

Job Site Inspection Report Template



Job Site Inspection Checklist

Project Details:

Project Name: _____

Project Number: _____

Location: _____

Date of Inspection: _____

Time of Inspection: _____

Inspected By: _____ (Name & Position)

Supervisor on Site: _____

1. General Site Conditions:

Cleanliness and Order:

- Well-maintained
- Needs improvement
- Unsatisfactory

Access and Egress:

- Safe
- Obstructed
- Unsafe

Site Signage:

- Visible and clear
- Partially obscured
- Missing or damaged

2. Safety & Health:

Personal Protective Equipment (PPE):

- Adequate
- Insufficient
- Not in use

First Aid & Emergency Facilities:

- Available and stocked
- Partially stocked
- Unavailable

Fire Safety Equipment:

- Accessible and operational
- Partially operational
- Non-functional or missing

Hazardous Materials Handling & Storage:

- Safe and labeled
- Poorly stored
- Openly exposed or leaking

3. Tools & Machinery:

Condition and Maintenance:

- Good
- Fair
- Poor

Storage:

- Properly stored
- Disorganized
- Left in hazardous conditions

Operation:

- Safe procedures followed
- Occasional lapses in safety
- Unsafe practices observed

4. Electrical Safety:

Cables & Extension Cords:

- Well-organized and protected
- Exposed in some areas
- Multiple trip hazards

Tools & Machinery:

- Grounded and safely connected
- Some grounding issues
- Openly exposed connections

5. Structural Inspections:

Scaffolding:

- Stable and secure
- Minor stability issues
- Unsafe and wobbly

Trenches & Excavations:

- Shored and secure
- Occasional shoring issues
- Collapsing hazards observed

6. Environmental Concerns:

Dust & Air Quality:

- Controlled
- Moderate dust observed
- Heavy dust with no controls

Waste Management:

- Properly segregated and stored
- Mixed waste
- Open littering observed

Comments & Observations:

(Provide detailed notes on any of the above points or any other concerns observed during the inspection.)

Recommendations:

(Provide actionable steps based on the observations.)

Sign-Off:

Inspector:

Signature: _____ Date: _____

Site Supervisor:

Signature: _____ Date: _____