

Daily Hazard Observation Checklist

Site / Project	_____	Address	_____
Inspector name	_____	Company	_____
Date	_____	Time	_____

Documentation aid only. Adapt this resource to the site, manufacturer instructions, and applicable local requirements. It does not replace a competent person, professional judgment, legal advice, or a required statutory form.

Inspection checklist

General Housekeeping

☐ Are walkways and access points free from obstructions (materials, debris, tools)?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Are waste containers readily available and emptied regularly to prevent overflow?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Are materials stored in a safe and orderly manner, preventing tripping hazards and access to emergency equipment?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Are spill kits readily available and properly stocked in areas where spills are likely?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Is adequate lighting provided in all work areas, especially during evening or night shifts (minimum 5 foot-candles)?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Are fire exits clearly marked, unobstructed, and easily accessible?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Are extension cords properly routed to prevent tripping hazards (e.g., overhead or secured)?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Is there any standing water or other liquids accumulating in walkways or work areas creating slip hazards?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Are sharp objects (nails, screws, metal scraps) properly contained to prevent puncture wounds?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Are dust control measures in place to minimize airborne dust and debris?	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Personal Protective Equipment (PPE)

☐	Are hard hats worn correctly and in good condition (no cracks, dents, or damage)?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is appropriate eye protection (safety glasses, goggles, face shields) used when exposed to flying particles, chemicals, or radiation?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are employees wearing appropriate foot protection (steel-toed boots) in areas where there is a risk of foot injury?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are high-visibility vests or clothing worn by workers exposed to vehicular traffic?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are appropriate gloves worn for the task being performed (e.g., cut-resistant, chemical-resistant)?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is hearing protection available and used in areas where noise levels exceed 85 dBA (time-weighted average)?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is respiratory protection required and used correctly in areas with airborne contaminants; is medical clearance and fit testing documented?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are fall protection harnesses inspected before each use for damage or defects?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is all PPE properly fitted to the individual worker?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is PPE properly maintained and stored when not in use?	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Slip, Trip, and Fall Hazards

☐	Are cables and cords secured or covered to prevent tripping hazards?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are uneven surfaces, holes, or depressions clearly marked or barricaded?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is debris cleared from walkways and work areas to prevent tripping hazards?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are wet or slippery surfaces treated with anti-slip materials or clearly marked?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are ice and snow removed from walkways and access points?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are guardrails installed on elevated platforms or open sides where there is a fall risk of 6 feet or more?	☐ Pass	☐ Fail	☐ N/A	Notes: _____

☐	Are stairways equipped with handrails and maintained in good condition?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are ladders inspected before use and used at the correct angle (4:1 ratio)?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are floor openings (holes) covered or guarded to prevent falls?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is scaffolding erected and used according to manufacturer's specifications and OSHA standards?	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Mobile Equipment & Vehicle Safety

☐	Are all mobile equipment (forklifts, loaders, trucks) equipped with functioning backup alarms?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are all equipment operators properly trained and certified to operate the equipment?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are daily equipment inspections conducted and documented before each shift?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are seatbelts available and used by all equipment operators?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is the equipment horn functioning properly?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are traffic control measures in place to separate pedestrians from vehicular traffic?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are speed limits enforced on the job site?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are vehicles parked in designated areas and not obstructing access points or emergency routes?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is fueling of equipment performed in designated areas with spill containment measures?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is equipment properly maintained and serviced according to manufacturer's recommendations?	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Findings

#	Item	Location	Severity	Action required
1				
2				
3				
4				
5				
6				
7				
8				

Signature

Inspector signature _____

Name _____

Date _____