

Daily site safety inspection

ProComply

Complete at the start of each shift, on site. Any "No" needs a note and an action with an owner.

Site	Date	Time
Inspected by	Weather and conditions	

Access and housekeeping

Item	Yes	No	N/A	Notes and actions
Walkways, stairs and access routes clear	☐	☐	☐	
Materials stacked and stored safely	☐	☐	☐	
No trip hazards, waste removed	☐	☐	☐	
Lighting adequate for the work	☐	☐	☐	

Work at height

Item	Yes	No	N/A	Notes and actions
Edge protection in place on open edges and floors	☐	☐	☐	
Openings and shafts covered or barricaded	☐	☐	☐	
Ladders in good condition and secured	☐	☐	☐	
Scaffolds in good condition and tagged as safe where applicable	☐	☐	☐	

Excavations

Item	Yes	No	N/A	Notes and actions
Excavations barricaded	☐	☐	☐	
Sides shored, sloped or benched where needed	☐	☐	☐	
Spoil and materials kept back from the edge	☐	☐	☐	
Safe access and exit in place	☐	☐	☐	

Plant and equipment

Item	Yes	No	N/A	Notes and actions
Pre use checks done for plant and lifting equipment	☐	☐	☐	
Guards in place on machinery and power tools	☐	☐	☐	
Operators trained and authorised for their machines	☐	☐	☐	
Vehicle and pedestrian routes separated	☐	☐	☐	

Electrical

Item	Yes	No	N/A	Notes and actions
Leads, plugs and tools undamaged	☐	☐	☐	
Distribution boards closed and labelled	☐	☐	☐	
Earth leakage protection in place and working	☐	☐	☐	

Daily site safety inspection (continued)

Fire, first aid and emergency

Item	Yes	No	N/A	Notes and actions
Fire extinguishers in place and in date	☐	☐	☐	
Emergency exits and routes clear	☐	☐	☐	
First aid box stocked and first aider on site	☐	☐	☐	
Emergency numbers displayed	☐	☐	☐	

People

Item	Yes	No	N/A	Notes and actions
Everyone on site inducted	☐	☐	☐	
Correct personal protective equipment worn	☐	☐	☐	
Toolbox talk held and recorded	☐	☐	☐	

Contractors and visitors

Item	Yes	No	N/A	Notes and actions
Contractors and visitors signed in	☐	☐	☐	
Contractors inducted and supervised	☐	☐	☐	
Permits to work in place where required (hot work, confined space, work at height)	☐	☐	☐	

Actions from this inspection

Item / problem	Action	Responsible	Due

Inspected by (signature)

Supervisor (name and signature)
