

Safety Inspection Report

Production:		Location / Stage #:	
Inspector Name & Title:		Date of Inspection:	

Question		Yes	No	N/A
Work Environment / Housekeeping				
1	Walkways (4-foot lane) clear (free of carts, lights, cables and unnecessary debris)?			
2	All exits adequate, visible, well marked, clear of hazards and unlocked? Exit signs illuminated and visible?			
3	Electrical panels clear? (3-foot clearance)			
4	Fire extinguishers easily accessible, inspected monthly and in proper working order?			
5	Work sites clean and orderly, free of slip and trip hazards, and adequately illuminated?			
6	Smoking prohibited and enforced in buildings and stages?			
7	Exterior fire lanes kept clear (20 foot clearance) and all fire hydrants and sprinkler connections accessible?			
8	Any exposed fall hazard greater than 4 feet guarded with handrails and mid rails?			
9	Pits and floor openings covered or otherwise guarded with handrails?			
10	Standard handrails on all stairways having four or more steps?			
11	Storage under platforms prohibited?			
12	Props, set dressing and other materials stored properly?			
13	Cables properly protected and kept as clear as possible of exits, and covered with ramps or mats in walkways, aisles or doorways?			
14	Electrical protection used when working in or near water?			
15	Lighting adequately separated from combustible materials?			
16	Is PPE (e.g. safety glasses, gloves, dust masks, ear plugs) available for use by all departments, as necessary?			
17	Workers in elevating work platforms wearing harnesses, not standing on the side or top rails and have documented training on site?			
18	Is PPE properly stored, kept clean, and inspected regularly?			
19	All broken equipment removed from service?			
20	Are ladders in good condition and are workers not using the top 2 steps?			
21	Safety Data Sheets (SDS) available for every chemical on site?			
22	Workers trained in hazard communication/ WHMIS regulations?			
23	Are emergency phone numbers posted?			
24	Are all required postings readily available?			
25	Are all evacuation plans posted with a Safe Assembly Area clearly designated?			

Comments		
Item #	Finding	Corrective Action Needed

USE ADDITIONAL PAGES IF NECESSARY

Construction Inspection Report

(Conduct a weekly inspection and turn into the Production Environmental, Health and Safety [EHS] Representative upon completion.)

Production:		Location / Stage #:	
Inspector Name & Title:		Date of Inspection:	

Mark each item indicating that you have considered the item and taken appropriate steps to comply, if applicable.

	Question	Yes	No	N/A
Work Environment / Housekeeping				
1	All exits adequate, visible, well marked, clear of hazards and unlocked? Exit signs illuminated and visible?			
2	Area around fire suppression equipment and electrical panels clear?			
3	Work sites clean and orderly, free of slip and trip hazards, and adequately illuminated?			
4	Smoking prohibited and enforced in buildings, stages, and near any flammable materials?			
5	Fire sprinkler heads kept clear (18") with nothing attached to the sprinkler system or blocking sprinkler heads?			
6	Combustibles in work areas are removed frequently?			
7	Exterior fire lanes kept clear (20 foot clearance) and all fire hydrants and sprinkler connections accessible?			
Sets/Locations				
8	Storage under platforms prohibited?			
9	Any exposed fall hazard greater than 4 feet guarded with handrails and mid rails?			
10	Pits and floor openings covered or otherwise guarded with handrails?			
11	Standard handrails on all stairways having four or more steps?			
Electrical and Lighting				
12	Extension cords in good condition, not frayed and used in temporary situations only?			
13	A/C equipment and generators properly grounded or insulated?			
14	Electrical boxes or exposed live parts kept closed and/or covered?			
15	Lock-out Tag-out (LOTO) procedures in place and followed?			
Personal Protective Equipment (PPE)				
16	Is PPE (e.g. safety glasses, gloves, dust masks, ear plugs) available for use by crew, as necessary?			
17	Are employees working at heights (without proper guardrails) wearing fall protection gear, properly connected to an approved anchorage point?			
18	Are department heads enforcing the use of personal protective equipment (PPE)?			
19	Is PPE properly stored, kept clean, and inspected regularly?			
Equipment Safety				
20	Are appropriate safety guards in place and not tampered with on all saws, grinders, etc?			
21	All broken equipment removed from service?			
22	Are portable tools effectively grounded (grounding plug has not been removed)?			
23	Are ladders in good condition and are workers not using the top 2 steps?			
24	Compressed gas cylinders stored properly (capped and secured to keep from falling)?			

Question		Yes	No	N/A
25	Are established procedures (permits, welding screens, fire watch) used for hot work?			
26	Workers in elevating work platforms wearing harnesses, not standing on the side or top rails and have documented training on site?			
27	Workers operating forklifts wearing seatbelts, operating equipment in a safe manner and have documented training on site?			
Hazard Communication (HazCom)				
28	Safety Data Sheets (SDS) available for every chemical on site?			
29	Has WHMIS training been conducted for all crew members working with or near chemicals?			
30	Safety glasses or goggles and protective gloves provided and worn when working with hazardous chemicals?			
31	Paints and flammable liquids stored in approved cabinets and away from combustibles?			
32	All chemical containers labeled and kept closed when not in use?			
33	Eating and drinking prohibited in areas where chemicals are used?			
34	No smoking signs posted in areas where flammable and combustible materials are used?			
35	Are there means available to report and/or clean-up material spills in the work area?			
Hazardous Waste				
36	Proper disposal of all hazardous waste (not poured down drains)?			
37	Are hazardous waste materials properly stored in self-closing or covered metal receptacles and removed from the work area promptly?			
38	Are waste drums in good condition (closed; free of leaks, corrosion, dents)?			
39	Are waste drums properly labeled (accumulation start date, identification of contents)?			
40	Are containment areas secured, protected from the elements, and is proper signage posted ("Hazardous Waste Accumulation Site – NO SMOKING")?			
General				
41	Are emergency phone numbers posted?			
42	Are all required postings (e.g. code of safe practices, forklift) readily available?			
43	Are all evacuation plans posted with a Safe Assembly Area clearly designated?			
44	Are there any confined spaces at the location?			
44a	If yes, has the crew been trained in confined space procedures?			
45	All crew members have attended a safety awareness meeting?			
46	Are toolbox talks conducted every 10 working days?			
Summary				
Item #	List conditions or work practices that need to be corrected	Explain corrective action taken:		

USE ADDITIONAL PAGES IF NECESSARY

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Additional Comments