

Weekly Safety Inspection Report Companion



What is a Weekly Safety Inspection Report?

A Weekly Safety Inspection Report is a document that helps identify any possible workplace hazards; it is a list confirming that everyone and everything on a job site follows safety regulations. This document is to be used on a weekly basis.

What is the Purpose of a Weekly Safety Inspection Report?

A Weekly Safety Inspection Report not only helps oversee safety hazards but also prevents them from occurring. The report ensures that everything is in place, in addition to identifying worker and equipment errors.

Why do I need a Weekly Safety Inspection Report?

This Weekly Safety Inspection Report is important for a safe working environment by confirming everyone's wellbeing on a site location.

How do I complete a Weekly Safety Inspection Report?

Typically the Supervisor or Health and Safety Representative oversee the Weekly Safety Inspection Report. The responsible individual must take the following steps:

1. Indicate the date that the documentation was filled out, the number of employees on site, the project they are currently working on and the foreman on site.
2. The list of items provided in the document must be checked off as "in place" or "unsafe". In place meaning that the item is in its designated area, away from any potential hazard and unsafe meaning the task or item is not meeting proper safety regulations.
3. If any unsafe tasks occur it must be indicated in the follow up table. Once the item is noted it is to be rated low or high in regards to its hazard probability, along with the actions required to fix the hazard.
4. If there are no hazards, or all hazards have been rectified, check off "all items completed".
5. If any hazards noted on the report as unable to be safely rectified, "not all items completed" must be checked off. The report must then be brought to the attention of management to ensure that hazards are corrected as soon as possible to prevent injury/illness/damage.

How do I use a Weekly Safety Inspection Report?

- The perimeters of the job site must be overseen for any potential threats and to ensure that all workers are using safe work practices and procedures
- Any hazards identified are required to be rectified.
- If you are unable to eliminate the hazard, the documentation must be directed to a higher authority

When to Revise a Weekly Safety Inspection Report?

A weekly Safety Inspection should be revised whenever there is a change in the workplace safety regulations (annually). This ensures that the tasks on site are completed in the safest way possible.