



PROJECT SITE INSPECTION

X 658 (2018-02)

Unscheduled
 Weekly
 Monthly
 Quarterly

Project Type:

- Green Line
 Major Transit Projects
 Vertical Build
 Bridges & Structures
 SWWR Integration Projects
 Other (specify): _____
 Major Road Projects
 Facility Maintenance
 Special Projects
 Facility Renovation

City Worksite
 Contractor

| | | |
|------|----|----|
| Date | | |
| YYYY | MM | DD |

| | |
|------------------|-------------------------------|
| Prime Contractor | Project Name and Number |
| Location/Address | Project Manager / Coordinator |

| | | |
|--|---|--|
| 01 UNSAFE ACTS <input type="checkbox"/> OK <input type="checkbox"/> NEEDS ATTENTION <input type="checkbox"/> N/A | 11 WHMIS/CHEMICAL <input type="checkbox"/> OK <input type="checkbox"/> NEEDS ATTENTION <input type="checkbox"/> N/A | 21 FIRST AID KIT <input type="checkbox"/> OK <input type="checkbox"/> NEEDS ATTENTION <input type="checkbox"/> N/A |
| 02 TRAFFIC CONTROL <input type="checkbox"/> OK <input type="checkbox"/> NEEDS ATTENTION <input type="checkbox"/> N/A | 12 CONFINED SPACES <input type="checkbox"/> OK <input type="checkbox"/> NEEDS ATTENTION <input type="checkbox"/> N/A | 22 BULLETIN BOARD <input type="checkbox"/> OK <input type="checkbox"/> NEEDS ATTENTION <input type="checkbox"/> N/A |
| 03 GROUND DISTURB./UTILITIES/TRENCHING <input type="checkbox"/> OK <input type="checkbox"/> NEEDS ATTENTION <input type="checkbox"/> N/A | 13 EMERGENCY PREPAREDNESS <input type="checkbox"/> OK <input type="checkbox"/> NEEDS ATTENTION <input type="checkbox"/> N/A | 23 SECURING OF WORKSITE <input type="checkbox"/> OK <input type="checkbox"/> NEEDS ATTENTION <input type="checkbox"/> N/A |
| 04 PERSONAL PROTECTIVE EQUIP. <input type="checkbox"/> OK <input type="checkbox"/> NEEDS ATTENTION <input type="checkbox"/> N/A | 14 HOUSEKEEPING <input type="checkbox"/> OK <input type="checkbox"/> NEEDS ATTENTION <input type="checkbox"/> N/A | 24 SCAFFOLDING <input type="checkbox"/> OK <input type="checkbox"/> NEEDS ATTENTION <input type="checkbox"/> N/A |
| 05 RESPIRATORY PROT. EQUIPMENT <input type="checkbox"/> OK <input type="checkbox"/> NEEDS ATTENTION <input type="checkbox"/> N/A | 15 VENTILATION <input type="checkbox"/> OK <input type="checkbox"/> NEEDS ATTENTION <input type="checkbox"/> N/A | 25 WORKING FROM HEIGHTS <input type="checkbox"/> OK <input type="checkbox"/> NEEDS ATTENTION <input type="checkbox"/> N/A |
| 06 VEHICLES/EQUIPMENT <input type="checkbox"/> OK <input type="checkbox"/> NEEDS ATTENTION <input type="checkbox"/> N/A | 16 LIGHTING/HEATING <input type="checkbox"/> OK <input type="checkbox"/> NEEDS ATTENTION <input type="checkbox"/> N/A | 26 ELECTRICAL WORK <input type="checkbox"/> OK <input type="checkbox"/> NEEDS ATTENTION <input type="checkbox"/> N/A |
| 07 MACHINERY/ELECTRICAL <input type="checkbox"/> OK <input type="checkbox"/> NEEDS ATTENTION <input type="checkbox"/> N/A | 17 FIRE EXITS <input type="checkbox"/> OK <input type="checkbox"/> NEEDS ATTENTION <input type="checkbox"/> N/A | PRIORITY A worksite or equipment condition or employee act which may cause: <ul style="list-style-type: none"> 1 Permanent injury Fatality Extensive damage Permanent loss 2 Temporary, lost time injury Repairable damage Temporary loss of use 3 First aid Medical aid No lost time due to injury Damage without loss of use |
| 08 TOOLS - HAND/POWER <input type="checkbox"/> OK <input type="checkbox"/> NEEDS ATTENTION <input type="checkbox"/> N/A | 18 DOORS/WINDOWS <input type="checkbox"/> OK <input type="checkbox"/> NEEDS ATTENTION <input type="checkbox"/> N/A | |
| 09 SLINGS/CABLES/CHAINS <input type="checkbox"/> OK <input type="checkbox"/> NEEDS ATTENTION <input type="checkbox"/> N/A | 19 FLOORS/STAIRS <input type="checkbox"/> OK <input type="checkbox"/> NEEDS ATTENTION <input type="checkbox"/> N/A | |
| 10 LADDERS <input type="checkbox"/> OK <input type="checkbox"/> NEEDS ATTENTION <input type="checkbox"/> N/A | 20 FIRE EXTINGUISHER <input type="checkbox"/> OK <input type="checkbox"/> NEEDS ATTENTION <input type="checkbox"/> N/A | |

| ITEM | POSITIVE ACTIONS / INITIATIVES NOTED / COMMENTS |
|------|---|
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| ITEM | PRIORITY | SPECIFY WHAT NEEDS ATTENTION, OR CORRECTIVE ACTION | ACTION BY | TARGET DATE YYYY MM DD | COM- PLETE |
|------|----------|--|-----------|---------------------------|---------------|
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| Distribution: Original - Project Manager / Coordinator Copy - Contractor Copy - Safety Advisor | Inspected By _____ |
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INSPECTION GUIDELINES

- 1. Unsafe Acts**
 - a) Potential for damage, injury, etc.
- 2. Traffic Control**
 - a) Sufficient advance warning
 - b) Proper traffic control devices
 - c) Flagger required/PPE
 - d) Traffic lane clear
 - e) Buffer zone used
- 3. Ground Disturbance/Utilities/Trenching**
 - a) Location slips on-site, valid
 - b) Hand exposure/control zone maintained
 - c) Equipment operator guided
 - d) Overhead electric limit of approach maintained
 - e) Cut back to required degree
 - f) Sufficient shoring
 - g) Installed/removed properly
 - h) Support for trees, poles, etc.
 - i) Spoil pile 45° slope 1m from edge
- 4. Personal Protective Equipment**
 - a) All necessary equipment used
 - b) Condition of equipment
 - c) Inspected before use
 - d) Specialized equipment available as needed
- 5. Respiratory Protective Equipment**
 - a) Available and accessible
 - b) Inspected before use
 - c) Used where required
 - d) Properly maintained
 - e) Cleaning and storage
 - f) Respiratory Hazard Assessment and Code of Practice on-site
 - g) Workers fit tested
 - h) Workers trained
- 6. Vehicles/Equipment**
 - a) Good mechanical condition
 - b) Suitable for task
 - c) Safe operation
 - d) Loads secured/covered
 - e) Not overloaded
 - f) Overhead utility clearance
 - g) Seat belts
 - h) Trailer lights, brakes
 - i) Trailer hitch, chains
 - j) Trailer jack
 - k) Operator trained, licensed
 - l) Operator's manual
 - m) Safety Fitness Certificate
- 7. Machinery/Electrical**
 - a) Operating condition
 - b) Safe operation/training
 - c) Adequate guards in place
 - d) Properly maintained
 - e) Lock/tag out, inoperative
 - f) Cables/cords intact and grounded
 - g) Ground fault interrupter
 - h) Operator/equipment standing in water
 - i) Operator's manual
- 8. Tools - Hand/Power**
 - a) Proper tool, proper use
 - b) Training/safe operation
 - c) Maintenance/replacement
 - d) Adequate guards in place
 - e) Storage of tools
 - f) Anti-kick back devices in place
 - g) Personal Protective Equipment used where required
 - h) Operator's manual
 - i) Ground fault interrupter as required
- 9. Slings/Cables/Chains**
 - a) Good condition
 - b) Stretched, broken hooks
 - c) Safety latches on hooks
 - d) Adequate strength for lift
- 10. Ladders**
 - a) Right design and length
 - b) Strength and stability
 - c) Condition of ladder
 - d) Wooden ladder for electrical
 - e) One ladder per 15m of occupied trench
 - f) Proper use
- 11. WHMIS/Chemical**
 - a) Binder readily accessible
 - b) MSDS updated
 - c) Workers WHMIS trained
 - d) Workers use MSDS safety data
 - e) Proper containers
 - f) Contents labelled
 - g) Proper handling, application
 - h) Adequate storage, ventilation
 - i) Proper disposal
- 12. Confined Spaces**
 - a) Tested. Ventilate as needed
 - b) Isolated
 - c) Hot work procedures
 - d) Fall protection
 - e) Explosion proof lights
 - f) Codes of Practice on-site
 - g) All necessary equipment
- 13. Emergency Preparedness**
 - a) Workers trained/drilled
 - b) Rescue procedures/equipment
 - c) Incident reporting and notification
 - d) Incident investigations occur
- 14. Housekeeping**
 - a) Tripping, slipping hazards
 - b) Waste/scrap material cleaned up
 - c) Oily rags in metal containers
 - d) Combustible material storage, disposal
 - e) Enough room to work
 - f) Access, egress to work area
 - g) Unstable piling of materials
- 15. Ventilation**
 - a) Adequacy of present systems
 - b) System used when required
 - c) Confined space ventilated
 - d) Chemical handling/storage
 - e) Buildings/offices air quality
- 16. Lighting/Heating**
 - a) Adequate heat/light
 - b) Explosion proof lights
 - c) Emergency light
 - d) Fuel leak in heaters
 - e) Distance from combustible materials
- 17. Fire Exits**
 - a) Exits clearly marked
 - b) Doors locked from outside only
 - c) Exit path clear
 - d) Sufficient number of exits
- 18. Doors/Windows**
 - a) Glass intact
 - b) Easily opened from inside
 - c) Away from vehicle traffic
- 19. Floors/Stairs**
 - a) Uneven footing
 - b) Slippery walking surface
 - c) Non-static surface for chemical storage areas
 - d) Good drainage where required
 - e) Stairs regulation height
 - f) Uniform rise
 - g) Secure hand and guard rails
- 20. Fire Extinguisher**
 - a) Right class of extinguisher
 - b) Accessible
 - c) Fully charged
 - d) Date of last inspection
- 21. First Aid Kit**
 - a) Location clearly indicated
 - b) Readily accessible
 - c) Adequate supplies
 - d) First aider on-site
- 22. Bulletin Board**
 - a) Readily seen
 - b) Updated/maintained
- 23. Securing of Worksite**
 - a) Secure when not working
 - b) Snowfence when deeper than 60 cm or 2 feet
 - c) Barricades/fence set back 1m from edge of excavation
 - d) Adequate traffic control
 - e) Adequate flashers
 - f) Adequate for pedestrians
 - g) Sandbag signs, barricades
- 24. Scaffolding**
 - a) Engineered drawings
 - b) Competent workers
 - c) Tags, clips in place
 - d) Inspection system
 - e) Braced/anchored
 - f) Load rate
 - g) Vertical ladders
 - h) Plants/landings free of defects
- 25. Working from Heights**
 - a) Control zone
 - b) Barricades/guardrails/signage
 - c) Hole coverings identified/secured
 - d) Harness and lanyard/inspected
 - e) Tie-off points
 - f) Trained personnel
 - g) Overhead falling items/netting
 - h) Roof openings covered/secured
- 26. Electrical Work**
 - a) Electrical cords/condition
 - b) Hot work/electrical permit
 - c) Buried utilities/concrete embedded utilities
 - d) Lock-out/control of hazardous energy
 - e) Tools/fuel storage