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## Building safety inspection checklist template

A. GENERAL INTERIOR (Applies to most work environments) Part II of the Canada Labour Code is posted and easily accessible to employees Shaw's Health and Safety Policy posted and easily accessible to employees List of first aid providers including contact details is posted The MSDS binder up to date (all sheets created within the past 3 years) Minutes from last H&S Committee meeting sent to Safety Services to post on Shaw Central Near Miss Reports are completed and maintained Incident Investigations are completed and maintained Exit doors are free from any locks or fastenings that could restrict escape Routes, signs, and doors are clearly marked and lit Exits are free from obstructions Automatic doors are working properly Combustible material is kept out of exit areas Entrance mats are in good condition, flat, and clean Exterior of exit doors are free of snow and ice accumulation No compressed gas canisters/ cylinders are stored within 1m of an exit Stairs, stairwells, and landings are kept clear, unobstructed, and free of combustible materials Stairways are adequately lit Steps, treads, surfaces, and handrails are in good condition Cleaning and maintenance program for bottled water dispensers and/or water filtration systemsas instructed by the manufacturer or accepted industry practice (check for presence ofmaintenance tags with dates and initials) All lunch room garbage cans must be equipped with a lid, unless stored in a cupboard All appliance are Shaw approved (Fridge, microwave, coffee maker) Walking and working areas are adequately lit Light fixture protective lenses are in place, clean and in good condition Lighting levels are sufficient for the work being performed Windows that provide natural lighting are clean The emergency lighting system is checked once a month The emergency lighting system checked annually under simulated power failure or electricalfault conditions Air filters appear to be clean (if observable) Diffusers and returns unobstructed Temperature is maintained at comfortable level, approximately 20 – 24C (68 – 75 F) Humidity is maintained at 30 – 60 percent (approximate) Heaters are not permitted near combustible material Ventilation systems, dehumidifiers and humidifiers are cleaned and maintained Floors are clean, dry, and free from debris, and clutter Signs are posted where floors are wet Surfaces are free from slip hazards (water, ice, snow, oil, grease) Surfaces are free from trip hazards (electrical cords, broken floor tiles, torn carpet) First-aid kits located within reasonable proximity (within 2 floors) and identified by sign Supplies are consistent with the required inventory Name and contact details of trained first aid attendants listed on or near kit Eyewash stations are located in designated areas and wash solution within expiry date Eyewash stations and emergency showers are maintained in a clean and sanitary condition Eyewash stations and emergency showers are tested for functionality at least monthly (if aplumbed system, test by allowing water to run for at least 2 minutes) Emergency procedures posted at locations accessible to every employee and on each floor ofthe building Fire extinguishers are mounted, visible and unobstructed in designated location- Verify the locking pin is intact and the tamper seal is unbroken- Examine for obvious physical damage, corrosion, leakage, or clogged nozzle- Confirm the pressure gauge is in the green- Check to confirm last professional service date on extinguisher tag is within 12 months- Initial and date the tag to document monthly inspection- Operating instructions/ decals on extinguishers face outward- Fire extinguishers are not stored on the floor Fire doors are self-closing, closed, in good repair, and free from obstruction Fire alarm pull stations and panels are well marked and accessible Fire drill is conducted at minimum once per year Ceiling Sprinkler heads unobstructed Ceiling tiles in place free of cracks or water damage Fire Protection devices are operational (detectors) Shelves/tracks are sturdy and suitable for the weight of the product stored Shelves/tracks are in good condition (no sharp, splintered, or rough corners) Shelves/tracks are properly secured to wall or ground Heavier products are stored on lower shelves (at or near waist level) Materials are stored securely on shelves (to prevent falling objects) File cabinets drawers don't open into aisles, drawers not left open/unattended Equipment generating excessive noise is isolated from general work areas Hearing protection is available in designated areas Areas where hearing protection required are clearly marked with appropriate signage Electrical equipment is locked and tagged out when repair or maintenance is required Sufficient lock and tags are in stock and in use No flammable or combustible materials are stored within electrical rooms/ vaults No material is stored or located within a 1 m radius of electrical panels Hazardous Materials (i.e. chemicals) Containers with controlled products are labeled (according to WHMIS requirements) Controlled products are used and stored as per MSDS instructions MSDS are obtained, accessible to employees and dated within that last 3 years All areas in which hazardous materials are stored/ located have appropriate signage Hazardous materials are stored at least 100 mm (10 cm) above floor level Flooring material of areas in which hazardous materials are stored are impermeable (i.e. notmade of wood, etc.) All containers of flammable and combustible liquids are kept closed when not in use All flammable and combustible liquids are stored within fire-rated (yellow) cabinets or onsecondary containment (i.e. spill pallets) No propane canisters/ cylinders are stored inside of buildings Tools and equipment are in good working order Defective tools and equipment are tagged out for repair/replacement and have been taken outof service Guards are installed for machinery with moving, rotating, charged or hot parts. Pinch-pointsare clearly identified/ labeled. No home-made or modified tools/ equipment are available for use All confined spaces are clearly identified and access restricted Confined Space Entry Permits are completed and maintained at site Gas monitor calibration records maintained at site Desks allow freedom of kneelleg movement Work surfaces are large enough to hold work materials Monitor heights can be adjusted to suit individual worker Monitors are positioned to be free of glare and shadows Chairs have a stable base (5 wheels or casters) Chairs swivel and have adjustable backrest and seat Adjustable task lights are available for use over source documents Window blinds are available to block out sunlight (glare) The overhead shipping door is operating properly The emergency stop operates correctly The sensing edge reverses the door upon contact with an object Dock edges are clearly visible (i.e. painted yellow) Materials are stored at least 18 inches below fire sprinkler heads Pallets are limited to a stack height of 6 feet Forklifts are equipped with:- working front horn- rear back-up alarm- portable fire extinguisher Forklift daily inspection checklist completed and signed Forklift recharging station checked for cleanliness and:- acid-resistant gloves- goggles/ face shield- acid-resistant apron- fire extinguisher- acid-neutralizing agent/ acid spill-kitcombustible materials stored at least 1.5 m away Power Pallet Jack is equipped with a working horn All ladders being stored must be secured to the wall or placed horizontally All ladders that have been identified as defective must be tagged and taken out of service All portable ladders display the CSA certification label If accessible, is the roof free of trip hazards Unsafe areas are cordoned off (construction) Sidewalks are free of debris, and sanded if slippery Outdoor stairs are free and clear of water and snow Parking or smoking is not permitted near air intake systems The parking lot surface is free of large potholes Parking blocks are in place to prevent vehicles from contacting electrical outlets Parking lot lighting is sufficien Appropriate signage (i.e. wheelchair parking) Vehicles parked in appropriate locations Quarterly Vehicle Inspections Completed Gates are locked (where applicable) Warning signs are posted Antennas secured from unauthorized access Refer to all sections above where "No" was indicated Identify recommendations for each Complete the Health & Safety Inspection Report to include follow-up details and date of completion Findings of Inspection (Observed Issues & Recommendations) H&S Committee Employee Chair H&S Committee Employer Chair Management (Senior Leadership) As COVID-19 continues to affect construction companies around the world, the top safety inspection checklists used so far in 2020 reflect the world we live in. Most importantly, they show greater attention to personal health and company hygiene.Even with a focus on hygiene, it's equally important not to lose sight of all the other safety measures needed to prevent hazards, especially the Big Four.Recent Safesite user data found that these top construction safety checklists are in heavy rotation among companies across the U.S. Are you missing a vital checklist or inspection in your library? Find some of the essential safety checklists and inspections below.How We Arrived at This ListThe top construction inspections list were taken from anonymous, aggregate data in the Safesite safety management system. Our users access a checklist in the app, start a walk-through, check off items, and document the inspection.Note that this list is slightly skewed toward national contractors — and very skewed toward daily or weekly inspections. (For important but less frequent inspections, check out our list of top OSHA self-inspections.)This list does not include company-owned templates that our users upload or create within the Safesite dashboard.We'll update this list throughout the year to reflect the most up-to-date information. 2020's Most Popular Safety InspectionsWithout further ado, here are the top 10 safety inspections checklists used by construction companies on Safesite. You can run any of these inspections for free on the app (iOS, Android). Jobsite Hazard Identification ChecklistAn OSHA inspector could turn up in your front office tomorrow. Will you be ready?The Jobsite Hazard Identification Checklist helps you manage regular inspections, identify damage and defects, and raise hazards.Use this OSHA checklist to inspect equipment, check work areas for hazards, and ensure employees use best practices when operating equipment on site.Run the Jobsite Hazard Identification Checklist >PPE InspectionIt's not enough to have PPE. It also needs to be appropriate, functional, and capable of protecting workers when needed. To get there, you need to regularly monitor both your PPE Hazard Analysis and your PPE stockpile.Use the PPE Inspection checklist to keep tabs on your PPE inventory in an OSHA compliant manner.Run the Personal Protective Equipment Inspection >Housekeeping InspectionIn a COVID-19 world, housekeeping is more important than ever. While poor standards are always a hazard, new threats lurk in the air and on surfaces.The ever-popular Housekeeping Inspection enables you to formally manage dust, water, personnel facilities, servicing schedules, and work area conditions all in one place.Run the Housekeeping Standards Inspection >Electrical Cord, Plug Equipment, and Tool Safety ChecklistElectrocution is one of OSHA's Big Four Construction Hazards, but it's a hazard threat regardless of your industry. To comply with OSHA regulations and pass inspections, you need to identify potential hazards related to electrical equipment and tools in addition to cords and outlets.Use the Electrical Cord, Plug Equipment, and Tool Safety checklist to do just that.Run the Electrical Cord, Plug Equipment and Tool Safety checklist >Fall Protection ChecklistFalls from heights are one of the most common workplace injuries, but preventing them is possible in most cases. To protect workers, you need to determine the fall risk exposures and identify the right fall protection equipment for each circumstance.Use Safesite's Fall Protection Checklist to analyze your fall protection program, identify the correct fall protection equipment, store and maintain the equipment, and deal with ladders and scaffolding.Run the Fall Protection checklist >Scaffolding Safety ChecklistWorking at height is a huge hazard, so it's clear why the next most popular Safesite checklist after fall protection is scaffolding safety.Every part of the scaffolding needs inspection before a worker gets up on it. Use the Scaffolding Safety Checklist to be met OSHA regulations and ensure the scaffolding is secure before use.Run the Scaffolding Safety Checklist > First Aid / CPR / AED ChecklistYou have first aid kits and emergency equipment, as per OSHA. However, you also need to make sure your kits and equipment are ready for any emergency.Use Safesite's First Aid / CPR/ AED Checklist once a month to confirm that your first aid kit includes the minimum contents and that your AED device functions. It also confirms training and preparationRun the First Aid / CPR / AED Checklist > Hand and Power Tool Safety ChecklistThe Electrical Cord, Plug, and Tool checklist is a great start to prevention incidents related to hand and power tools. However, you'll also need a Hand and Power Tool Safety checklist to handle the other hazards tool present, like slips, falls, and strains.The Hand and Power Tool Safety Checklist covers cords plus wear and tear, damage, and set-up.Run the Hand and Power Tool Safety checklist >General Ladder Safety ChecklistAnother work at heights and fall prevention checklist. The Safesite General Ladder Safety Checklist will walk you through all the requirements and rules associated with the use of ladders.Run the General Ladder Safety Checklist >Hot Work and Welding Inspection TemplateCutting, welding, soldering, and brazing are all forms of hot work covered in this template. Use the inspection to deal with hazards caused by fumes, gases, hot metal, sparks, and radiant energy.The 14 questions in the Hot Work and Welding Inspection Template cover everything from authorization to storage to proper use.Run the Hot Work and Welding Inspection Template >Get More ChecklistsSafety checklists make sure your operations run safely and smoothly on a day-to-day basis. These checklists are among Safesite's most popular inspections and forms, but they're just a fraction of the free mobile inspections available on the Safesite app.Find the full checklist library online or on the Safesite app.Subscribe to our newsletter for the latest updates.





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