Construction Site Daily Safety Checklist

Safety & Compliance

DATE	PROJECT NAME / NUMBER	INSPECTOR	WEATHER CONDITIONS	INSPECTION TIME
____ / ____ / _____				

SITE ACCESS & HOUSEKEEPING

	SAT	UNSAT	N/A		SAT	UNSAT	N/A
Site entrance clearly marked	○	○	○	Materials stored in designated areas only	○	○	○
Visitor sign-in log in place	○	○	○	Waste skips positioned and not overflowing	○	○	○
Site fencing / hoarding intact	○	○	○	Welfare facilities (toilets, rest area) clean	○	○	○
Access routes clear of materials and debris	○	○	○	Site signage visible and current	○	○	○

Other _____

EXCAVATIONS & EARTHWORKS

	SAT	UNSAT	N/A		SAT	UNSAT	N/A
Excavation edges adequately barricaded	○	○	○	Safe means of access to excavation base	○	○	○
Shoring / battering in place	○	○	○	No water accumulation in excavation	○	○	○
No surcharging within 2x excavation depth	○	○	○	Utility drawings reviewed before dig	○	○	○

Other _____

SCAFFOLDING & FORMWORK

	SAT	UNSAT	N/A		SAT	UNSAT	N/A
Scaffold erected by competent person	○	○	○	Bracing / ties intact	○	○	○
Scaffold inspection tag current	○	○	○	Scaffold boards secure, no gaps	○	○	○
Guardrails and toe boards in place *Top rail ?950mm, mid rail, toe board ?150mm*	○	○	○	Formwork / shoring load-rated and stable	○	○	○
Scaffold base plates on firm ground	○	○	○				

Other _____

FALL PROTECTION

	SAT	UNSAT	N/A		SAT	UNSAT	N/A
Harnesses and lanyards inspected before use	○	○	○	Leading edge protected	○	○	○
Anchor points rated and certified	○	○	○	Roof work — safety netting or harnesses in use	○	○	○
Floor openings covered and secured	○	○	○	Ladders secured top and bottom	○	○	○

Other _____

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ELECTRICAL SAFETY

	SAT	UNSAT	N/A
Temporary electrical installations inspected	○	○	○
RCD protection on all portable tools	○	○	○
No damaged power leads or tools in use	○	○	○

	SAT	UNSAT	N/A
Overhead power line clearances maintained *Minimum 3m to 11kV lines; check local regulations*	○	○	○
Generator earthed and positioned safely	○	○	○
No work near live services without permit	○	○	○

Other _____

HEAVY EQUIPMENT & CRANES

	SAT	UNSAT	N/A
Plant pre-start checks completed	○	○	○
Operators licenced for equipment type	○	○	○
Exclusion zones established and enforced	○	○	○

	SAT	UNSAT	N/A
Crane lift plan reviewed and signed	○	○	○
Rigging and slings in good condition	○	○	○
Traffic management plan in place	○	○	○

Other _____

PERSONAL PROTECTIVE EQUIPMENT

	SAT	UNSAT	N/A
Hard hats worn by all workers on site	○	○	○
Hi-vis vests / clothing worn	○	○	○
Safety footwear worn	○	○	○

	SAT	UNSAT	N/A
Task-specific PPE available (gloves, glasses, RPE)	○	○	○
PPE in serviceable condition	○	○	○

Other _____

FIRE PREVENTION

	SAT	UNSAT	N/A
Hot works permit issued (if applicable)	○	○	○
Fire extinguishers available at hot works	○	○	○
Flammable materials stored correctly	○	○	○

	SAT	UNSAT	N/A
No smoking in restricted areas	○	○	○
Flammable waste removed from site daily	○	○	○

Other _____

FIRST AID & EMERGENCY PREPAREDNESS

	SAT	UNSAT	N/A
First aid kit accessible and stocked	○	○	○
First aider name posted and on site	○	○	○
Emergency contact numbers posted	○	○	○

	SAT	UNSAT	N/A
Emergency assembly point marked and clear	○	○	○
Site address available for emergency calls	○	○	○

Other _____

STATUS

Work stopped in any area pending correction ☐ Yes ☐ No ☐ N/A

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CORRECTIVE ACTIONS / NOTES

Unsatisfactory items — detail and action required

SIGN-OFF

Actions assigned to (name) _____

Inspector signature _____

Site manager acknowledgement _____

Notes

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