COR PATHWAY 360

# Workplace Site Inspection

Complete on your stated inspection frequency, and close out every deficiency you record

Inspect against what you expect to see, not against what is easy to tick. Mark an item deficient when it is deficient, because an inspection record with nothing found month after month tells an auditor that nobody is really looking.

Anything marked deficient must appear in the deficiency table at the end with a name and a date beside it.

**Check this yourself.** Add or remove categories to match your work. A form that lists confined space entry on a site with no confined spaces trains people to tick boxes without reading them.

## Inspection details

Site or location

Date | Time

Inspected by | Worker representative present

Work in progress at the time

Weather and conditions

## How to mark each item

- S, satisfactory: meets the expectation, nothing to do.
- D, deficient: does not meet the expectation. Record it in the deficiency table.
- N, not applicable: genuinely not present on this site. Do not use this to avoid looking.

## 1. Documentation and communication

| # | Item | S | D | N | Comment |
|---|---|---|---|---|---|
| 1 | Health and safety policy posted and legible | | | | |
| 2 | Emergency response plan posted, with current contacts | | | | |
| 3 | Field level hazard assessments completed for today's work | | | | |
| 4 | Formal hazard assessments available for the tasks in progress | | | | |
| 5 | Safe work procedures available to workers | | | | |
| 6 | Safety data sheets available for products on site | | | | |
| 7 | Toolbox talk records current | | | | |
| 8 | Previous inspection deficiencies closed out | | | | |
| 9 | Regulator required postings present | | | | |

## 2. Housekeeping and access

| # | Item | S | D | N | Comment |
|---|---|---|---|---|---|
| 1 | Walkways and work areas clear of debris and obstructions | | | | |

| # | Item | S | D | N | Comment |
|---|---|---|---|---|---|
| 2 | Cords, hoses and leads routed out of walkways | | | | |
| 3 | Materials stacked and secured | | | | |
| 4 | Waste containers adequate and not overflowing | | | | |
| 5 | Walking surfaces free of ice, mud and spills, or treated | | | | |
| 6 | Lighting adequate for the work | | | | |
| 7 | Site access and egress clear, including emergency routes | | | | |
| 8 | Signage and barricading in place and correct | | | | |

### 3. Personal protective equipment

| # | Item | S | D | N | Comment |
|---|---|---|---|---|---|
| 1 | Head protection worn where required | | | | |
| 2 | Eye and face protection worn and appropriate | | | | |
| 3 | Hearing protection worn in designated areas | | | | |
| 4 | Footwear appropriate and in good condition | | | | |
| 5 | High visibility clothing worn where required | | | | |
| 6 | Gloves appropriate to the hazard | | | | |
| 7 | Fall protection worn and correctly connected | | | | |
| 8 | Respiratory protection correct, fit tested and clean | | | | |
| 9 | Equipment inspected and free of damage | | | | |

### 4. Tools and equipment

| # | Item | S | D | N | Comment |
|---|---|---|---|---|---|
| 1 | Pre use inspections completed and recorded | | | | |
| 2 | Guards in place and functional | | | | |
| 3 | Damaged or defective equipment tagged out and removed from service | | | | |
| 4 | Electrical cords and tools free of damage, grounding intact | | | | |
| 5 | Ladders and platforms in good condition and correctly set up | | | | |
| 6 | Lifting equipment and rigging inspected and rated for the load | | | | |
| 7 | Fire extinguishers present, charged and accessible | | | | |
| 8 | Fuel and compressed gas stored and secured correctly | | | | |

### 5. Vehicles and mobile equipment

| # | Item | S | D | N | Comment |
|---|---|---|---|---|---|
| 1 | Operators trained and authorized for the equipment | | | | |
| 2 | Daily inspections completed | | | | |

| # | Item | S | D | N | Comment |
|---|---|---|---|---|---|
| 3 | Backing and blind spot controls in use, spotter where required | | | | |
| 4 | Seat belts worn | | | | |
| 5 | Pedestrian separation from equipment traffic | | | | |
| 6 | Loads secured | | | | |
| 7 | Equipment shut down and secured when unattended | | | | |

### 6. Higher risk work in progress

| # | Item | S | D | N | Comment |
|---|---|---|---|---|---|
| 1 | Working at height: fall protection planned and anchor points adequate | | | | |
| 2 | Excavation: shored, sloped or benched, spoil set back, access provided | | | | |
| 3 | Confined space: permit, atmospheric testing, attendant and rescue plan | | | | |
| 4 | Hot work: permit, fire watch, combustibles cleared | | | | |
| 5 | Energy isolation: lock out and tag out applied and verified | | | | |
| 6 | Overhead and buried services: located and controlled | | | | |
| 7 | Traffic control: plan in place and followed | | | | |

### 7. Workers and supervision

| # | Item | S | D | N | Comment |
|---|---|---|---|---|---|
| 1 | Workers can describe the hazards of their current task | | | | |
| 2 | Workers know how to stop work and refuse unsafe work | | | | |
| 3 | New or young workers identified and supervised accordingly | | | | |
| 4 | Supervision present and adequate for the work | | | | |
| 5 | Subcontractors oriented and working to the same standard | | | | |
| 6 | First aid attendant present and coverage adequate | | | | |
| 7 | Working alone check in procedure in use | | | | |

### Deficiencies found

| Item number | Deficiency | Risk L / M / H | Corrective action | Assigned to | Due date | Closed and verified |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

| Item number | Deficiency | Risk L / M / H | Corrective action | Assigned to | Due date | Closed and verified |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |

## Positive observations

Record what was done well and who did it. An inspection that only ever records faults gets treated as a fault finding exercise, and cooperation drops.

## Sign off

Inspected by

Date

Worker representative

Date

Reviewed by management

Date