

# Generic inspection document

<b>Site Name</b>		<b>Date:</b>	
<b>Inspection Completed By:</b>			
<b>Inspection location/area/ or description</b>			

No.	Inspection Item	Acceptable (✓)			Comments
		Y	N	N/	
	<b>Risk Assessments (list RA name or number)</b> <div style="color: red; margin-top: 10px;">risk assessment name/No:</div>				
1	A JHA has been completed for the task and signed by all personnel involved in the task.				
2	All site hazards for the task have been assessed in the document.				
3	All controls stated in JHA have been implemented into the workplace?				
4	A Supervisor has signed and approved the JHA				
5	Has the JHA been reviewed in the field?				
6	Take 5's are being completed by all work crew				
7	Are all personnel trained and competent to undertake the task?				
8	Permits authorised, signed onto and held in workplace? W@H, Hot Works, Excavation etc?				
9	Adequate supervision provided at work front/s?				
10	All mandatory PPE being worn				
11	Additional PPE acknowledged on JHA (if applicable)				
	<b>Mobile Equipment – (list plant name)</b> <div style="color: red; margin-top: 10px;">List Plant Inspected:</div>				
12	Pre-Start check has been completed and documented.				
13	Machinery / Personnel interface has been considered on JHA (Spotter if applicable)				
14	Operator competent to operate machine / VOC completed.				
15	Cranes demarcated and barricaded?				
16	Positive Communications established?				
17	Electrical equipment in good condition and tagged				
18	Electrical Leads off the ground and not joined				
19	Correct electrical isolations and tagging				
20	RCD Protection being used				
21	Work area/s barricaded and interfaces managed.				
22	Adequate signage at entrance and around site. Signs clear and visible.				
23	Loose objects, slippery and uneven ground identified.				
24	All personnel have been given adequate instructions?				
25	Is housekeeping adequate for the work area?				
26	SDS available for chemicals in use				
27	Chemicals stored correctly, clearly labelled and in appropriate container				
28	Work area / Cabinets adequately ventilated				
29	Spill kits distributed adequately and have appropriate and adequate stock?				
30	Are trenches effectively benched, battered or shored if over 1.2m deep?				
32	Safe access and egress installed in each excavation?				
33	Open trenches are barricaded				
34	Lifting equipment tagged and certified.				
35	Guarding in place on equipment.				

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36	Pedestrian access and signage in place, where required, in line with current T.M.P.				
37	Personnel understand site requirements for seat belts and speed limits?				
38	Open holes have been identified and covered				
39	Tools and equipment correctly used and fit for purpose?				
<b>Emergency Equipment and Response</b>					
47	6 monthly tagged fire-fighting equipment				
48	Emergency instructions/rescue plan displayed?				
49	Fire, emergency and first aid equipment safely accessible and fit for use?				
50	Dust and noise pollution minimised and managed?				
51	Adequate bins for storage of waste used appropriately and not overflowing?				

\* All items identified on the inspection checklist to be transferred onto the corrective action register (below) with the specific items that need to be addressed and closed out.

No. (From above)	Corrective Action Required	Responsibility	Date Due	Closed Out Y/N

### Inspection Team

Name		Signature	
Name		Signature	

Site or Area Manager		Signature	
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All items identified have been entered onto the corrective action register (circle).

Y

N

N/A