















SITE OHS INSPECTION FORM




Site:		Project:		Auditor:		Date:	
Areas inspected:							
Contractors (if applicable):							
RATING: U = Unacceptable, C = Concern, A = Acceptable N/A = Not applicable (Tick the box and add comment)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		N/A	 U	 C	 A	COMMENT	
1.	SITE CONDITIONS & GENERAL						
a)	Local authorisations in place						
b)	Site prepared and maintained to an acceptable standard (Allowing for changes in weather, vehicle numbers and size etc)						
c)	Adequate machine access, set down and turning area for large equipment deliveries and heavy machinery						
d)	Tetra Pak site area of control clearly defined and access restricted						
e)	Site huts, lunchrooms and toilets provided are adequate						
f)	Storage areas maintained in an orderly state						
g)	Significant hazards identified e.g. Overhead power lines or Underground electrical cables						
h)	Signage is in place as per site map locating site office, store etc						
i)	Site security for personnel and equipment acceptable						
j)	Housekeeping - slipping/tripping hazards eliminated						
k)	Stairways – unobstructed and in good repair (including tread)						
l)	Openings, holes/trenches covered or barricaded						
m)	Utilities/Services located						
n)	Noise and dust levels minimised						
o)	Parking area signage, traffic map, speed limit signs in place and observed						
2.	SITE ENTRY PROCEDURES & REQUIREMENTS						
a)	Client/Tetra Pak induction records carried out for all working on site						
b)	Signing or swipe card entry/exit process in place for all						
c)	Drug testing carried out (if applicable)						

d)	Hazard register in place and main hazards on Hazard Notice board					
e)	Visitors escorted as appropriate					
4. EVACUATION, FIRE and EMERGENCIES						
a)	Assembly point identified					
b)	Emergency procedures displayed					
c)	Key contacts names and phone numbers displayed					
d)	Warning siren or air horn system in place					
e)	Trained first aiders, fire wardens on site					
RATING: U = Unacceptable, C = Concern, A = Acceptable N/A = Not applicable		N/A	 U	 C	 A	COMMENT
f)	Signing in book or records available for roll call					
g)	Fire hydrants, extinguishers available – adequate and unobstructed					
h)	"No Smoking" signs posted as required					
i)	Combustible materials properly stored					
j)	Fire extinguishers blankets used when required					
k)	Welding areas kept free of combustible material					
l)	Other services taken into account e.g. Turning Off Gas					
m)	Emergency equipment checked routinely					
n)	Additional rescue equipment required? e.g. Confined Space rescue					
o)	Accident and Incident reports available and completed as required					
p)	Emergency exits kept clear at all times					
5. FIRST AID						
a)	Kit/s available, stocked and used items replaced					
b)	Instructions for emergency treatment provided					
c)	Located in readily accessible location					
d)	Eyewash stations available and used items replaced					
6. TOOLS AND EQUIPMENT						
a)	General condition tools and electrical leads					
b)	Guards in place and in safe condition					
c)	Electrical tools double insulated or Lifeguard/RCD used					
d)	Powder powered tool safe procedures in place					
e)	Portable tools/equipment tested and tagged safe to use					

f)	Safe interlocks not interrupted nor disabled					
7.	VEHICLES PLANT AND EQUIPMENT (E.g. FLT's MEWP's)					
a)	Isolation procedures in place as required					
b)	Maintained and in safe working condition					
c)	All equipment appropriate for the task					
d)	All certifications in date					
e)	All operators competent and licensed as required					
f)	Appropriate PPE used including harness when in lifting equipment					
g)	Safety harness certified, personnel trained and rescue plans in place					
h)	Warning devices operative and speed limit observed					
i)	Guards in place					
j)	Safe Working Loads (SWL) identified on vehicles					
8.	EXCAVATIONS					
a)	Permit in place if required. Authorities notified					
b)	Area barricaded off and danger tape use as required					
c)	All overhead or underground services located					
RATING: U = Unacceptable, C = Concern, A = Acceptable N/A = Not applicable		N/A	 U	 C	 A	COMMENT
d)	Excavation properly shored/benched as required					
e)	Access/Egress ladders provided					
f)	No water accumulation					
9.	PERSONAL PROTECTIVE EQUIPMENT (PPE) – (Check condition of all and that it is fit for task)					
a)	Minimum PPE requirement is identified and used (I.e. Hard hat and High visibility outer clothing, safety glasses, safety Boots)					
b)	Respirators and/or face masks					
c)	Safety harness certified and checked before use					
d)	Hearing protection					
e)	Any Other PPE required					
f)	Food safety PPE required					
10.	PERMITS TO WORK (PTW)/RISK ASSESSMENTS (RA)/ SAFE SYSTEMS OF WORK (SSOW)					
a)	Is all high risk work carried out under PTW e.g.					

	Confined space, hot work, work at height, heavy lifting					
b)	Where a PTW is not required is a RA in place					
c)	Are all persons carrying out high risk work competent					
d)	Sub Contractors SSOW reviewed prior to any works starting					
e)	Sufficient staff designated to issue/receive Permits					
11.	LADDERS					
a)	Used only for access, not as a working platform					
b)	Fit for purpose and in good condition					
c)	Step ladders - Highest standing level is 2 steps down from the top and secured with locking bar					
d)	3 points of contact at all times					
e)	Base on firm footing (non-slip feet chocked so level)					
f)	Ground clear and level around base, secured at the top					
g)	Loads secured when carried up and down ladders to prevent falling					
h)	Doors blocked or guarded in front of ladders					
i)	Non-conductive ladders (wood) used for electrical use					
12.	SCAFFOLDS					
a)	Inspection system ('Scaftag') or equivalent in place and operational					
b)	Licensed scaffolder in charge					
c)	Incomplete scaffolds barricaded					
d)	Weekly inspections of all scaffold by competent person are occurring					
e)	All guardrails, toe boards, ladders and working platforms are in place and in good condition					
13.	MOBILE SCAFFOLDS					
a)	Height / Base / Width ratio acceptable					
b)	Floor surface suitable, smooth and firm for stability					
RATING: U = Unacceptable, C = Concern, A = Acceptable N/A = Not applicable		N/A	 U	 C	 A	COMMENT
c)	Wheels blocked or locked					
d)	All components firmly fastened					
e)	Safe access in place					

14.	COMPRESSED GAS/AIR CYLINDERS					
a)	Safe work practices followed at all times					
b)	PPE used as required					
c)	Stored upright and secured, away from electrical contacts, away from access egress routes					
d)	Cylinders segregated where required					
e)	Equipment and hoses in good repair					
f)	Shut off at bottle & purge hose when not in use. Compressed air lines bled before disconnecting couplings					
g)	Flash back arresters in place					
h)	Only competent persons using					
i)	Safety Data Sheets (SDS) held on site					
15.	HEAVY LIFTING, RIGGING AND CRANAGE					
a)	PTW, RA in place					
b)	Lifting plan completed					
c)	Safe load capacity identified and respected					
d)	Banks man or signaller used as required					
e)	Competent persons only used for heavy lifting operations					
f)	Daily equipment checks completed and signed off					
g)	Area cleared for overhead hoisting taking into account swing radius					
h)	Safe weather and ground conditions away from underground surfaces					
i)	PPE in use (i.e hard hats)					
j)	Safe distance from powerlines (4m minimum at all times)					
k)	Area barricaded as required to segregate people and vehicles					
l)	No one working under loads at any time					
16.	BEHAVIOURS					
a)	Working without PTW or not following instructions					
b)	Working before being inducted					
c)	Ergonomic unsafe position or unsafe work practice					
d)	Posters around site promoting safe behaviours					
e)	Safe behaviours communicated					
f)	Unsafe behaviours challenged at time of observation					
i)	Health and wellbeing considered and promoted					

17.	CHEMICAL HANDLING AND STORAGE					
a)	PPE and Emergency equipment provided as required					
b)	Safe storage in place, segregating incompatible substances					
RATING: U = Unacceptable, C = Concern, A = Acceptable N/A = Not applicable		N/A	 U	 C	 A	COMMENT
c)	Clear labelling to identify contents					
d)	Spill kits available and disposal method identified					
e)	Competent persons only using hazardous chemicals					
f)	Safety Data Sheets (SDS) held on site					
18.	WELDING AND CUTTING					
a)	Cylinders secured, upright					
b)	Regulator, hoses, handset in safe condition					
c)	Flashback arresters fitted					
d)	Welding machine and leads in safe condition					
e)	Protective screens available and used					
f)	Fire extinguishers and fire retardant blankets available and used					
g)	PPE in use					
h)	Hot Work PTW (permit to work) in place					
	SITE HEALTH & SAFETY MEETINGS					
a)	Evidence of tool box talks taking place					
b)	Evidence of other OHS meetings taking place					
c)	Actions logged and tracked to completion					