

<b>13. Cranes</b>				
• Outriggers are extended and swing radius barricade in place?				
• Operator is familiar with load charts?				
• Crane operators logs are up-to-date?				
• Employees kept from under suspended loads?				
• Chains and sling inspected and tagged as required?				
• Hand signal charts are on crane?				

# WEEKLY SAFETY INSPECTION CHECKLIST

Y N N/A Comment

<b>14. Concrete Construction</b>				
• Employees are protected from cement dust?				
• Exposed skin covered?				
• Runways are adequate?				
• Walls over 8' are supported?				
• Are all protruding reinforcing rods covered?				
• Is lockout/tagout procedure in use on any machinery where inadvertent operation could cause injury?				

<b>15. Personal Protective Equipment</b>				
• Hard hats are being worn?				
• Safety glasses are being worn?				
• Respirators are used when required?				
• Hearing protection being worn when required?				
• Traffic vests being worn?				

<b>16. Vehicles</b>				
• Do vehicles, earth moving or compacting equipment with an obstructed view to the rear have a backup alarm or used with an observer?				
• Do vehicles and earth moving equipment have seat belts and are they used?				
• Are flagmen wearing reflectorized garments and using flags, sign paddles or lights?				

<b>17. Stairs</b>				
• Are flights of stairs with 4 or more risers equipped with standard stair railings or handrails?				

<b>18. Miscellaneous</b>				
• Is a written Hazard Communication Program on site including MSDS, materials list, container labeling, employee training.				
• Is exposure to lead or lead based paint, such as paint removal controlled?				
• Is exposure to silica, such as sandblasting, using sand or cutting brick or cinderblock controlled?				
• Is exposure to asbestos controlled?				

<b>19. Unsafe Acts or Practices Observed</b> <b>(List):</b> _____ _____ _____ _____
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Signature \_\_\_\_\_ Date \_\_\_\_\_

For detailed information on construction standards, refer to North Carolina Standards for the Construction Industry 29 CFR Part 1926.