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Title Page

Client / Site

Location

Conducted on

Prepared by

Nature of work

Hazards

Select existing hazards on site

Falling objects

Splashes and sprays of toxic materials

Slip and trip hazards

Electrical equipment

Extreme temperatures

Noise

Harmful gases and radiation

Diseases, viruses

Other hazards

Are the effects of these hazards discussed to all employees?

Yes No N/A

PPE Discussion

1. Head Protection

PPE includes hard hats and headgears and should be required for tasks than can cause any force or object falling to the head. Ensure that there are no dents or deformities on the shell and connections are tightened inside. Do not store in direct sunlight and always replace a hard hat if it was used for any kind of impact, even if damage is unnoticeable.

2. Face and Eye Protection

PPE includes safety goggles and face shields and should be used for tasks that can cause loss of vision and an eye, burns, splashes, sprays of toxic liquids etc. Ensure that there are no cracks or deformities on the lenses, ensure the strap is in good working order and is firmly sealed to the cheek and forehead.

3. Foot Protection

PPE includes knee pads and safety boots and should be used for tasks that can cause serious foot and leg injuries from falling or rolling objects, hot substances, electrical hazards and slippery surfaces. Use boots with slip-resistant soles that protect against compression and impact.

4. Hands Protection

PPE includes safety gloves and should be used for tasks that can cause hand and skin burns, absorption of harmful substances, cuts, fractures or amputations. Ensure that they fit perfectly with no spaces and are free from cuts, burns and chemical residue. Always replace them if any sign of contamination was observed.

5. Body Protection

PPE includes safety vests and suits and should be used for tasks that can cause body injuries from extreme temperatures, flames and sparks, toxic chemicals, insect bites and radiation. Ensure that they are clean and free from cuts and burns. Always get a good fit to ensure full body protection.

6. Hearing Protection

PPE includes ear muffs and plugs and should be used for tasks than can cause hearing problems and loss of hearing. When ensuring hearing safety, the equipment must fit the ear canal perfectly. Recommended types include formable earplugs to fit on different sizes of ear canals.

7. Fall Protection

PPE includes safety harnesses and lanyards and should be strictly used for task that can cause falling from heights and serious injury or death. Ensure that the straps are free from tears, deformities and burn marks and buckles are connected securely and tightly. It is very important to dispose them if used after a falling incident.

8. Respiratory Protection

PPE includes respirators and should be used for task that can cause inhalation of harmful materials to enter the body. Ensure that the equipment is fit-tested and the employee has undergone proper training before wearing one.

Are PPE available and sufficient to all workers?

Yes No N/A

Do all employees know how to use appropriate PPE?

Yes No N/A

Was there an accident or near miss due to not wearing proper PPE?

Yes No N/A

Are there damaged or worn out PPE which need repair or replacement?

Yes No N/A

Was there an accident or near miss due to faulty PPE?

Yes No N/A

Are there other concerns?

Yes No N/A

Other issues and concerns

Recommendations

Recommendations

Confirmation

Full Name and Signature of Inspector



By signing this, you confirm that the information discussed during this meeting were fully understood.

Click + to add signee

Signee

Full Name and Signature of Participant



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