**HOUSEKEEPING CHECKLIST**

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| --- | --- | --- | --- | --- | --- |
| Site Inspection by:  Date:  Time: | | | YES | NO | N/A |
| 1. **Working Areas** | | | | | |
| * 1. Is safe access to the job site provided for all workers? | | |  |  |  |
| * 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? | | |  |  |  |
| * 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? | | |  |  |  |
| * 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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