Introduction

A site safety audit is a planned observation of activities carried out on site with a view to recording both safe and unsafe conditions and behaviours.

Everyone in the company including management should be expected to take part in safety audits

The audit should be carried out by a competent person i.e. someone with the necessary knowledge, ability, training and experience.

This example Construction Site audit sheet can be used to carry out regular checks of the construction site you are operating,

Instructions

1. The auditor should read and become familiar with the information in this document before beginning the audit process.
2. Typically, an audit will take from 4 hours to a number of days depending on size of the site, the number of auditors, and the availability of documentation.
3. The auditor should Name and Date each sheet
4. Please then work through the document and answer the questions as completely and accurately as possible
5. You can use the N/A column for items that are not relevant to your site.
6. Please remember to fill out the report form at the end of the sheet

The enclosed audit sheet is an example and may not contain all relevant questions for you particular site.

You must ensure that you add in any relevant items that are required to carry out a suitable construction site audit

**All information and advice is given in good faith. We cannot accept any responsibility for your subsequent acts or omissions. If you have any doubts queries or concerns, you should refer to the relevant regulations and take further professional advice.**

| **Serial** | **Function** | **Yes** | **No** | **N/A** | **Comments** | |
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| **1.0** | **Site Documents** |  |  |  |  |
| **1.1** | Site safety policy displayed? |  |  |  |  |
| **1.2** | Contractors’ safety information displayed? |  |  |  |  |
| **1.3** | Health & Safety Law poster displayed or leaflets issued? |  |  |  |  |
| **1.4** | Form F10 Displayed? |  |  |  |  |
| **1.5** | Site risk assessments available? |  |  |  |  |
| **1.6** | Site Method Statements available? |  |  |  |  |
| **1.7** | Fire risk assessments available? |  |  |  |  |
| **1.8** | Excavation/Scaffold inspection reports available? |  |  |  |  |
| **1.9** | Induction Forms? |  |  |  |  |
| **1.10** | Insurance Documents? |  |  |  |  |
| **1.11** | Fire and emergency evacuation plan? |  |  |  |  |
| **1.12** | Managers Daily Checklist? |  |  |  |  |
| **1.13** | Record of site safety meetings? |  |  |  |  |
| **1.14** | Noise/HAV reports? |  |  |  |  |
| **1.15** | Crane inspection and lift register? |  |  |  |  |
| **1.16** | Lightning Protection Reports? |  |  |  |  |
| **1.17** |  |  |  |  |  |
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| **2.0** | **Site Welfare** |  |  |  |  |
| **2.1** | Can everyone access site welfare facilities? |  |  |  |  |
| **2.2** | Does the site have clean well lit toilets? |  |  |  |  |
| **2.3** | Are washrooms available with hot & cold running water |  |  |  |  |
| **2.4** | Are they large enough to wash to the elbow? |  |  |  |  |
| **2.5** | Is there somewhere to change, store & dry clothing? |  |  |  |  |
| **2.6** | IS there somewhere to prepare food and drink? |  |  |  |  |
| **2.7** | If not have suitable local amenities been identified? |  |  |  |  |
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| **3.0** | **First Aid** |  |  |  |  |
| **3.1** | Does the site have adequate first aid cover? |  |  |  |  |
| **3.2** | Is a correctly stocked first aid box available? |  |  |  |  |
| **3.3** | Is there an Appointed person on site? |  |  |  |  |
| **3.4** | Do you have adequate first aid qualified personnel? |  |  |  |  |
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| **4.0** | **Site Access and Security** |  |  |  |  |
| **4.1** | Can everyone get onto site safely? |  |  |  |  |
| **4.2** | Is the site kept tidy and free from trip hazards? |  |  |  |  |
| **4.3** | Are access routes clearly marked & kept clear? |  |  |  |  |
| **4.4** | Is the site securely fenced from the public with hoarding? |  |  |  |  |
| **4.5** | Are site safety notices prominently displayed? |  |  |  |  |
| **4.6** | Is the site adequately protected from trespass? |  |  |  |  |
| **4.7** | Are holes barricaded and marked to prevent falls? |  |  |  |  |
| **4.8** | Is the site adequately lit in all areas? |  |  |  |  |
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| **5.0** | **Traffic and Plant** |  |  |  |  |
| **5.1** | Are pedestrians and vehicles segregated? |  |  |  |  |
| **5.2** | If not are barriers and warning signs used? |  |  |  |  |
| **5.3** | Is a 5mph speed limit enforced? |  |  |  |  |
| **5.3** | Is reversing completely avoided? |  |  |  |  |
| **5.5** | If not are trained banksmen used? |  |  |  |  |
| **5.6** | Are all drivers correctly licensed? |  |  |  |  |
| **5.7** | Are all loads correctly secured? |  |  |  |  |
| **5.8** | Are all plant operators trained, licensed & competent? |  |  |  |  |
| **5.9** | Is all plant checked & maintained regularly? |  |  |  |  |
| **5.10** | Are zero tail swing excavators used? |  |  |  |  |
| **5.11** | If not do you ensure adequate clearance? |  |  |  |  |
| **6.0** | **Work at Height/Scaffolds and ladders etc** |  |  |  | Please also see separate scaffolding inspection sheets |
| **6.1** | Is all work at height properly planned, organised & supervised? |  |  |  |  |
| **6.2** | Has all access to height equipment been erected by competent persons? |  |  |  |  |
| **6.3** | Are all workers competent to work at height? |  |  |  |  |
| **6.4** | Are all workers issued with a safety harness? |  |  |  |  |
| **6.5** | Are all workers trained in the safe use of harnesses? |  |  |  |  |
| **6.6** | Are ladders used only as access to stable work platforms, or for light work of short duration? |  |  |  |  |
| **6.7** | Do ladders extend at least 5 rungs above the landing? |  |  |  |  |
| **6.8** | Is all access equipment in good condition? |  |  |  |  |
| **6.9** | Has suitable edge protection been provided? |  |  |  |  |
| **6.10** | Where the risk of a fall cannot be eliminated have measures to reduce the distance and consequences of a fall been implemented? |  |  |  |  |
| **6.11** | Have you identified potentially fragile surfaces? |  |  |  |  |
| **6.12** | Are people kept away from men working above? |  |  |  |  |
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| **7.0** | **Powered Access Equipment (MEWPS)** |  |  |  |  |
| **7.1** | Has the equipment been supplied by a competent organisation? |  |  |  |  |
| **7.2** | Are the operators trained and competent? |  |  |  |  |
| **7.3** | Is the equipment inspected periodically by a competent person? |  |  |  |  |
| **7.4** | Does the platform provide clip on points? |  |  |  |  |
| **7.5** | Do you ensure workers are clipped on to suitable anchor points on the MEWP |  |  |  |  |
| **7.6** | Is the ground MEWPS are operating on firm level and stable? |  |  |  |  |
| **7.7** | Have precautions been taken to recover a hung up worker? |  |  |  |  |
| **7.8** | Are staff able to operate the MEWP from the ground controls? |  |  |  |  |
| **7.9** |  |  |  |  |  |
| **7.10** |  |  |  |  |  |
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| **8.0** | **Hoists** |  |  |  |  |
| **8.1** | Has the hoist been installed by a competent person? |  |  |  |  |
| **8.2** | Are the operators trained and competent? |  |  |  |  |
| **8.3** | Are records of periodic inspection available? |  |  |  |  |
| **8.4** | Has a suitable cage been provided at the bottom to protect staff from the hoist unit? |  |  |  |  |
| **8.5** | Are the controls arranged that the hoist can be operated from 1 position only? |  |  |  |  |
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| **9.0** | **Mobile Cranes** |  |  |  |  |
| **9.1** | Have all cranes been supplied by a competent organisation? |  |  |  |  |
| **9.2** | Does the crane carry its test certificate? |  |  |  |  |
| **9.3** | Is the driver trained and competent? |  |  |  |  |
| **9.4** | Are your staff trained and competent? |  |  |  |  |
| **9.5** | Are all lifts planned and supervised by an appointed person? |  |  |  |  |
| **9.6** | Are all slings and chains visually inspected before use? |  |  |  |  |
| **9.7** | Is the weight of the lift accurately known? |  |  |  |  |
| **9.8** | Is the ground firm and stable? |  |  |  |  |
| **9.9** | Are the riggers fully deployed? |  |  |  |  |
| **9.10** | Are the slingers trained and competent? |  |  |  |  |
| **9.11** | Does the driver have clear sight to the signaller? |  |  |  |  |
| **9.12** | Are people prevented from accessing the lift area? |  |  |  |  |
| **10.0** | **Excavations** |  |  |  |  |
| **10.1** | Is the ground inspected and cat scanned prior to excavating? |  |  |  |  |
| **10.2** | Have you ensured excavations do not undermine nearby structures? |  |  |  |  |
| **10.3** | Have all excavations been adequately marked and barriered? |  |  |  |  |
| **10.4** | Have all excavations been adequately supported to prevent collapse? |  |  |  |  |
| **10.5** | Has a safe method of installing support been devised? |  |  |  |  |
| **10.6** | Are all excavations inspected by a competent person prior to allowing access? |  |  |  |  |
| **10.7** | Is there safe access and egress from the excavation? |  |  |  |  |
| **10.8** | Are vehicles physically prevented from approaching the excavation (i.e. stop blocks)? |  |  |  |  |
| **10.9** | Have measures been taken to eliminate contact with biological diseases (Weils Disease etc) |  |  |  |  |
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| **11.0** | **General Site Safety** |  |  |  |  |
| **11.1** | **Manual Handling** |  |  |  |  |
| **11.1.1** | Have all staff been given adequate manual handling training? |  |  |  |  |
| **11.1.2** | Are steps taken to reduce manual handling on site? |  |  |  |  |
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| **11.2** | **Hazardous Substances** |  |  |  |  |
| **11.2.1** | Have all harmful substances been identified? |  |  |  |  |
| **11.2.2** | Have measures been taken to prevent exposure to harmful substances? |  |  |  |  |
| **11.2.3** | Has all staff been given adequate training in the use of hazardous substances? |  |  |  |  |
| **11.2.4** | Have measures been taken to prevent exposure to Portland Cement products? |  |  |  |  |
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| **11.3** | **Noise** |  |  |  |  |
| **11.3.1** | Have workers been given adequate information & training regarding noise exposure? |  |  |  |  |
| **11.3.2** | Has the exposure of workers to noise been identified and assessed? |  |  |  |  |
| **11.3.3** | Have noise reduction measures been implemented in high noise areas? |  |  |  |  |
| **11.3.4** | Have hearing protection zones been marked? |  |  |  |  |
| **11.3.5** | Have workers been supplied with appropriate hearing protection equipment? |  |  |  |  |
| **11.3.6** | Is the wearing of hearing protection enforced in high noise areas? |  |  |  |  |
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| **11.4** | **Confined Spaces** |  |  |  |  |
| **11.4.1** | Has all confined space working been identified? |  |  |  |  |
| **11.4.2** | Has a suitable permit to work system been implemented? |  |  |  |  |
| **11.4.3** | Are staff trained and competent in confined space working? |  |  |  |  |
| **11.4.4** | Are atmosphere/gas tests carried out prior to entering the confined space? |  |  |  |  |
| **11.4.5** | Have suitable emergency arrangements been implemented? |  |  |  |  |
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| **11.5** | **Gas, Electricity & Water** |  |  |  |  |
| **11.5.1** | Have all services been provided prior to starting work on site? |  |  |  |  |
| **11.5.2** | Have existing services been identified and capped where necessary? |  |  |  |  |
| **11.5.3** | Have hidden services been located and marked? |  |  |  |  |
| **11.5.4** | Are all tools and equipment 110volts |  |  |  |  |
| **11.5.5** | Are all tools and equipment visually inspected regularly? |  |  |  |  |
| **11.5.6** | Are all tools and equipment PAT tested by a competent person? |  |  |  |  |
| **11.5.7** | Are RCD’s checked regularly? |  |  |  |  |
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| **11.6** | **Emergency Procedures** |  |  |  |  |
| **11.6.1** | Are emergency procedures for site evacuation in place? |  |  |  |  |
| **11.6.2** | Are all staff aware of the procedures? |  |  |  |  |
| **11.6.3** | Are there adequate escape routes? |  |  |  |  |
| **11.6.4** | Are the escape routes kept clear? |  |  |  |  |
| **11.6.5** | Do staff know how to raise the alarm? |  |  |  |  |
| **11.6.6** | Can the emergency services be contacted from site? |  |  |  |  |
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| **11.7** | **Fire** |  |  |  |  |
| **11.7.1** | Are flammable liquids stored correctly? |  |  |  |  |
| **11.7.2** | Are sources of ignition kept away from flammable substances? |  |  |  |  |
| **11.7.3** | Are gas cylinders used correctly by competent personnel? |  |  |  |  |
| **11.7.4** | Are all valves closed when not in use? |  |  |  |  |
| **11.7.5** | Is all equipment in good condition and inspected regularly? |  |  |  |  |
| **11.7.6** | Are suitable fire extinguishers provided on site? |  |  |  |  |
| **11.7.7** | Are staff trained in the use of fire extinguishers? |  |  |  |  |
| **11.7.8** | Are the fire extinguishers checked and maintained regularly? |  |  |  |  |
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| **11.8** | **PPE** |  |  |  |  |
| **11.8.1** | Are all staff wearing mandatory PPE? |  |  |  |  |
| **11.8.2** | Are staff disciplined for not wearing Mandatory PPE? |  |  |  |  |
| **11.8.3** | Are warning notes issued to persistent offenders? |  |  |  |  |
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Report Sheet

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of person completing audit |  | | | Date and time of Audit | |  | |
|  | | | | | | |
| Site Address |  | | | | | | |
|  | | | | | | |
| Matters giving rise to Health & Safety Risks and Issues i.e. non conformance with policy and procedures |  | | | | | | |
|  |  | | |  | |  |
| Can work be carried out safely? | YES | NO | Name of Person Informed | |  | | |
|  | | | | | | |
| Details of further action Required |  | | | | | | |
|  | | | | | | |
| Name & Position of person making report |  | | | Date and time report handed over | |  | |
| Name and Position of person receiving report |  | | |  | |  | |