

SITE SAMURAI

WEEKLY SITE INSPECTION CHECKLIST

Complete every week and retain records

Site/Project: _____ Date: _____ Weather: _____

Inspected By: _____ Week No: _____ Contractors on site: _____

Rating: S = Satisfactory | U = Unsatisfactory | N/A = Not Applicable Action Priority: H = High (24hrs) | M = Medium (1 week) | L = Low (2 weeks)

Item	S	U	N/A	Action Required / Comments
Site hoarding/fencing secure				
Gates locked when unattended				
Signage clear and visible				
Delivery/visitor access controlled				

Item	S	U	N/A	Action Required / Comments
Toilets clean and functional				
Washing facilities (hot water, soap)				
Rest area/canteen clean				
Drinking water available				
Drying room for wet clothing				

Item	S	U	N/A	Action Required / Comments
Walkways and access clear				
Materials stored safely				
Waste segregated and managed				
No trailing cables/hoses				

Item	S	U	N/A	Action Required / Comments
Scaffolding tagged and inspected				
Edge protection in place				
Ladders secured and suitable				
MEWPs maintained and used correctly				

Item	S	U	N/A	Action Required / Comments
Support/shoring adequate				
Barriers around excavations				
Access/egress provided				
No material stored near edges				

Item	S	U	N/A	Action Required / Comments
Exclusion zones in place				
Banksmen available				
Pre-use checks completed				
Pedestrian/vehicle segregation				

Item	S	U	N/A	Action Required / Comments
110V tools in use				
Leads and connections in good order				
Distribution boards secured				
Temporary lighting adequate				

Item	S	U	N/A	Action Required / Comments
Hard hats worn in designated areas				
Hi-vis worn where required				
Safety boots worn by all				
Task-specific PPE available				

Item	S	U	N/A	Action Required / Comments
Fire extinguishers accessible				
Escape routes clear				
Hot works permits in place				
Flammable materials stored correctly				

ACTIONS SUMMARY

#	Action Required	Priority	Assigned To	Due Date	Status

Inspector: _____

Name: _____
 Position: _____
 Date: ____/____/____

Site Manager: _____

Name: _____
 Position: _____
 Date: ____/____/____