APPENDIX B:
SITE-SPECIFIC INSPECTION CHECKLIST

Project Name:	Date:
Site Address:	

STEP 1: PRE-WORK CHECKLIST / DISCUSSIONS

Site-Specific Inspection Checklist - **Satisfactorily confirm a YES answer to Q1 through Q13**

	YES	NO
1. Has a satisfactory site inspection been carried out?	☐	☐
2. Is there safe access to the site?	☐	☐
3. Have all access to job hazards been identified and controlled?	☐	☐
4. Have all hazards to / from public been identified and controlled?	☐	☐
5. Have all traffic hazards been identified and controlled?	☐	☐
6. Have all electrical hazards been identified and controlled?	☐	☐
7. Have all hazards from working at heights been identified and controlled?	☐	☐
8. Have all hazards for manual tasks been identified and controlled?	☐	☐
9. Have all mechanical hazards been identified and controlled?	☐	☐
10. Have all hazards to the environment been identified and controlled?	☐	☐
11. Have all other known hazards been identified and controlled?	☐	☐
12. Can the task(s) be done safely and professionally?	☐	☐
13. Is there any hazard from other workers or contractors on site which may impact us?	☐	☐

If NO to any of the above questions, complete steps 2 to 4 before continuing.

STEP 2: IDENTIFY THE HAZARDS	STEP 3: ASSESS THE RISKS	STEP 4: CONTROL THE RISKS
Identify Hazards	**Risk Level**	**What is the Control Methods Used?**
Traffic Hazards		
Access to Job		
Electrical Hazards		
Hazards from Falls / Heights		
Hazards for Manual Tasks		
Mechanical Hazards		
Hazards to the Environment		
Hazards to / from Public		
Other -		

Use the risk assessment matrix to determine the level of risk involved in the identified hazard.

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NOTES:

RISK LEVEL CALCULATOR (LIKELIHOOD + CONSEQUENCE = RISK)

ASSESSING THE RISK

A hazard is an act or condition that has the potential to result in an injury or illness, or cause damage to plant or equipment. The risk associated with a hazard is related to the severity of a single incident, and the frequency and duration of exposure to the hazard. In many instances, other hazards present may increase the risk of an individual hazard.

STEP 1: Consider how likely a risk is encountered, and what might happen

STEP 2: Use the risk level calculator to determine the degree of risk (or class of risk) to persons who may be exposed to the hazards

STEP 3: Use the risk assessment worksheet to develop effective control measures. (Consult the hierarchy of risk control measures when carrying out this step)

RISK LEVEL CALCULATOR

LEVEL OF CONSEQUENCES	CONSEQUENCES OF EVENT OCCURRING *What is the likely outcome of an exposure to the risk?*	LIKELIHOOD OF EVENT OCCURRING				
		Almost certain	Likely	Possible	Unlikely	Rare
Catastrophic	Fatality or permanent disability; toxic release of chemicals, long-term environmental impact; loss of facilities; very high $ loss	E	E	E	E	H
Major	Long-term illness or serious injury; serious medium-term environmental effects; major property damage; loss of production; high $ loss	E	E	E	H	M
Moderate	Medical treatment requiring up to several days off work; spillage contained with outside assistance; significant property damage; med – high $ loss	E	H	M	M	L
Minor	Minor injury requiring First-Aid; spillage contained on site; moderate property damage; low-med. $ loss	H	H	M	M	L
Insignificant	No injuries; minor property or environmental damage; very low $ loss	H	M	L	L	L

LIKELIHOOD OF EVENT OCCURRING

Almost certain	Event is expected to occur in most circumstances
Likely	Event will probably occur in most circumstances
Possible	Event might occur at some time
Unlikely	Event could occur at some time
Rare	Event may occur only in exceptional circumstances

DETERMINATION OF RISK CONTROL ACTIONS

RISK SCORE	RISK LEVEL	ACTION REQUIRED
E	EXTREME	URGENT - Immediate action required to control risk
H	HIGH	Highest management decision required urgently
M	MEDIUM	Follow management instructions regarding risk
L	LOW	These risks may not require immediate attention