

SAFETY CHECKLIST No. 1 - EMPLOYEE'S FIRST VISIT TO SITE

A tour of the site should be made during the induction process to aid in the identification and location of key personnel and siting of equipment, fire and first aid points, etc.

- Confirm location of hazard areas.
fragile roofs, excavations, electricity, etc.
- Provide detail of first aid arrangements.
Describe procedure for receiving first aid. Contact point/ person.
- Confirm company policy for use of helmets.
Areas where risk of head injury exist.
- Describe fire fighting arrangements.
Confirm fire alarm points. Allocate fire assembly points. Ascertain knowledge of fire extinguishers - training as necessary.
- Describe accident procedure.
Treatment - reporting. Accident book. Absence from work.
- Confirm protective clothing and equipment. Availability/ use/issue.
Issue relevant items. Record. Instruct in use. Storage - loss arrangements.
- Site tidiness.
Storage/disposal of materials. Safe access, vermin, disease.
- Confirm authority to operate.
Issue permit as necessary. Driver's licence. Site rules for plant and transport.
Arrange training.
- Scaffolding - means of access.
Highlight basic safety with work on scaffolding. Non use of incomplete scaffold.
Access - to work place.
- Reporting defects. Malpractice. Safe systems of work. Stress need to report defects and malfunctions in plant and equipment. Horseplay. Safe practice.
- Locate and provide details of welfare facilities.
Canteen opening times. Designated area where smoking is permitted. Storage of clothing, equipment and tools.

SAFETY CHECKLIST No. 2 – A SAFETY OFFICER’S GENERAL CHECKLIST¹

1. Accident Prevention Organization:
 - a. Schedule for posting safety material.
 - b. Hardhat requirements.
 - c. Safety meetings scheduled and posted.

2. Housekeeping and Sanitation:
 - a. General neatness of working areas.
 - b. Regular disposal of waste and trash.
 - c. Passageways and walkways clear.
 - d. Adequate lighting.
 - e. Projecting nails removed.
 - f. Oil and grease removed.
 - g. Waste containers provided and used.
 - h. Sanitary facilities adequate and clean.
 - i. Drinking water tested and approved.
 - j. Adequate supply of water.
 - k. Salt tablets.
 - l. Drinking cups or sterilized bubblers.

3. First Aid:
 - a. First-aid station.
 - b. First-aid supplies.
 - c. First-aid instruction on the job.
 - d. Telephone numbers and locations of nearby physicians.
 - e. Telephone number and location of nearest hospital.
 - f. Injuries reported promptly to proper persons.

4. Fire Prevention:
 - a. Fire instructions to personnel.
 - b. Fire extinguishers identified, checked, lighted.
 - c. Phone number of fire department posted.
 - d. Hydrants clear; access to public thoroughfare open.
 - e. Good housekeeping.
 - f. NO SMOKING posted and enforced where needed.

5. Electrical Installations:
 - a. Adequate wiring, well insulated.
 - b. Fuses provided.
 - c. Fire hazards checked.

¹ *Manual of Accident Prevention in Construction*, Associated General Contractors of America, 1957 E Street, NW, Washington, D.C. 20006, 1998.

- d. Electrical dangers posted.
 - e. Proper fire extinguishers provided.
6. Hand Tools:
- a. Proper tool being used for each job.
 - b. Neat storage, safe carrying.
 - c. Inspection and maintenance.
 - d. Damaged tools repaired or replaced promptly.
7. Power Tools:
- a. Good housekeeping where tools are used.
 - b. Tools and cords in good condition.
 - c. Proper grounding.
 - d. Proper instruction in use.
 - e. All mechanical safeguards in use.
 - f. Tools neatly stored when not in use.
 - g. Right tool being used for the job at hand.
 - h. Wiring properly installed.
 - i. Enough people used to handle material.
8. Power-actuated Tools:
- a. Local laws and ordinances complied with.
 - b. All operators qualified.
 - c. Tools and charges protected from unauthorized use.
 - d. Competent instruction and supervision.
 - e. Tools checked and in good working order.
 - f. Tools not used on any but recommended materials.
 - g. Safety goggles or face shields.
 - h. Flying hazard checked by backing up, removal of personnel, or use of captive stud tool.
9. Ladders:
- a. Stock ladders inspected and in good condition.
 - b. Stock ladders not spliced.
 - c. Properly secured, top and bottom.
 - d. Siderails on fixed ladders extend above top landing.
 - e. Built-up ladders constructed of sound materials.
 - f. Rungs not over 12 inches on center.
 - g. Stepladders fully open when in use.
 - h. Metal ladders not used around electrical hazards.
 - i. Proper maintenance and storage.
10. Scaffolding:
- a. Erection under proper supervision.
 - b. All structural members adequate for use.
 - c. All connections adequate.

- d. Safe tie-in to structure.
- e. Ladders and working areas free of debris, snow, ice, grease.
- f. Proper footings provided.
- g. Passersby protected from falling objects.
- h. Supports plumb; adequate crossbracing provided.
- i. Guardrails and toeboards in place.
- j. Scaffold machines in working order.
- k. Ropes and cables in good condition.
- l. Frequent inspection.

11. Hoists, Cranes, and Derricks:

- a. Inspect cable and sheaves.
- b. Check slings and chains, hooks and eyes.
- c. Equipment firmly supported.
- d. Outriggers used if needed.
- e. Power lines inactivated, removed, or at safe distance.
- f. Proper loading for capacity at lifting radius.
- g. All equipment properly lubricated and maintained.
- h. Signalmen where needed.
- i. Signals understood and observed.

12. Heavy Equipment:

- a. Regular inspection and maintenance.
- b. Lubrication and repair of moving parts.
- c. Lights, brakes, warning signals operative.
- d. Wheels chocked when necessary.
- e. Haul roads well maintained and laid out properly.
- f. Protection when equipment is not in use.

13. Motor Vehicles:

- a. Regular inspection and maintenance.
- b. Qualified operators.
- c. Local and state vehicle laws and regulations observed.
- d. Brakes, lights, warning devices operative.
- e. Weight limits and load sizes controlled.
- f. Personnel carried in a safe manner.

14. Conveyers and Cableways:

- a. Proper inspection and maintenance.
- b. Good housekeeping.
- c. Screens and other protection where needed.
- d. Adequate inspection, maintenance ladders, and walkways.
- e. Lighting.

15. Marine Equipment:

- a. Waterways rules and regulations observed.
- b. Life jackets.
- c. Life preservers.
- d. Fire protection.
- e. Engine and machinery room safety.
- f. Floating pipelines, walkways, and handrails.
- g. Handrails aboard vessels.
- h. Decks clear, free of oil and grease.
- i. Lights.
- j. Cable.

16. Equipment Maintenance:

- a. Planned maintenance and inspection program.
- b. Adequate equipment records.
- c. Proper oils, fuels, lubrication used.

17. Garages and Repair Shops:

- a. Fire hazards.
- b. Dispensing of fuels and lubricants.
- c. Good housekeeping.
- d. Lighting.
- e. Carbon monoxide dangers.

18. Barricades:

- a. Floor openings planked over or barricaded.
- b. Roadways and sidewalks effectively protected.
- c. Adequate lighting provided.
- d. Traffic controlled.

19. Handling and Storage of Materials:

- a. Neat storage area, clear passageways.
- b. Materials neatly stacked.
- c. Stacks on firm footings, not too high.
- d. Proper number of people for each operation.
- e. People picking up loads correctly
- f. Materials protected from heat and moisture.
- g. Protection against falling into hoppers and bins.
- h. Dust protection observed.
- i. Extinguishers and other fire protection.
- j. Traffic routing and control.

20. Excavation and Shoring:

- a. Shoring of adjacent structures.
- b. Shoring and sheathing as needed for soil and depth.
- c. Public roads and sidewalks supported and protected.
- d. Materials not too close to edge of excavations.
- e. Lighting at night.
- f. Water controlled.
- g. Equipment at safe distance from edge.
- h. Ladders or stairs provided where needed.
- i. Equipment ramps adequate, slope not too great.
- j. Frequent inspection.

21. Pipelines:

- a. Shoring and bracing as needed.
- b. Equipment in working order.
- c. Proper access to deep trenches.

22. Demolition:

- a. Operations planned ahead.
- b. Shoring of adjacent structures.
- c. Material chutes.
- d. Sidewalk and other public protection.
- e. Clear operating space for trucks and other vehicles.
- f. Adequate access ladders or stairs.
- g. Regular supervision.

23. Pile Driving:

- a. Proper storage procedures.
- b. Unloading only by properly instructed workers.
- c. Steam lines, slings, etc., in operating condition.
- d. Piledriving rigs properly supported.
- e. Ladders on frames.
- f. Care observed by top worker.
- g. Cofferdams maintained and inspected.
- h. Adequate pumping available.
- i. Proper bracing and ties in current.

24. Tunnels:

- a. Adequate ventilation.
- b. Adequate lighting.
- c. Good housekeeping.
- d. Tunnel supports.
- e. Electrical lines.
- f. Operation of hauling equipment.
- g. Proper personal protection.
- h. Gas detectors used.
- i. Proper transportation of personnel.

- j. Control of blasting operations.
 - k. Dust protection.
 - l. Drilling safety observed.
25. Shafts:
- a. Ladders, stairs adequate and safe.
 - b. Top of shaft barricaded, toeboards provided.
 - c. Adequate lighting.
 - d. Ventilation.
 - e. Inspection and maintenance of elevators and hoists.
 - f. Signals being used.
 - g. Shoring and bracing.
26. Compressed Air Work:
- a. Time limits for pressure and exertion observed.
 - b. Decompression chamber provided.
 - c. Gauges operating.
 - d. Exhaust valves.
 - e. Safety shields.
 - f. Signals.
 - g. Ventilation.
 - h. Sanitary facilities.
27. Boilers:
- a. State and local regulations and codes observed.
 - b. Pressure gauges checked and operating.
 - c. Equipment in good working order.
28. Pressure Vessels:
- a. Gauges operating and checked regularly.
 - b. Equipment in sound working condition.
 - c. Connections properly made.
29. Explosives:
- a. Qualified operators.
 - b. Proper transport vehicles.
 - c. Local laws and regulations observed.
 - d. Storage magazines constructed per regulations or as recommended.
 - e. Experienced personnel handling explosives at all times.
 - f. Cases opened with wooden tools only.
 - g. NO SMOKING posted and observed where appropriate.
 - h. Detonaters tested before each shot.
 - i. All personnel familiar with signals, and signals properly used at all times.
 - j. Inspection after each shot.
 - k. Proper protection and accounting for all explosives at all times.

- l. Proper disposition of wrappings, waste, and scrap.
- m. Advise residents nearby of blasting cap danger.
- n. Check radio frequency hazards.

30. Flammable Gases and Liquids:

- a. All containers clearly identified.
- b. Proper storage practices observed.
- c. Fire hazards checked.
- d. Proper storage temperatures and protection.
- e. Proper types and number of extinguishers nearby.
- f. Carts for moving cylinders.

31. Welding and Cutting:

- a. Qualified operators.
- b. Screens and shields.
- c. Goggles, gloves, clothing.
- d. Equipment in operating condition.
- e. Electrical equipment grounded.
- f. Power cables protected and in good repair.
- g. Fire extinguishers of proper type nearby.
- h. Inspection for fire hazards.
- i. Flammable materials protected.
- j. Gas cylinders chained upright.
- k. Gas lines protected and in good condition.

32. Steel Erection:

- a. Safety nets.
- b. Hardhats, safety shoes, gloves.
- c. Taglines for tools.
- d. Fire hazards at rivet forge and welding operations.
- e. Floor opening covered and barricaded.
- f. Ladders, stairs, or other access provided.
- g. Hoisting apparatus checked.

33. Concrete Construction:

- a. Forms properly installed and braced.
- b. Adequate shoring plumbed and crossbraced.
- c. Shoring remains in place until strength is attained.
- d. Proper curing period and procedures.
- e. Heating devices checked.
- f. Mixing and transport equipment supported, and traffic planned and routed.
- g. Adequate runways.
- h. Protection from cement dust.
- i. Hardhats, safety shoes, shirts covering skin.
- j. Nails and stripped form material removed from area.

34. Masonry:

- a. Proper scaffolding.
- b. Masonry saws properly equipped; dust protection provided.
- c. Safe hoisting equipment.

35. Highway Construction:

- a. Laws and ordinances observed.
- b. Competent flagmen properly dressed, instructed, posted.
- c. Adequate warning signs and markers.
- d. Equipment not blocking right-of-way.
- e. Traffic control through construction site.
- f. Adequate marking and maintenance of detours.
- g. Dust control.
- h. Adequate lighting.

36. Quarries and Gravel Pits:

- a. Proper signals and safety procedures for blasting.
- b. Screening plants operated safely.
- c. Traffic routed and controlled.

37. Railroad Construction:

- a. Railroad operating regulations observed.
- b. Right-of-way maintained and clear.
- c. Coupling and uncoupling.
- d. Maintenance of equipment.
- e. Transportation of personnel.