

SAFETY INSPECTION REPORT

SECC Corporation – Injury & Illness Prevention Program

DATE:	INSPECTED BY:	FOREMAN:									
SITE LOCATION:			JOB NUMBER:								
1. General Safety Requirements Emergency Telephone #'s Available? Location Hospital/Medical Center Map & Phone # Available? First Aid Kit Available And Well Stocked? Are Hazardous Materials Being Properly Stored & Labeled? Code of Safe Practices and IIPP available on the job?			YES	NO	N/A	2. Housekeeping Job Site Work Areas, Walkways Clear and Free of Debris? Tools, Materials Properly Stored? 3. Fall Protection Are Protection Devices in Good Working Condition? Are employees staying inside the lifts?			YES	NO	N/A
4. Vehicle Are Gas Cards, Registration, & Accident Package in Truck? Is truck Clean & Tools Properly Stored? Any Dents or Damage?						5. Fire Protection Fire Extinguishers Available/Properly Located And Serviced? Proper Storage of Flammable/Combustible Materials Provided?					
6. Confined Spaces Is testing meter available, working properly? Permits & check lists completed and signed off? Area properly ventilated? Was space tested & readings posted in log?						7. Trenching & Excavation Shoring Protection as required? Access ladder every 25' feet from workers? Trench and conditions inspected regularly? Other:					
8. Ladders All ladders properly tied off & extending 36" above landings? All ladders in good condition?						9. Traffic Control Are signs properly placed? Are barriers placed around safety hazards? Are Flaggers properly positioned?					
10. Machinery & Equipment Is safety equipment being used? Are safety controls & devices operating properly? Are moving parts of machines & equipment properly guarded?						11. Personal Protective Equipment Are hard hats being worn? Are safety vests being worn? Are gloves being worn? Are safety glasses being worn? Is foot protection adequate?					
12. Corrections made or need to be made as follows:											
JOB HAZARD ANALYSIS						DATE			WORKERS JOB TITLE		
LIST JOB STEP			IDENTIFY HAZARDS				RECOMMENDED PRECAUTIONS				

ADDITIONAL COMMENTS REGARDING JOB SITE VISIT AND/OR EVALUATION OF WORKERS:

Job steps: break down job into steps and describe the steps (not to detail) review them with the worker you are doing the description on.
Identify hazards: examine steps of job for potential/existing hazards (examples) personal protective equipment work area, equipment properly guarded, lockout/tagout procedures being used, materials used properly and stored properly, can worker get caught in machinery/equipment. Ventilation used, adequate lighting, worker off balance at any time, can worker fall from one level to another, proper lifting procedures, does the worker ask for help when needed.
Recommended precautions: make recommendations to control, minimize or eliminate hazards and review briefly with employee you chose to analyze.