



# MONTHLY SAFETY AUDIT

## JOBSITE REPORT

Project: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Reviewers Name: \_\_\_\_\_ Title: \_\_\_\_\_

### COMPANY FOCUS

Yes No N/A

Are weekly tool box talks being done?

Are lift and equipment operator cards current?

Company Safety Manual and SDS sheets on-site?

Is project Safety Sign maintained and current?

### NEWLY ADDED EMPLOYEES

Name	Safety Training Date	Operators Cards:	Yes	No	N/A
_____	_____				
_____	_____				
_____	_____				
_____	_____				
_____	_____				

### PPE REQUIREMENTS

Were all trades on-site wearing all of the following requirements?

Yes No N/A

Ear protection

Hard toe boots

Eye/Face protection

High visibility shirt/vest

Hard hat

Yes No N/A

Please note any deficiencies in PPE requirements and recognize need for additional PPE (i.e., gloves, fall protection, respirator, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### MEDICAL

Yes No N/A

Are first-aid kits available and properly stocked?

Location: \_\_\_\_\_

Are employees aware of site address/can of giving directions to emergency crew?

Is anyone trained in first aid or CPR?

Are all emergency phone numbers posted and updated?

Location: \_\_\_\_\_

GENERAL PROJECT FOCUS									
<b>Manual Material Handling</b>			<b>Yes</b>	<b>No</b>	<b>N/A</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
Are mechanical devices being used in place of manual handling of material?						Are ropes, slings, chains, hook, cables and chokers in good condition?			
Proper staging of materials to minimize lifting and carrying?						Rigging equipment inspected regularly and in good condition?			
Is the handling of bagged material limited to 50 lbs?						Are carrying handles being used when a single worker is carrying sheeted materials?			
<b>Housekeeping: Slips, Trips and Falls</b>			<b>Yes</b>	<b>No</b>	<b>N/A</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
Are walking and working surfaces clear and free of debris?						Are walking and working surfaces clear and free of debris?			
Is adequate temporary lighting provided?						Are waste and trash containers provided, used?			
Is temporary storage of materials and supplies done in an organized fashion?						Does each trade clean-up after themselves?			
<b>Fire Protection and Prevention</b>			<b>Yes</b>	<b>No</b>	<b>N/A</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
Are all flammable liquid containers clearly identified?						Are all flammable liquid containers UL or FM listed?			
Is ventilation adequate for temporary heaters?						Are extinguishers readily accessible and serviced?			
Have proper storage practices for flammables been observed?						Have gas cylinders been chained upright with valve caps securely fastened?			
Are hydrants clear and accessible for fire department personnel?						Are temporary heaters located at a safe distance from combustibles?			
Has there been proper segregation between flammable gasses?									
<b>Electrical</b>			<b>Yes</b>	<b>No</b>	<b>N/A</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
Are all switch gear, panels and devices that are energized marked/guarded?						Lockout devices available/used on circuits that could be energized while being worked?			
Are all temporary circuits properly guarded and grounded?						Are extension cords in continuous lengths without splice?			
Are GFCI's and/or Assured Equipment Grounding Conductor Program being used?						If temporary lighting is provided, are bulbs protected against breakage?			
Are working surfaces clear of cords so as not to create a hazard?						Is there a sufficient number of temporary outlets on the job?			
						Any visual signs of outlet overloading?			
<b>Hazard Communication</b>			<b>Yes</b>	<b>No</b>	<b>N/A</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
Is there a list of hazardous chemicals?						Container labeling?			
MSDS?						Posting?			
<b>Excavation/Trenching</b>			<b>Yes</b>	<b>No</b>	<b>N/A</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
Have utility companies been notified of proposed work?						Are all tools, equipment, and shoring materials readily available prior to start up?			
Are overhead utility lines noted and precautions taken to avoid contact with equipment?						Is the spoil pile at least two feet from the edge of the excavation?			
Is the excavation inspected daily or more frequently when conditions could affect soil?						If needed, are barricades, stop logs, properly placed?			
Has soil classification been made by a competent person?						Are excavations five feet or deeper correctly sloped, benched, shored or is a trench box used?			
Is a ladder or other means of egress provided in trenches or excavations six feet or deeper?						When ladders are used, do they extend three feet above the surface and are they secured?			
Are shoring and shielding systems inspected daily by a competent person?						Is the trench backfilled as soon as work is completed?			

<b>Barricading</b>	Yes	No	N/A	Yes	No	N/A
Are floors openings planked and secured or barricaded?				Are direction signs used to inform the public of upcoming construction work?		
Is the sidewalk protection effective?				Is a flag person provided to direct traffic when needed?		
Has the person been trained on how to direct traffic and the public?				Are open excavation, road drop offs, manholes, uneven surfaces barricaded?		
<b>Ladders</b>	Yes	No	N/A	Yes	No	N/A
Is the proper ladder for the job being used?				Are ladders in good condition?		
Are there safety shoes/cleats on the bottom of ladders?				Do side rails extend 36" above top of landing?		
Are ladders tied-off at top or otherwise secured?				Are non-conductive ladders available for use around live wiring?		
Rungs or cleats uniformly spaced 10-14" apart?						
Are step ladders fully open when in use?						
<b>Tools: Hand and Power</b>	Yes	No	N/A	Yes	No	N/A
Are tools free of any obvious physical damage?				Are double insulated tools in use and in good condition?		
Are tools and cords properly grounded (ground pins are in good condition)?				Are all hoses on air or hydraulic tools in good condition?		
Are the handles on all tools in good condition (not bent, splintered or broken)?				Operator qualified and instructed to use powder actuated tools?		
				Are all shields and guards in place on the tools and in good condition?		
<b>Welding and Cutting</b>	Yes	No	N/A	Yes	No	N/A
Are non-combustible enclosure, (screens/shields) provided and used when welding?				Welding goggles, gloves, and clothing being used by welder?		
Inspection for fire hazards after welding stops?				Are gas cylinder, hoses, regulators, torches, torch tips and welding carts, in good condition?		
<b>Hoist, Cranes and Derricks</b>	Yes	No	N/A	Yes	No	N/A
Are cables and sheaves checked?				Are slings, hooks, eyelets, chokes inspected?		
Are load capacities posted in cab?				Are power lines at a safe distance?		
Do cranes have proper barricades around swing radius?				Are crane inspection logs with crane?		
<b>Floor, Wall Openings, Stairways</b>	Yes	No	N/A	Yes	No	N/A
Floor and roof openings guarded by guardrails and toe boards or a secured cover?				Open-sided floors/platforms six feet or higher guarded with railing, toe boards or equivalent?		
Are stairs with four or more above ground properly guarded?				Anchor posts and framing capable of withstanding 200 lb. load in any direction?		
<b>Scaffolding</b>	Yes	No	N/A	Yes	No	N/A
Are scaffold components visibly free of any physical damage? (no bent supports or bracing)				Is scaffold properly erected with all pins and braces in place and locked?		
Are rolling scaffolds equipped with locking wheels?				Are wheels locked when scaffold is in use?		
Is scaffold erected on a firm and substantial surface?				Is planking of a scaffold grade?		
Planking in good condition and properly installed?				Are toe boards and guardrails in place on scaffolds over 10 feet.		
Are workers on scaffolding protected from falling objects if overhead hazards exist?				Ladder provided for access to scaffold work platform?		



# MONTHLY SAFETY AUDIT

## RECAP

Yes      No      N/A

Has a review of the Safety Audit Log been completed?

Were any required safety audit's (daily or weekly) missing from log?

If yes, why were they missing?

Are all DAILY audit reports completed, available for review?

Were any near misses or deficiencies noted on DAILY audit reports?

If yes, how many? \_\_\_\_\_

If near misses or deficiencies were noted, have they been resolved?

If no, how many are still open? \_\_\_\_\_

When will they be resolved? \_\_\_\_\_

Are all WEEKLY audit reports completed, available for review?

Were any near misses or deficiencies noted on WEEKLY audit reports?

If yes, how many? \_\_\_\_\_

If near misses or deficiencies were noted, have they been resolved?

If no, how many are still open? \_\_\_\_\_

When will they be resolved? \_\_\_\_\_

Has a review of the Safety Audit Near Miss and Deficiency log been completed?

## NEAR MISS/DEFICIENCY LOG (from this monthly audit)

### NEAR MISSES

Item	Responsible Contractor	Action/Remedy
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

### DEFICIENCIES

Item	Responsible Contractor	Action/Remedy
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## SIGNATURES

Superintendent Signature \_\_\_\_\_

Date \_\_\_\_\_

*(A copy of this report must be sent to LDD office, along with all requesting parties)*