



**CONTRACTORS MONTHLY SAFETY AUDIT CHECKLIST**

**Project Number:** \_\_\_\_\_ **Project Name:** \_\_\_\_\_

**Phase:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_

**Safety Representative:** \_\_\_\_\_

**Total Employees:** \_\_\_\_\_

Total Contractor employees: \_\_\_\_\_

Total subcontractor employees \_\_\_\_\_

**1.0 Current Status of Contract (Check appropriate activities)**

- |   |   |
|---|---|
| <input type="checkbox"/> Site clearing & grubbing | <input type="checkbox"/> Overhead mechanical/electrical |
| <input type="checkbox"/> Excavation               | <input type="checkbox"/> Interior finishes              |
| <input type="checkbox"/> Foundations              | <input type="checkbox"/> Demolition                     |
| <input type="checkbox"/> Structural frame         | <input type="checkbox"/> Remodeling                     |
| <input type="checkbox"/> Exterior enclosure       | <input type="checkbox"/> Close out                      |
| <input type="checkbox"/> Other: _____             |   |

**2.0 Office Procedures**

**Yes No N/A Description**

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>1.</b> Safety & health poster posted.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>2.</b> Emergency telephone numbers posted.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>3.</b> First aid kit & supplies on job.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>4.</b> Copy of OSHA safety standard in the office.                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>5.</b> Toolbox meeting reports issued, forwarded to Project Superintendent & filed. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>6.</b> Safety notices issued, forwarded to appropriate personnel and filed.         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>7.</b> Received visit from OSHA this month.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>8.</b> Emergency stretcher located on job – near hoist or elevator.                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>9.</b> Any first aid injuries reported were forwarded to Site Management.           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>10.</b> OSHA Form 200 posted.   |

**N/A = Not Applicable                      “NO” requires Corrective Action**

### 3.0 Site Security & Warning Signs

Yes No N/A Description

1. Site secured with fence and gates. Gates closed and locked.

**Corrective action:**

2. Warning signs posted for general public.

**Corrective action:**

3. Overhead protection installed where any overhead work is taking place.

**Corrective action:**

4. Any exterior storage of flammable liquids:
- a) At least 20 feet from all buildings
  - b) No smoking signs posted (signs should read **Danger- Flammable**)
  - c) Containers properly labeled
  - d) Spill containment in place

**Corrective action:**

5. All excavation are appropriately laid out and secured.

**Corrective action:**

6. All mobile equipment is locked when not in use.

**Corrective action:**

7. Occupied areas of the project are barricaded and warning signs posted.

**Corrective action:**

**N/A = Not Applicable**

**“NO” requires Corrective Action**

## 4.0 Safety Responsibilities

Yes No N/A Description

1. Perimeter guard rails are installed properly for protection of all employees.

**Corrective action:**

2. All floor openings protected by guardrails or are covered, secured and marked.

**Corrective action:**

3. Temporary ladders properly installed to all levels, and secured at the top and the bottom.

**Corrective action:**

4. Operating rules posted in operator's station (or equivalent), and all equipment safety inspected at the start of the day.

**Corrective action:**

5. Adequate overhead protection for individuals working near hoisting areas.

**Corrective action:**

6. All hoist entrances guarded by barricades and/or conventional fall protection.

**Corrective action:**

7. Employees are wearing hard hats and all required personal protection equipment.

**Corrective action:**

8. Fire protection and emergency evacuation procedures are established.

**Corrective action:**

**N/A = Not Applicable**

**“NO” requires Corrective Action**

#### 4.0 Safety Responsibilities (Continued)

Yes No N/A Description

9. Fire extinguishers installed throughout the project and have been adequately inspected.

**Corrective action:**

10. Weekly toolbox meetings are taking place with field employees of contractors/subcontractors.

**Corrective action:**

11. Adequate toilet facilities are installed and are kept in a sanitary condition.

**Corrective action:**

12. Trash containers and regular disposal is provided.

**Corrective action:**

13. An adequate supply of portable water is available and clearly marked. Paper cups and trash containers are also provided.

**Corrective action:**

14. Traffic control measures are used to protect crossing traffic and pedestrians.

**Corrective action:**

15. New employees processed through project orientation and have been instructed on specific safety procedures.

**Corrective action:**

16. Excavations and trenches are sloped properly or braced.

**Corrective action:**

**N/A = Not Applicable**

**“NO” requires Corrective Action**

#### 4.0 Safety Responsibilities (Continued)

Yes No N/A Description

17. Perimeter guardrail systems installed at all floor edges and openings.

**Corrective action:**

18. Housekeeping is kept up to date.

**Corrective action:**

19. All flammable liquids are properly stored and handled.

**Corrective action:**

20. Gas cylinders are transported, used and/or stored properly.

**Corrective action:**

21. Temporary lighting is installed in areas where it is needed. Lighting is in good working condition.

**Corrective action:**

22. Temporary electrical systems are on ground fault systems.

**Corrective action:**

22a. Extension cords include ground fault protection and are in good condition.

**Corrective action:**

23. All cranes and/or rigging equipment are inspected daily before use.

**Corrective action:**

**N/A = Not Applicable**

**“NO” requires Corrective Action**

#### 4.0 Safety Responsibilities (Continued)

Yes No N/A Description

24. Mobile cranes are checked for stability, and outriggers properly blocked on stable ground.

**Corrective action:**

25. Counterweight swing areas are barricaded to prevent access to unaware workers.

**Corrective action:**

26. Crane operators are cautioned to stay an adequate distance from all overhead power lines.

**Corrective action:**

27. All welders are instructed in safe welding and cutting practices. Fire protection measures are taken and fire extinguishers are available.

**Corrective action:**

28. Scaffolds are adequately erected. Scaffolds are equipped with ladders and base plates.

**Corrective action:**

29. Scaffolds or platforms are tightly planed for full width.

**Corrective action:**

30. All scaffolds or platforms are provided with a guard rail (2 x 4) or equivalent 42" high, midrail (2x4) or equivalent and a toe board 4" high.

**Corrective action:**

31. Hanging or suspended scaffolds are checked daily. Safety harnesses and lifelines are used by employees.

**Corrective action:**

**N/A = Not Applicable**

**“NO” requires Corrective Action**

#### 4.0 Safety Responsibilities (Continued)

Yes No N/A Description

32. All damaged or excessively worn equipment is tagged out or removed from service.

**Corrective action:**

33. Additional safety requirements implemented for this project.

**Corrective action:**

#### 5.0 Additional Comments,

**N/A = Not Applicable**

**“NO” requires Corrective Action**

**cc:**

File 0031A