

# **SUPERVISORY CHECKLIST**

## **ADVICE TO SUPERVISORS**

1. Study your company's Health and Safety Policy which lays down the organisation and arrangements for the health and safety of persons in your care.
2. As a supervisor you are the link between Senior Management and operative and you have a direct responsibility for ensuring that the Company's Safety Policy is implemented by yourself and personnel under your control.

Prevent accidents by advanced planning of all activities including the familiar ones.

3. When giving instructions to operatives, ensure that:-

Give clear instructions to your men and ensure that they are understood.

- a) There is safe means of access to his workplace.
  - b) The workplace is safe.
  - c) There is a safe system of work.
  - d) Any plant and equipment required to do the work is safe and suitable.
  - e) The operative has received adequate information, training and / or instruction to carry out the work.
4. When protective clothing or equipment is needed by the operative, ensure that is available, issued and used correctly.
  5. In nearly all accidents unsafe conditions and / or unsafe acts play a prominent part.

### **UNSAFE CONDITIONS INCLUDE:-**

Equipment improperly guarded.

Defective equipment

Unsafe clothing, footwear, eye protection.

Improper ventilation.

Unsafe design or construction.

Improper storage of Liquefied Petroleum Gases (LPG).

Defective Electrical Installation.

Improper Shoring.

## CONSTRUCTION SITE BASIC SAFETY CHECKLIST

These procedures are designed to Assist Site Managers, General Foreman, Chargehands and other supervisory personnel to make sites safer places of work. The check list is basic and should be modified to suit local needs.

1. **IS IT SAFE?** Pinpoint unsafe situations or practices and take steps to correct them before anyone gets hurt.
2. **SAFE ACCESS:** Are roads, gangways, passageways, hoists, staircases and scaffolds properly lit and free from obstruction?  
Are openings properly guarded?
3. **LADDERS:** Are ladders in good condition and properly angled and secured with adequate hand-hold at place landing.
4. **TUBULAR SCAFFOLDS:** Is the scaffolding completely erected with toeboards and guardrails fitted?  
Do not overload and ensure that loads are evenly distributed.  
Has it been inspected within the last seven days and the results recorded?
5. **ROOFWORK:** Are crawling boards provided and being used?  
Is there sufficient protection at openings and roof edges to prevent falls?  
Check for fragile roof covering and for men working underneath.
6. **EXCAVATIONS:** Is adequate support material provided and properly fitted?  
Are barriers and vehicle stops in place?  
Have all excavations been inspected today?
7. **PLANT AND TRANSPORT:** Vehicles and plant must be maintained in good repair, driven safely and be properly loaded.  
Emphasise and safeguard against the dangers of tipping vehicles.  
Do not allow anyone to ride in dangerous positions.  
Do not allow unauthorised persons to operate plant or machinery.
8. **MACHINERY:** Are all dangerous moving parts securely guarded, especially the hidden one like projecting shaft ends.
9. **GOODS HOISTS:** Is the hoistway fully enclosed with gates at every landing?  
Are gates kept shut?

Has it been inspected within the last seven days and results recorded?

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| 10. | <b>CRANES AND LIFTING APPLIANCES:</b>  | Is the crane regularly maintained and has it been inspected within the last seven days and the results recorded?<br>Is it sited on a hard level base and clearly marked with safe working loads?<br>Are the driver and the slinger/banksman fully trained? Are SWL indicators working? |
| 11. | <b>ELECTRICITY:</b>                    | Are apparatus, wires, cables and connections all sound?<br>Check for overhead electric lines or underground cables and take appropriate action if present.<br>Make maximum use of reduced voltage equipment.   |
| 12. | <b>MANUAL HANDLING:</b>                | Ensure that loads are handled and lifted correctly, that gloves are used where necessary and that loads are not too heavy to be handled manually.  |
| 13. | <b>TRESPASSERS:</b>                    | Is the site secure against children?<br>Have all ladders been removed, or rungs boarded and plant immobilised?<br>Are all other potential hazards safeguarded?   |
| 14. | <b>HEALTH RISKS:</b>                   | Identify harmful materials and substitute if possible.<br>Specify precautions and ensure that suitable safety equipment is provided and properly used.<br>Check atmosphere in confined workplaces and provide air supply respirators if necessary.                                     |
| 15. | <b>PROTECTIVE CLOTHING/ EQUIPMENT:</b> | Is protective clothing or equipment provided at least the minimum standard required by law?<br>Is it being worn or used?   |
| 16. | <b>FIRE RISKS:</b>                     | Are there adequate fire extinguishers and exits?<br>Are proper precautions taken for storing and handling high inflammable liquids, compressed gases and other combustible materials?<br>Are fires and heaters checked at the end of each working day?                                 |
| 17. | <b>EXPLOSIVES:</b>                     | Ensure that only authorised persons have charge of transportation, storage handling or use of explosives.  |

## TOOL BOX TALKS

شركة أبناء عبد المحسن السخزري  
ABDULLAH A.M. AL-KHODARI SONS CO.

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| 18. | <b>CARTRIDGE<br/>OPERATED<br/>TOOLS:</b> | Has the operator been properly trained?<br>Is he following the instructions and wearing goggles?<br>Are the tools and cartridges kept in a secure place when not in use? |
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| 19. | <b>NOISE:</b>                   | Is ear protection supplied and worn in noisy surroundings?<br>Are breakers fitted with muffs and noise from other plant or machinery minimised?  |
| 20. | <b>FALSEWORK/<br/>FORMWORK:</b> | Have the design and supports been checked; are props plumb<br>- properly set out - firmly based and fitted with correct pins?<br>Are the conditions of any timber forms or supports regularly checked? |
| 21. | <b>WELFARE:</b>                 | Are the lavatories, washbasins and mess hut clear?<br>Can wet clothes be dried?<br>Is there a supply of drinking water?<br>Are there appropriate first aid facilities?                                 |
| 22. | <b>GENERAL</b>                  | Are all personnel who are required to operate power tools, plant or machinery adequately trained and / or instructed in the correct techniques and procedures?   |