



WHS-FOR-030.1 Weekly Construction Inspection Checklist

Checklist

(S =satisfactory, U =unsatisfactory, N/A = not applicable)

	Project Documents	S	U	NA	Comments
1	Project WHS Management Plan – copy on site and up to date				
2	Other Project Management Plans – copy on site and up to date				
3	Safe Work Method Statement from subcontractors on site checked and recorded				
4	SWMS Register up to date with all SWMS				
5	Site Safety Rules displayed in a prominent position onsite.				
6	Site Inductions conducted/ recorded				
7	Site Induction Register up to date				
8	Daily Sign In – Sign Out Register completed for all persons on site				
9	Daily Sign In – Sign Out Register up to date				
10	Weekly Toolbox Talks conducted on site by the Site Manager				
11	Daily Pre-Start Meetings are conducted on site by the Site Manager				
12	Other				
13	Other				
14	Corrective Action Requests completed				
15	Project Corrective Action Request Register up to date.				
16	Calibration Records completed.				



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Emergency/First Aid		S	U	NA	Comments
17	Emergency Procedures in place				
18	Evacuation Plan in place				
19	Evacuation exercises conducted				
20	First Aid –stocked, clean				
21	Names of first aiders displayed in prominent position				
Housekeeping		S	U	NA	Comments
22	Bins located at suitable points				
23	Bins emptied regularly				
24	Spills cleaned up thoroughly				
25	Work areas free from rubbish and obstructions				
26	Free from slip/trip hazards				
27	Floor opening covered				
28	Stock/material stored safely				
29	Access to walkways kept clear				
30	Walkways free from obstructions				
Amenities		S	U	NA	Comments
31	Cleanliness - Toilets				
32	Cleanliness - Lunchroom				
33	Cleanliness - Drinking water				



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Storage		S	U	NA	Comments
34	Materials stored in racks/on pallets and in bins wherever possible				
35	Commonly used and heavy items stored between mid-thigh and shoulder height				
36	Area around pallets & bins clear of rubbish				
37	Pallets & bins kept in good condition				
38	No danger of falling objects				
39	No sharp edges				
40	Clear access to and around pallets & bins				
41	Shipping containers kept clean				
Chemicals/Hazardous Substances		S	U	NA	Comments
42	Chemical Register up to date.				
43	Safety data sheets on site and accessible				
44	All containers labeled correctly/unlabeled containers				
45	Unused or unnecessary substances are disposed of in a safe manner				
46	Special storage conditions followed where applicable				
47	Necessary equipment for safe use of substances provided				
48	Containers and drums sealed and leak free				
Fire and Emergency		S	U	NA	Comments
49	Fire extinguishers recently serviced and tagged				
50	Fire extinguishers not free standing, secured on wall				
51	Access to fire equipment is free and unobstructed				
52	Fire exits clearly marked				
53	Exit doors easily opened and clear of obstructions				



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Electrical		S	U	NA	Comments
54	Portable equipment and leads tested and tagged				
55	No broken plugs, sockets or switches				
56	No frayed or damaged leads				
57	No temporary leads on floor				
58	RCD provided to site power				
59	Lead stands hooks in use				
60	Switchboard/Power Box – correct type/ leads correctly connected				
General lighting		S	U	NA	Comments
61	Correct level of illumination for tasks				
62	No direct or reflected glare				
63	Light fittings clean and in good condition				
64	Emergency lighting operable				
Walkways/Floors/Stairs		S	U	NA	Comments
65	Walkways adequately and clearly marked				
66	Stairs and risers are in good repair				
67	Floor surfaces even and uncluttered				
Signs		S	U	NA	Comments
68	Statutory Signage – name, telephone, contact numbers etc.				
69	Warning signs in place				
70	Exits clearly marked				
71	Signs/Notices in good condition				



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Ladders		S	U	NA	Comments
72	In good state of repair				
73	Used correctly				
74	Ropes, pulleys and treads in good state of repair				
75	Tressels not to be over 1.8 metres				
76	Ladders have a load rating of at least 120 kg and be manufactured for industrial use.				
Scaffold		S	U	NA	Comments
77	Scaffold Handover Inspection Certificate Scafftag Holder is attached to the scaffold				
78	Scaffold and its supporting structure is inspected and at least every 30 days				
79	The "Scafftag Inspection Insert" shall be completed and inserted into the "Scafftag Holder".				
80	All scaffolding is erected, altered and dismantled by competent persons. prefabricated scaffolds are of the same type and not mixed components, unless the mixing of components has been approved by the manufacturer				
81	Safe access to and egress from the scaffold is provided				
82	Edge protection (hand rails, mid-rails and toe boards) is provided at every open edge of a work platform.				
83	Handrail kickboards over 2 metres				
84	Ladder access supplied				
85	Adequate bracing in all directions				
86	Solid foundation under scaffolding				
87	Scaffold tied into building every 3.6 metres				



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	Perimeter Guard Rails	S	U	NA	Comments
88	Guard rails may be used to provide effective fall prevention: at the edges of roofs at the edges of mezzanine floors, walkways, stairways, ramps and landings on top of plant and structures where access is required around openings in floor and roof structures at the edges of shafts, pits and other excavations.				
89	Guard rails should incorporate a top rail 900mm to 1100 mm above the working surface and a mid-rail and a toe board.				
	Perimeter Guard Rails	S	U	NA	Comments
90	Installed corrected – sole plates				
91	Screw jacks				
92	Good condition				
93	Handrail fixed				
94	Ladder access supplied				
95	Area barricaded off for stripping				
96	Signage displayed				
97	Engineer certification				
	Plant and Mobile Equipment	S	U	NA	Comments
98	Log books completed				
99	Condition of equipment				
100	Reversing beepers				



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Excavations		S	U	NA	Comments
101	Shoring				
102	Access				
103	Battering				
104	Bunting				
105	Handrails				
106	Ladder Access				
107	Protection				
Hoarding		S	U	NA	Comments
108	Engineers certificate				
109	Available for loading				
110	Adequate lighting				
111	Monthly check				
112	A class to have counter weights				
Safeguarding of work areas/access		S	U	NA	Comments
113	Perimeter safety screens				
114	Guard rails				
115	Penetrations				
Fall Protection		S	U	NA	Comments
116	Providing protection by preventing an object from falling freely.				
117	Providing a system to arrest the fall of a falling object for example: Providing a secure barrier. Providing a safe means of raising and lowering objects. Providing an exclusion zone persons are prohibited from entering.				



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Roof/Steel/Height Works		S	U	NA	Comments
118	Harness/lanyard				
119	Static line/arrester				
120	Ladder access				
121	Area barricaded off with signage				
122	Temporary handrail fitted				
123	Safety mesh laid prior to works				
124	Scaffold, scissor lift, cherry picker				
Working with synthetic mineral fibres		S	U	NA	Comments
125	Employees using PPE gear				
126	Off cuts being placed in bags				
127	Area barricaded & signage provided				
Gas bottles		S	U	NA	Comments
128	Chained in upright position				
129	Hoses in good state of repair				
130	Well ventilated				
Ventilation		S	U	NA	Comments
131	Suitable ventilation supplied where required				
132	Thermal comfort maintained (humidity/temperature/air speed)				



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Personal Protective Equipment (PPE)		S	U	NA	Comments
133	Correct and appropriate PPE supplied and available				
134	Checked and maintained regularly				
135	Used in correct manner				
136	Worn by workers when required to				
Buildings/Structures		S	U	NA	Comments
137	Roofs, gutters and downpipes in good condition				
138	Building cladding firmly attached and in good condition?				
139	Doors and locking devices in good condition?				
140	Doors operate easily, do not require excessive force?				
141	Fences and gates in good condition?				
Environment		S	U	NA	Comments
142	Are there effective erosion controls in place?				
143	Is any existing flora protected from damage?				
144	Is any existing fauna protected from damage?				
145	Are there noxious or environmental weeds on the work site which need to be controlled				
146	Has any impact occurred to vegetation outside of the approved clearing limits?				
147	Is effective waste/spoil management in place?				
148	Are liquids stored to prevent spillage?				



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149	Is there a spill kit available and is it accessible and adequate?				
150	Are vehicles free of mud/dirt when leaving site?				
151	Are trucks carrying uncovered loose material entering or leaving the site?				
152	Is visible dust generated by site work activities, stockpiles, disturbed areas or site roads?				
153	Is work outside approved hours being undertaken without approval?				
154	Are any unusually high noise-generating activities being undertaken?				
155	Is there any noise intensive new plant on site that requires noise-level measurement?				
156	Have any issues with dust been addressed?				
157	Is waste being deposited or stored in places other than designated areas and collection facilities?				
158	Has stored waste reached levels requiring disposal (e.g. oil, sewerage, materials, concrete washouts)?				
159	Are concrete washouts located, established and being managed appropriately?				
160	Have any spillages of potentially contaminating substances been noted on site?				

Please email completed document to safety@harbourtrust.gov.au and file for your own records.