

## GA17 Weekly project SHE inspection

Company name		Project title	
Location		Contract no.	
A	Site activities being inspected	Date	Time (24 hrs)
Activity	Employee or contractor(s)		
Item no.	Element, checks and records	Location	Yes NC* NA**
CO1	<b>Corporate image/ information</b> Compound set up, signage, cleanliness, staff dress, attitude, SHE awards, policies, employers' liability insurance, F10 notification, first aiders, etc.		
RA1	<b>Risk assessment</b> Copy available at site (specific to activity and authorised) Controls identified in place and complied with – risk assessment and method statement review sheet completed Evidence of communication – operatives signed into risk assessment		
RA2			
RA3			
MS1	<b>Method statement</b> Copy available at site (specific to activity and authorised) Controls identified in place and complied with Evidence of communication – operatives signed into method statement		
MS2			
MS3			
WH1	<b>Work at height</b> Prevention of falls from height or falling materials is adequate (e.g. work platforms with suitable edge protection or safety harnesses) Ladders and podium platforms are in good order and free from defects		
WH2			
L1	<b>Lifting</b> If lifting operations are in progress, asset tags are legible and intact, checked and valid for cranes, Hiabs, telehandlers, excavators, etc.		
N1	<b>Noise</b> If noisy operations are in progress, hearing protection is being worn and has been assessed. Measures are in place to prevent activities creating a statutory nuisance in terms of noise		
V1	<b>Vibration</b> If using equipment that can cause hand-arm vibration, staff are aware of and complying with trigger times Measures are in place to prevent activities creating a statutory nuisance in terms of vibration (e.g. traffic flow near properties)		
V2			
MH1	<b>Manual handling</b> If operatives are lifting heavy items, a manual handling assessment is in place – part of activity risk assessment		
PT	<b>Permit systems</b> Hot works, confined space, permit to dig, permit to load, etc.		

\* Not checked  
\*\* Not applicable

**GA17 Weekly project SHE inspection *continued***

Item no.	Element, checks and records	Location	Yes	NC*	NA**
<b>Waste/environment</b>					
E1	<b>Waste (if materials are being taken off site, obtain carrier's name and destination of load)</b>	Material type			
		Carrier's details			
		Name of tip			
E2	<b>Environmental issues</b>  <b>Pollution prevention guidance</b>	Check waste transfer note is in place			
E3		Registered carrier's licence on file			
E4		Copy of tip/transfer station licence available			
E5		Right waste being put in right skip and skips labelled			
E6		Site registered as a hazardous waste producer			
E7		Consignments notes in place for hazardous waste uniquely numbered (rule of 3: producer-carrier-receiver)			
E8		In relation to the selected activity the necessary permissions/licences/consents are in place (e.g. discharge from interceptors)			
E9		Oil/diesel storage are in bunds and no evidence of significant spillages; spill kits; emergency response			
E10		Exemption for recycled materials from the EA (e.g. 19A, WRAP)			
E11		Wildlife (tree or ground-nesting birds, bats, badgers, licences, etc.)			
E12		Public/private nuisance (dust, noise, lighting, etc.)			
<b>Workplace</b>					
W1	Access/egress (suitable and safe, planned, maintained)				
W2	Site security (compound, site, adequately fenced, trespassers)				
W3	Housekeeping (site tidy and kept to an acceptable standard – slips, trips and falls)				
W4	Dust/mud suppression (dust or mud a problem and being adequately controlled, cutting works using dust suppression)				
W5	Site traffic management (signs, parking, fences, traffic plan)				
W6	Lighting (adequate for operations in place, including task lighting)				
W7	Welfare (clean and tidy, cooking facilities are clean, adequate for numbers)				
W8	Pedestrian routes (pedestrians adequately provided for, suitable public protection)				
W9	Temporary works (inspected, designed, temporary work co-ordinator, roof protection, falsework, formwork)				
W10	Excavation (fenced, design, safe access, signage)				

\* Not checked  
\*\* Not applicable

**GA17 Weekly project SHE inspection *continued***

Item no.	Element, checks and records	Location	Yes	NC*	NA**
<b>P</b>	<b>People - workforce</b>				
	<b>Name of person(s) selected to review training/risk assessments/induction records</b> <i>(state below)</i>				
<b>P1</b>	Personal protective equipment (PPE) correct (mandatory and as identified by risk assessment)				
<b>P2</b>	Evidence of induction – check register at office				
<b>P3</b>	Evidence of training (for example, CPCS, LANTRA, NPL, IPAF, NRSWA, etc.)				
<b>P4</b>	Evidence of last toolbox talk and risk assessment briefings				
<b>P5</b>	Behavioural (attitude, knowledge of task, tidiness, equipment, dress, etc.)				
<b>PE</b>	<b>Plant, equipment and lifting equipment (including fixed installations)</b>				
<b>PE1</b>	Tools/equipment (daily checks and weekly inspections being carried out by the operator/users)				
<b>PE2</b>	Evidence of statutory inspections being carried out for mobile plant and fixed installations (for example, compressors, mechanical, electrical, asbestos, gas, etc.)				
<b>PE4</b>	Drip trays in place when carrying out filter duties (oil and diesel)				
<b>PE5</b>	Availability and location of emergency spill kit				
<b>PE6</b>	Refuelling operations controlled				
<b>PE7</b>	Are thorough (e.g. 6- and 12-monthly) examination certificates on file and in date for all lifting equipment and accessories?				
<b>PE8</b>	General condition of lifting equipment (check for damage, incorrect use, etc.)				
<b>PE9</b>	Electrical equipment has been PAT tested in last three months (check for sticker or tag)				
<b>PE10</b>	General condition (cables, transformers, spider boxes, hand tools, etc.)				
<b>PE11</b>	Daily plant operator sheets are being completed and, where defects are noted, repairs done				
<b>M</b>	<b>Materials</b>				
<b>M1</b>	Storage of materials (safe, prevent loss, damage or contamination, collapse)				
<b>M2</b>	If hazardous, COSHH assessment available and briefed to workforce				
<b>M3</b>	COSHH controls detailed in assessment are being complied with				
<b>V</b>	<b>VDU users</b>				
<b>V1</b>	Enough room for each person (11 m <sup>2</sup> )				
<b>V2</b>	Desk free from glare, blinds available, artificial lighting (diffuser)				
<b>V3</b>	Self-assessment has been carried out by habitual users				
<b>V4</b>	VDU free from flicker or glare, ergonomic principles have been applied, noise, dust, etc.				

\* Not checked  
 \*\* Not applicable

