**Integrated Management System**

Weekly Inspection Checklist

##

## Weekly Inspection Details

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| --- |
| **Project:**  |
| **Address:** |
| **Completed by:** | **Date:**  |

| **Item** | **Yes** | **No** | **N/A** | **Comments** |
| --- | --- | --- | --- | --- |
| **General** |
| Fence panels secure | ☐ | ☐ | ☐ |  |
| Boundary fences secure | ☐ | ☐ | ☐ |  |
| No trip hazards in the area | ☐ | ☐ | ☐ |  |
| Fuel stored safety | ☐ | ☐ | ☐ |  |
| Fire extinguishers operable | ☐ | ☐ | ☐ |  |
| Stockpiles clearly defined | ☐ | ☐ | ☐ |  |
| Electrical leads not hung on steel structures | ☐ | ☐ | ☐ |  |
| SWMS prepared for all activities | ☐ | ☐ | ☐ |  |
| Pedestrians separated from plant | ☐ | ☐ | ☐ |  |
| Waste removed regularly | ☐ | ☐ | ☐ |  |
| No general rubbish in area | ☐ | ☐ | ☐ |  |
| All containers labelled | ☐ | ☐ | ☐ |  |
| Drink and food container not used for non-food items | ☐ | ☐ | ☐ |  |
| Site access and egress clear | ☐ | ☐ | ☐ |  |
| **PPE in Good Condition & In Use** |
| Boots | ☐ | ☐ | ☐ |  |
| Hats | ☐ | ☐ | ☐ |  |
| Glasses, goggles and face shields (where required) | ☐ | ☐ | ☐ |  |
| Hearing protection (where required) | ☐ | ☐ | ☐ |  |
| Respirators (where required) | ☐ | ☐ | ☐ |  |
| **Excavation & Trenches** |
| Unattended holes barricaded | ☐ | ☐ | ☐ |  |
| Benching & shoring of trenches over 1.5m | ☐ | ☐ | ☐ |  |
| Fall zone fenced  | ☐ | ☐ | ☐ |  |
| Ladders provided and in good order | ☐ | ☐ | ☐ |  |
| Dewatering required | ☐ | ☐ | ☐ |  |
| Pits covered as per PMP | ☐ | ☐ | ☐ |  |
| **Plant & Equipment (incl. Subcontractors & Hire Equipment)** |
| No oil leaks | ☐ | ☐ | ☐ |  |
| Haul roads clear and well defined | ☐ | ☐ | ☐ |  |
| SWL displayed | ☐ | ☐ | ☐ |  |
| SWMS followed | ☐ | ☐ | ☐ |  |
| Quick-hitch on excavator has safety pin installed (unless solenoid) | ☐ | ☐ | ☐ |  |
| **Power Tools / Electrical (Quick Cut, Electrical Tools)** |
| PPE in use | ☐ | ☐ | ☐ |  |
| SWMS followed | ☐ | ☐ | ☐ |  |
| Guard fitted | ☐ | ☐ | ☐ |  |
| Tools & leads tagged and tested (legible) | ☐ | ☐ | ☐ |  |
| No double adaptors | ☐ | ☐ | ☐ |  |
| Generators have RCD fitted & operable | ☐ | ☐ | ☐ |  |
| Residual current devices used & operable | ☐ | ☐ | ☐ |  |
| Electrical leads kept off ground | ☐ | ☐ | ☐ |  |
| Switchboards & RCD in boards have locks installed & calibrated | ☐ | ☐ | ☐ |  |
| **Welding / Oxy Cutting** |
| Bottles in trolley and secured | ☐ | ☐ | ☐ |  |
| PPE in use | ☐ | ☐ | ☐ |  |
| Welding screens used | ☐ | ☐ | ☐ |  |
| Warning signs displayed |  |  |  |  |
| Fire extinguisher in vicinity | ☐ | ☐ | ☐ |  |
| Spark arrestors on oxy kit | ☐ | ☐ | ☐ |  |
| **Lifting Objects** |
| Chains & slings in good condition | ☐ | ☐ | ☐ |  |
| Crane with Dogger | ☐ | ☐ | ☐ |  |
| Workers standing clear of load and out of slew zone | ☐ | ☐ | ☐ |  |
| SWL to be displayed on all lifting plant and equipment | ☐ | ☐ | ☐ |  |
| **Hazard Substances** |
| SDS on hand | ☐ | ☐ | ☐ |  |
| Correct PPE in use | ☐ | ☐ | ☐ |  |
| Clearly labelled and stored correctly | ☐ | ☐ | ☐ |  |
| **Scaffold** |
| Scaffold tags fixed | ☐ | ☐ | ☐ |  |
| Free from trip hazards | ☐ | ☐ | ☐ |  |
| Kick boards in place | ☐ | ☐ | ☐ |  |
| Non-slip access stairs | ☐ | ☐ | ☐ |  |
| Hand rails – top, mid in place | ☐ | ☐ | ☐ |  |
| All bracing in place | ☐ | ☐ | ☐ |  |
| Sole plates in place | ☐ | ☐ | ☐ |  |
| **Working at Heights** (Bridges, retaining walls, pits, culverts, tanks etc.) |
| Ladders tied off | ☐ | ☐ | ☐ |  |
| Mobile scaffold on firm & level ground | ☐ | ☐ | ☐ |  |
| Edge protection provided | ☐ | ☐ | ☐ |  |
| Harnesses supplied and used | ☐ | ☐ | ☐ |  |
| EWP are on stable ground and locked off | ☐ | ☐ | ☐ |  |
| Barricades provided around large drops | ☐ | ☐ | ☐ |  |
| Log books up-to-date | ☐ | ☐ | ☐ |  |
| **Subcontractors** |
| All controls are in place and working safely | ☐ | ☐ | ☐ |  |
| SWMS followed | ☐ | ☐ | ☐ |  |

| **Weekly Inspection Checklist** | Issue Date:  | Review Date: | Version: 1 |
| --- | --- | --- | --- |
| Printed Documents may not be current. Ensure currency prior to use. | Authorised by:  |



