**HOUSEKEEPING CHECKLIST**

|  |  |  |  |
| --- | --- | --- | --- |
| Site Inspection by:Date:Time: | YES | NO | N/A |
| 1. **Working Areas**
 |
| * 1. Is safe access to the job site provided for all workers?
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| * 1. Are all walking surfaces free from tripping hazards, including uneven surfaces or obstructions?
 |  |  |  |
| * 1. Are trenches covered or barricaded?
 |  |  |  |
| * 1. Are all stairways, passageways, ladders, scaffolds, and gangways kept free from obstructions?
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| * 1. Is work area properly lit?
 |  |  |  |
| * 1. Are work areas kept clean and uncluttered?
 |  |  |  |
| * 1. Are spills cleaned up immediately?
 |  |  |  |
| * 1. Are all openings covered or properly protected?
 |  |  |  |
| 1. **Materials & Storage**
 |
| * 1. Are stockpiles stored securely and appropriately?
 |  |  |  |
| * 1. Is storage area orderly?
 |  |  |  |
| * 1. Are materials/tools not being used stored in proper locations?
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| * 1. Are materials stored an appropriate distance from openings, roof edges, excavations or trenches?
 |  |  |  |
| * 1. Is flammable/explosive materials marked in appropriate containers?
 |  |  |  |
| * 1. Are barrels stored in an upright position?
 |  |  |  |
| 1. **Waste**
 |
| * 1. Are all scrap, waste, recyclable, and surplus materials disposed of in accordance with local codes and legislation?
 |  |  |  |
| * 1. Is combustible waste schedule for frequent collection and removal?
 |  |  |  |
| * 1. Are there adequate garbage bins on site?
 |  |  |  |
| * 1. Are bins regularly emptied?
 |  |  |  |
| 1. **Equipment**
 |
| * 1. Is equipment stored in designated areas when not in use?
 |  |  |  |
| * 1. Is equipment cords, hoses, and other tripping hazards away from heavily traveled walkways?
 |  |  |  |
| **ACTIONS** |
| **Action Required** | **By Who** | **Date Completed** | **Signed Off By** |
|  |  |  |  |
|  |  |  |  |
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