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| --- | --- | --- | --- |
| **Inspection Details** | | | |
|  |  |  |  |
| **Project Name:** | …………………………………………………. | **Inspection Site / Area:** | …………………………………………………. |
|  |  |  |  |
| **Contractors Name:** | …………………………………………………. | **Inspection Cycle Reference:** | ………………..……………………… |
|  |  |  |  |
| **Date:** | ………………………………….…………. | **Time:** | **………….…………………………..** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Alba Inspection Team:** | |  | | |  |  | | |  |  |
| 1. Name: | ……………………………………… | | Position: | ……………………………………… | | | Signature: | ….………………………… | | |
| 2. Name: | ……………………………………… | | Position: | ……………………………………… | | | Signature: | ….……………..….……… | | |
| 3. Name: | ……………………………………… | | Position: | ……………………………………… | | | Signature: | ….……………..………… | | |
| 4. Name: | ……………………………………… | | Position: | ……………………………………… | | | Signature: | ….……………..………… | | |
| 5. Name: | ……………………………………… | | Position: | ……………………………………… | | | Signature: | ….……………..………… | | |
| **Contractors Team:** | | | | | | | | | | |
| 1. Name: | ……………………………………… | | Position: | ……………………………………… | | | Signature: | ….……………………..… | | |
| 2. Name: | ……………………………………… | | Position: | ……………………………………… | | | Signature: | ….……………..………… | | |
| 3. Name: | ……………………………………… | | Position: | ……………………………………… | | | Signature: | ….…………..…………… | | |

References

**YES –** The SHE requirements are available and practiced.

**NO –** The SHE requirements are not available and not practiced, but this requirements has to be implemented.

**NA –** Particular SHE requirements are Not Applicable.

# **General SHE Checklist**

| **#** | **Requirements** | **Conformity** | | | |
| --- | --- | --- | --- | --- | --- |
| **Yes** | **No** | **NA** | **Observations** |
| **1** | **General HSE Communication** | | | | |
| 1.1 | Is the policy displayed at construction site? |  |  |  |  |
| 1.2 | Are approved Job Plan/Job Hazard Analysis/ Method Statement/ JSA are communicated and available at site? |  |  |  |  |
| 1.3 | Are reported accidents, incidents, statistics displayed at site notice board? |  |  |  |  |
| 1.4 | Are relevant Permit to work (e.g. hot work, confined space entry) are approved and displayed at site? |  |  |  |  |
| 1.5 | Are the confined space entry are controlled by permit systems? |  |  |  |  |
| 1.6 | All persons on site are provided with site HSE induction program and relevant trainings (e.g. confined space, working at height)? |  |  |  |  |
| 1.7 | All persons on site have participated five minutes safety talk / STARRT? |  |  |  |  |
| 1.8 | Does the trained first aiders and fire wardens available at site? |  |  |  |  |
| **2** | **Workplace Hazards** | | | | |
| 2.1 | Are the workplace surfaces and walkways are clean and tidy? |  |  |  |  |
| 2.2 | Are the machines and equipment are located in dedicated / barricaded areas? |  |  |  |  |
| 2.3 | Are temporary structures stable, adequately braced and not overloaded? |  |  |  |  |
| 2.4 | Are the workers entering construction site have safe access and egress? |  |  |  |  |
| 2.5 | Is lighting adequate, especially when work is been carried on after dark outside or inside building? |  |  |  |  |
| **3** | **Fire Precautions** | | | | |
| 3.1 | Appropriate firefighting equipment is readily available and accessible on site. |  |  |  |  |
| 3.2 | Exit routes are clearly marked and kept clear at all times. |  |  |  |  |
| 3.3 | Are flammable gas cylinders stored at ventilated room? |  |  |  |  |
| 3.4 | Are smoking and other ignition sources banned in areas where gases or flammable liquids are stored or used? |  |  |  |  |
| 3.5 | Is flammable and combustible waste stored in suitable bins or skips? |  |  |  |  |
| **4** | **Welfare Facilities** | | | | |
| 4.1 | Are toilets readily available and are they kept clean and floor is dry? |  |  |  |  |
| 4.2 | Are washroom are provided with ventilation or exhaust systems? |  |  |  |  |
| 4.3 | Are there washbasins, hot and cold running water, soap and towels available? |  |  |  |  |
| 4.4 | Are the washbasins large and kept clean? |  |  |  |  |
| 4.5 | Are potable drinking water and cups provided? |  |  |  |  |
| 4.6 | Is there a place where workers can sit, make hot drinks and eat their food? |  |  |  |  |
| 4.7 | Are the dining/eating and rest areas provided with air coolers/air conditioners? |  |  |  |  |
| 4.8 | Are the food wastes are stored in a closed containers? To prevent from odour and attracting vermin’s. |  |  |  |  |
| 4.9 | Are appropriate first-aid stations available and accessible? |  |  |  |  |
| 4.10 | Are the workers are provided with shaded areas, available with drinking water? |  |  |  |  |
| 4.11 | During summer, are the workers are provided with frequent breaks? |  |  |  |  |
| 4.12 | Are summer ban, working in open areas during July and August months, between 12:00 and 16:00 are implemented? |  |  |  |  |

# **Sign Boards**

| **#** | **Requirements** | **Conformity** | | | |
| --- | --- | --- | --- | --- | --- |
| **Yes** | **No** | **NA** | **Observations** |
| **5** | **Sign Boards** | | | | |
| 5.1 | Are speed control measures applied? (e.g. 20km/h speed limit and warning sign) |  |  |  |  |
| 5.2 | Are all access routes sign boards clear and visible? |  |  |  |  |
| 5.3 | Are the emergency contact information’s are displayed at construction site? |  |  |  |  |
| 5.4 | Are HSE awareness posters are displayed? |  |  |  |  |
| 5.5 | Appropriate barriers and site safety signage are in place. |  |  |  |  |
| 5.6 | Are temporary traffic sign boards available at site? (e.g. take diversion boards, stop signs) |  |  |  |  |

# **Environment Aspects**

| **#** | **Requirements** | **Conformity** | | | |
| --- | --- | --- | --- | --- | --- |
| **Yes** | **No** | **NA** | **Observations** |
| **6** | **Dust and Emission Control** | | | | |
| 6.1 | Does dust abatement program is implemented at site to minimize dust generation? |  |  |  |  |
| 6.2 | Are stockpiles of dusty materials covered or watered? |  |  |  |  |
| 6.3 | Are all vehicles carrying dusty loads covered/watered over prior to leaving the site? |  |  |  |  |
| 6.4 | Are vehicles and equipment well maintained? (any black smoke observed, please indicate the vehicle/equipment and location) |  |  |  |  |
| 6.5 | Are the welding and other activities generating fumes are commenced in enclosed and restricted areas? |  |  |  |  |
| **7** | **Noise Controls** | | | | |
| 7.1 | Do electrical generators operate with enclosures? |  |  |  |  |
| 7.2 | Is noisy workplace are identified by displaying warning signs? |  |  |  |  |
| 7.3 | Is suitable hearing protection provided and worn in noisy areas? |  |  |  |  |
| 7.4 | Are low noise or silenced equipment’s utilized? |  |  |  |  |
| 7.5 | Are Construction equipment’s turned off or throttle down when not in use? |  |  |  |  |
| **8** | **Wastewater** | | | | |
| 8.1 | Are there any wastewater discharged to the stormwater drains? |  |  |  |  |
| 8.2 | Are vehicle washing facility available at construction site? |  |  |  |  |
| 8.3 | Are vehicles cleaned before leaving the site? |  |  |  |  |
| 8.4 | Are vehicle washing facilities well maintained to prevent overflow, flooding sediment? |  |  |  |  |
| 8.5 | Are the holding tanks and drains adequately contained or sealed? |  |  |  |  |
| 8.6 | Are the stormwater drain systems clear from debris or blocks? |  |  |  |  |
| **9** | **Waste Management** | | | | |
| 9.1 | Is the site kept clean and tidy? (e.g. litter free, good housekeeping) |  |  |  |  |
| 9.2 | Are wastes are segregated and stored in separate skips? |  |  |  |  |
| 9.3 | Are construction wastes / recyclable wastes and general waste are removed from site regularly? |  |  |  |  |
| 9.4 | Are waste containers clearly labelled with their intended contents? |  |  |  |  |
| 9.5 | Are containers suitable for their content being used? |  |  |  |  |
| 9.6 | Are liquid wastes stored on an impervious base? |  |  |  |  |
| 9.7 | Are septic tank regularly emptied? |  |  |  |  |

# **Chemical Hazards**

| **#** | **Requirements** | **Conformity** | | | |
| --- | --- | --- | --- | --- | --- |
| **Yes** | **No** | **NA** | **Observations** |
| **10** | **Chemicals and Hazardous Materials** | | | | |
| 10.1 | Are hazardous materials stored correctly? |  |  |  |  |
| 10.2 | Are the chemicals stored at site are provided with MSDS/SDS and accessible? |  |  |  |  |
| 10.3 | Does chemicals and hazardous materials stored in a well ventilated room? |  |  |  |  |
| 10.4 | Are chemical and hazardous wastes properly stored and labelled? |  |  |  |  |
| 10.5 | Are proper measures to control oil spillage during maintenance or to control other chemicals spillage? (e.g. secondary containment) |  |  |  |  |
| 10.6 | Are oil drums and plants/equipment’s provided with drip trays? |  |  |  |  |
| 10.7 | Are spill kits used for absorbing chemical spillage readily accessible? |  |  |  |  |
| 10.8 | Are the contaminated soil or materials are stored and disposed as hazardous wastes? |  |  |  |  |
| 10.9 | Are firefighting equipment’s available at storage area? |  |  |  |  |

# **Physical Hazards**

| **#** | **Requirements** | **Conformity** | | | |
| --- | --- | --- | --- | --- | --- |
| **Yes** | **No** | **NA** | **Observations** |
| **11** | **Confined Space** | | | | |
| 11.1 | Are the process or feed lines are disconnected or drained, and blanked and locked-out? |  |  |  |  |
| 11.2 | Are the confined space entries are ventilated and free from toxic fumes? |  |  |  |  |
| 11.3 | Are the safety watch workers stationed outside the confined space, with rescue and first aid equipment readily available? |  |  |  |  |
| 11.4 | Are adequate and appropriate rescue and / or recovery plans available for the worker enters the confined space? |  |  |  |  |
| 11.5 | Are the verbal or audible contact with the worker at least once in every fifteen minutes? |  |  |  |  |
| **12** | **Scaffolds** | | | | |
| 12.1 | Are all uprights provided with base plates and where necessary timber sole plates? |  |  |  |  |
| 12.2 | Are all uprights, ledgers, braces and struts in position? |  |  |  |  |
| 12.3 | Is the scaffolds secured to the structure in enough places to prevent collapse? |  |  |  |  |
| 12.4 | Are there double guard rails and toe boards, or other suitable protection, at every edge, to prevent falling? |  |  |  |  |
| 12.5 | Are the working platforms fully boarded and the boards arranged to avoid tipping or tripping? |  |  |  |  |
| 12.6 | Are scaffolds inspected on weekly basis and provided with inspection tags. |  |  |  |  |
| **13** | **Ladders** | | | | |
| 13.1 | Do ladders rest against a sold surface and not on a fragile or insecure materials? |  |  |  |  |
| 13.2 | Are they secured to prevent them slipping sideways or outwards? |  |  |  |  |
| 13.3 | Double-sided stepladders, to be used in the fully open position only. |  |  |  |  |
| 13.4 | Are work area is free from electrical and any other hazards? |  |  |  |  |
| **14** | **Works at Height** | | | | |
| 14.1 | Is their edge protection to stop people or materials falling? |  |  |  |  |
| 14.2 | Where nets are used, have these been hung safely? |  |  |  |  |
| 14.3 | Are precautions taken to stop people falling through fragile materials on the roof? (e.g. by providing barriers, covers or working platform) |  |  |  |  |
| 14.4 | Harnesses are available and used where appropriate. |  |  |  |  |
| 14.5 | Are people kept away from the area below the roof work? If this is not possible, have additional precautions been taken to stop debris falling on to them? |  |  |  |  |
| **15** | **Excavations** | | | | |
| 15.1 | Is there safe access into the excavation, e.g. a sufficiently long, secured ladders? |  |  |  |  |
| 15.2 | Are there barriers or other protection to stop people and vehicles falling in? |  |  |  |  |
| 15.3 | Could the excavation affect the stability of neighbouring structures or services? |  |  |  |  |
| 15.4 | Are materials, spoil and plant stored away from the edge of the excavation to reduce the chance of a collapse? |  |  |  |  |
| **16** | **Manual Handling** | | | | |
| 16.1 | Where possible forklifts is utilized to minimize the need for manual handling. |  |  |  |  |
| **17** | **Tools and Machinery** | | | | |
| 17.1 | Are the right tools or machinery being used for the job? |  |  |  |  |
| 17.2 | Are all dangerous parts guarded, e.g. gears, chain drives, projecting engine shafts? |  |  |  |  |
| 17.3 | Are tools and machinery maintained in good condition? |  |  |  |  |
| 17.4 | Are tools and machinery inspected regularly and provided with inspection/identification tags. |  |  |  |  |
| **18** | **Electric Powered Access Equipment’s** | | | | |
| 18.1 | Are electrical hazard warning signs and labels are displayed? |  |  |  |  |
| 18.2 | Does the working platform of the powered access equipment have adequate secure guard rails and toe boards? |  |  |  |  |
| 18.3 | Are all the electrical equipment’s are properly grounded/earthing? |  |  |  |  |
| 18.4 | Are Lockout-Tagout (LOTO) are available and practiced? |  |  |  |  |
| **19** | **Rigging** | | | | |
| 19.1 | Is the crane on a firm level base, are the riggers properly set? |  |  |  |  |
| 19.2 | Are arrangements made to ensure sure the driver can see the load or has a signaler been provided to help? |  |  |  |  |
| 19.3 | Are the crane driver and signaler have proper communication system e.g. wireless walkie talkie. |  |  |  |  |
| 19.4 | Is lifting operation area barricaded and necessary signed displayed? |  |  |  |  |
| 19.5 | Workers are out of lifting operation area (line of fire). |  |  |  |  |
| 19.6 | Are certified rigger and crane operator are controlling lifting operation? |  |  |  |  |
| 19.7 | Are lifting tackles in good condition and certified? |  |  |  |  |
| **20** | **Stairways and Walkways** | | | | |
| 20.1 | Are the stairways and walkways in good condition, with no slip, trip and fall hazards. |  |  |  |  |
| 20.2 | Is adequate lighting available for stairways and walkways? |  |  |  |  |
| 20.3 | Are areas under and surrounding the stairways and walkways free of storage? |  |  |  |  |
| **21** | **Vibrating Machines** | | | | |
| 21.1 | Are risk identified and assessed for workers from prolonged use of vibrating tools such as concrete breakers, angle grinders or hammer drills? |  |  |  |  |

# **Personal Protective Equipments**

| **#** | **Requirements** | **Conformity** | | | |
| --- | --- | --- | --- | --- | --- |
| **Yes** | **No** | **NA** | **Observations** |
| **22** | **PPE’s** | | | | |
| 22.1 | Suitable and sufficient PPE is provided and used including safety boots, safety glasses, hand gloves and high visibility jackets etc. |  |  |  |  |
| 22.2 | Are the chemical and hazardous materials handling operators are provided with suitable PPE? |  |  |  |  |
| 22.3 | Are the PPEs are selected based on work performance hazards and risks? |  |  |  |  |
| 22.4 | Are the PPEs are stored, maintained and cleaned properly? |  |  |  |  |
| 22.5 | Are the Self Contained Breathing Apparatus (SCBA) provided for confined space activities? |  |  |  |  |
| 22.6 | All persons on site are wearing reflector vest? |  |  |  |  |

# **Traffic Safety**

| **#** | **Requirements** | **Conformity** | | | |
| --- | --- | --- | --- | --- | --- |
| **Yes** | **No** | **NA** | **Observations** |
| **23** | **Traffic Movement** | | | | |
| 23.1 | Are vehicles and pedestrians kept separate? (E.g. use of barriers) |  |  |  |  |
| 23.2 | Are the drivers and passengers are wearing seat belts? |  |  |  |  |
| 23.3 | Contractor’s vehicles are parked only in agreed locations. |  |  |  |  |
| 23.4 | Where practical one way systems and turning areas are provided to minimize the need for reversing. |  |  |  |  |
| 23.5 | Vehicles have reversing warning alarms. |  |  |  |  |
| 23.6 | Are vehicles are properly maintained? |  |  |  |  |
| 23.7 | Are loads properly secured and covered? |  |  |  |  |
| 23.7 | Are the abnormal loads movements are escorted? |  |  |  |  |
| 23.8 | Are they watching the vehicles speed limits, by using velocity radar gun? |  |  |  |  |
| 23.9 | Are flag-men be positioned at the busy roads to control the vehicles entering construction site? |  |  |  |  |
| 23.10 | Are the roads maintained properly and are kept clear of any sand and debris? |  |  |  |  |
| 23.11 | Are the roads are provided with signage and demarcations? |  |  |  |  |
| 23.12 | Are the roads are provided with adequate lightings? |  |  |  |  |

# **Emergency Prepardness and Responses**

| **#** | **Requirements** | **Conformity** | | | |
| --- | --- | --- | --- | --- | --- |
| **Yes** | **No** | **NA** | **Observations** |
| **24** | **Emergencies Responses** | | | | |
| 24.1 | Is there a way to contact the emergency services from site? |  |  |  |  |
| 24.2 | Are there adequate escape routes and are these kept clear and visible? |  |  |  |  |
| 24.3 | Is there adequate first aid provision, medical equipment’s available at site? |  |  |  |  |
| 24.4 | Are the fire wardens are equipped with firefighting equipment’s and accessories? |  |  |  |  |
| 28.5 | Are the list of emergency contact information for all internal and external resources and personnel available at site? |  |  |  |  |
| 28.6 | Are the emergency teams have proper communication system e.g. wireless walkie talkie. |  |  |  |  |

# **General Site Observation**

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| --- | --- | --- |
| **#** | **General Site Observation** | **Recommendation’s** |
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# **Inspection Photos**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Photos** | **#** | **Photos** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |