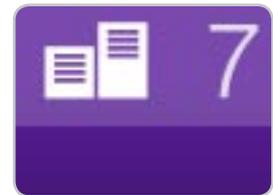


Leadership and worker involvement toolkit

Example site observation checklist



Information sheet from Seven steps > Step 7 > Further tools

Auditor's Name:

Date and time	Date:	Start time*:	Finish time*:
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* As a guide the time taken to observe the situations outlined on the following pages is 45 minutes.

Audit details (to be completed at the end of the audit):

Proportion of the site that was audited (please circle)	0-25 %	26-50 %	51-75 %	76-100 %
Notes on any significant details (eg the nature of the work activity being audited)				

Site details

Site name	
Site Manager's name	
Principal Contractor	

Phase of work (please circle all that apply, primary and sub categories)

<p>Demolition/strip out</p> <ul style="list-style-type: none">■ Asbestos removal and soft strip■ Demolition and builders works	<p>Main building works including 1st fix</p> <ul style="list-style-type: none">■ 'Building works proper' (eg new staircases)■ Envelope work (eg roofing)■ Main vertical services runs [†]■ Horizontal services runs [†]■ Ceiling hangers/grind and services tiles
<p>Finishes including 2nd fix</p> <ul style="list-style-type: none">■ 2nd fix services■ Commence commissioning of services■ Wall boardings■ Raised floor/floor finishes■ Joinery■ Finishes	<p>Commissioning/fit out</p> <ul style="list-style-type: none">■ Integrated commissioning■ Architectural snag and de-snag■ Statutory sign offs■ Handover area (eg remove hoardings)■ Shopfit/furniture/merchandising

[†] Service runs include services such as plumbing, electricity, telephone and heating ducts.



Type of refurbishment (please circle)

Commercial Refurbishment	<i>Major clients and principal contractors involved (eg supermarkets, retail stores)</i>
Traditional refurbishment	<i>Medium/larger property developers and contractors engaged in activities (eg change of use of existing industrial/commercial building)</i>
Domestic property	<i>Often small developers and Small Medium Enterprise contractors, including small-scale extensions (eg dormers).</i>

Number of operatives on site today (including sub-contracted personnel)

Actual	0-4	5-14	15-24	25-49	50-99
100-149	150-199	200-249	250-499	500+	Don't know

What is the planned total duration of the work on this site?

Less than a week	Between 1 and 4 weeks	Between 1 and 6 months	Between 6 and 12 months	More than 12 months	Don't Know
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Work at Height

Tally how many poor methods are in use on site and note any other observations and the reasons for your choice. For each type of equipment circle 'Yes' if present on this site, and 'no' if not present.

(A) Scaffolding Yes / No	Tally	Brief description of the situation	Further comments
Boards missing, damaged or incorrect placement			
Guardrails missing, damaged or incorrect placement			
Toeboards missing, damaged or incorrect placement			
Unguarded loading points			
Base of scaffold - excess materials, erected on soft/unstable/uneven ground, missing base plates			
Absent/insufficient safety and warning signage (eg scafftags)			
Other (eg insecure structure / ladders not tied / inappropriate or missing material, netting or guards / working outside the scaffold)			
Total (A) at the end of the audit			

To download this checklist complete the *Leadership and worker involvement toolkit* > Seven steps > Step 7 > Further tools



(B) Scaffold Tower Yes / No	Tally	Brief description of the situation	Further comments
Boards missing, damaged or incorrect placement			
Guardrails missing, damaged or incorrect placement			
Toeboards missing, damaged or incorrect placement			
Overhead hazards			
Base of scaffold not locked in position/poor ground/excess materials			
Outriggers/stabilisers missing or damaged			
Absent/insufficient safety and warning signage (eg scafftags)			
Other (eg inappropriate or missing internal access / inappropriate or missing material netting or guards / working outside the scaffold tower)			
Total (B) at the end of the audit			

(C) MEWPS Yes / No	Tally	Brief description of the situation	Further comments
Overhead hazards			
Poor ground condition (eg uneven/ soft ground / excess materials)			
Guardrails missing, damaged or incorrect placement			
Toeboards missing, damaged or incorrect placement			
Missing or damaged emergency stop			
Other (eg use of restraint lanyard / too many materials / working outside the work platform)			
Total (C) at the end of the audit			

(D) Ladders Yes / No	Tally	Brief description of the situation	Further comments
Defective or broken rungs/stiles/feet			
The ladder is not fixed/tied and stable			
Inclination is less or more than roughly 4:1			
Inappropriate choice of equipment for the task			
Inappropriate length for the task			



(D) Ladders Yes / No	Tally	Brief description of the situation	Further comments
Poor ground conditions (eg uneven / soft ground / excess materials)			
Other (eg over loaded / overreach to work area / resting on fragile or insecure surface / upside down, less than 3 points of contact)			
Total (D) at the end of the audit			

(E) Stepladders Yes / No	Tally	Brief description of the situation	Further comments
Defective or broken rungs/stiles/feet			
The ladder is not fixed/tied and stable			
Inappropriate height for the task			
Poor ground conditions (eg uneven / soft ground / excess materials)			
Other (eg over loaded / overreach to work area / resting on fragile or insecure surface)			
Total (E) at the end of the audit			

(F) Other Yes / No	Tally	Brief description of the situation	Further comments
(please list the type of equipment eg podium steps, stilts, suspended access equipment, safety nets/soft landing systems,)			
Total (F) at the end of the audit			

For further information see www.hse.gov.uk/construction.

The Leadership and Worker Involvement toolkit is aimed particularly at small and medium sized businesses and is designed to help improve your health and safety and bring additional benefits to your business performance and productivity.