



DEPARTMENT OF
**ENVIRONMENTAL
HEALTH AND SAFETY**

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IN-HOUSE CONSTRUCTION CHECKLIST

Project name:	Employee name:
Permit number:	Location:
Audited by:	Date:

CHECKLIST	S	U	NA
Site specific safety plan has been developed for the project.			
Construction permit and other specific permits signed are and posted.			
Confined Space	S	U	NA
Confined space permit is completed and visibly posted outside the entry area.			
Hazard evaluation has been conducted.			
Atmospheric testing was performed and recorded on the permit.			
All personal protective equipment (PPE) requirements have been identified.			
Emergency Action Plan has been developed.			
All employees at the entry site have completed training on confined space entry.			
Attendant is located outside the entry area.			
LOTO requirements have been identified.			
Proper lighting is utilized.			
Hot work permit is completed if applicable.			
Ventilation equipment is utilized.			
Extension ladder extends 3 feet above the entry point if applicable.			
Appropriate fall protection is available.			
Confined space entry has been barricaded.			
Manual Material Handling	S	U	NA
Mechanical devices are utilized in place of manual handling of material.			
Ropes, slings, chains, hooks, cables, and chokers are in good condition.			
Materials have been properly staged to minimize lifting and carrying.			
Rigging equipment has been inspected regularly and is in good condition.			
Material expected to be handled by one person does not exceed 50 pounds.			
Carrying handles are utilized when one person is carrying sheeted materials.			
Fire Protection and Prevention	S	U	NA
All flammable liquid containers are clearly identified.			
All flammable liquid containers are UL or FM listed.			
Proper storage practices for flammables have been observed.			
Fire extinguishers are readily accessible and serviced regularly.			
Electrical	S	U	NA
All energized switch gears, panels, and devices are marked and/or guarded.			
Lockout devices are available and utilized properly.			
All temporary circuits are properly guarded and grounded.			
Extension cords are in continuous lengths without splices.			
Walking surfaces are clear of cords.			
An adequate amount of temporary electrical outlets are available.			
No visual signs of outlet overloading.			

Excavation/Trenching	S	U	NA
OSU FM excavation permit has been obtained.			
All tools, equipment, and shoring materials are readily available prior to starting work.			
Overhead utility lines are noted, precautions have been taken, and underground utility lines have been marked.			
Spoil pile is at least 2 feet from the edge of the excavation.			
Excavation is inspected daily or more frequently when conditions could affect the soil.			
Barricades and stop logs are properly placed if applicable.			
Soil classification has been determined by a competent person.			
Excavations 4 feet or deeper use a trench box or are properly sloped, benched, and shored.			
Excavations 4 feet or deeper provide a ladder or other means of egress.			
Shoring and shielding systems are inspected daily by a competent person.			
Trench is backfilled as soon as work has completed.			
Barricading	S	U	NA
Floor openings are planked and secured or barricaded.			
Direction signs are used to inform the public of upcoming construction work.			
Sidewalk protection is effective.			
The person directing traffic has been trained.			
Open excavation, road drop offs, manholes, and uneven surfaces have been barricaded.			
Ladders	S	U	NA
A daily ladder inspection form has been completed.			
The proper ladder for the job is being used.			
Safety shoes/cleats are on the bottom of the ladders if applicable.			
Ladder safety stickers, display warnings, and weight limits are visible.			
Non-conductive ladders are available for use around live wiring.			
Ladders are tied off at the top or otherwise secured.			
Side rails extend 3 feet above the top of the landing.			
Scaffolding	S	U	NA
Scaffold components are visibly free of physical damage.			
Scaffold is properly erected with all pins and braces in place and locked.			
Rolling scaffolds are equipped with locking wheels, which remain locked during use.			
Scaffold is erected on a firm and substantial surface.			
Scaffold planking is in adequate condition.			
Planking is in good condition and is properly installed.			
Workers are protected from falling objects when overhead hazards exist.			
A ladder has been provided for access to the scaffold.			
Personal Protective Equipment	S	U	NA
Hearing protection is available for personnel exposed to noise hazards.			
Hard hats are utilized if overhead hazards exist.			
If applicable, respiratory protection is available and properly utilized. Workers must be part of the EHS Respiratory Program.			
Gloves are utilized when handling sharp or rough materials.			
Hand and Power Tools	S	U	NA
Tools are free of physical damage.			
Tools have been inspected for frayed or damaged cords.			
Tools and cords are properly grounded.			
Double insulated tools are in good working condition.			
Handles on all tools are in good condition.			
All hoses on air or hydraulic tools are in good condition.			

All shields and guards are in place and in good condition.			
Operators are qualified and have received instruction on tools required for use.			
Welding and Cutting	S	U	NA
Hot work permit has been issued.			
Welding goggles, gloves, and clothing are being used by the welder.			
Area is inspected for fire hazards after welding is completed.			
Gas cylinders, hoses, regulators, torches, torch tips, and welding carts are in good condition.			
Welding and ground cables are properly insulated.			
Welding and ground cables are an appropriate size and placed to avoid tripping hazards.			
Natural or mechanical ventilation is adequate.			
Surrounding areas are free of flammables and combustibles.			
Gas cylinders are stored properly.			
Floor Openings, Wall Openings, and Stairways	S	U	NA
Floor and roof openings are guarded by guardrails and toe boards or a secured cover.			
Open-sided floors/platforms that are 6 feet or higher are guarded with railing and toe boards.			
Stairs with four or more risers are equipped with standard handrail protection.			
Runways that are 4 feet or more above the ground are properly guarded.			
Anchor points and framing are capable of withstanding 200 pounds in any direction.			
Silica	S	U	NA
Work site tasks involving breaking of silica are included in the construction permit.			
A competent person has been designated and trained on the silica standard.			
Employees have been trained on the silica standard.			
Engineering controls and work practices limit exposure. Table 1 is followed.			
Housekeeping methods are being used.			
Procedures are in place to restrict access.			
Concrete	S	U	NA
PPE is being used where required.			
Shoring has been inspected before, during, and after concrete placement.			
Safe access is provided for equipment and vehicles.			
Safe shoring and form removal procedures have been established.			
Vertical reinforcing steel is protected from impalement hazards.			
Required distances are maintained between overhead power lines and concrete placement equipment.			
Powered Industrial Trucks	S	U	NA
Operators are properly trained and authorized.			
Daily inspections are performed.			
Bi-directional machines have operational signal horns.			
Backup alarms are operational.			
Roll-over protection is provided as required and installed with seat belts.			
Equipment is clean and free of grease, oil, mud, fluids, and other slipping hazards.			
Moving parts are protected with machine guarding.			
Engines are shut off during refueling.			
Glass is free of defects and rated as safety glass or equivalent.			
Lights, reflectors, wipers, defrosters, brakes, etc. are in good condition.			
Aerial Lift	S	U	NA
Pre-inspection has been performed and is in the lift during operation.			

Unit is positioned on solid, level ground; brakes are set and outriggers are positioned as required.			
Boom and basket load limits are within the manufacturer's specifications.			
Everyone in the lift basket is standing firmly on the floor and wearing fall prevention or protection equipment.			
Asbestos	S	U	NA
Work being performed has the potential to expose workers to asbestos.			
Employees have received asbestos awareness training.			
CT-Asbestos has been notified about the potential of asbestos exposure.			
CT-Asbestos has performed testing and provided results.			
A removal plan has been created if necessary.			

Notes:

Performed by: _____

Date: _____