



## CHECKLIST

# Daily Site Inspection Checklist

A practical daily inspection tool for construction supervisors, HSE officers, site engineers and project managers working on Nigerian building, civil, industrial and labour-support projects

Prepared for the Mega Labourers Services Ltd Resource Centre

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<b>Document Owner</b>	Project Operations / HSE / Site Management
<b>Use Frequency</b>	Daily before major work activities begin, and repeated after heavy rain, major plant movement, high-risk work change or incident
<b>Review Cycle</b>	Annual review or immediate review after incident, regulatory change, client instruction or major process change

### Important

### Notice

This checklist is a field control document. It should be adapted to the exact project scope, site conditions, client requirements, approved method statements, permits, drawings and statutory obligations. Where a serious hazard is observed, the responsible person should stop the affected activity, isolate the area and apply corrective action before work continues.

## 1. Purpose and Use

This Daily Site Inspection Checklist helps site teams verify the condition of the workplace before and during the working day. It supports early hazard identification, faster close-out of unsafe conditions and clearer communication between the site supervisor, HSE officer, project engineer and client representative. The checklist has been written for practical use on building construction, roadworks, civil works, industrial support, facility maintenance and labour-supply operations in Nigeria.

A competent person should complete the inspection before high-risk work starts. The inspection should be repeated when conditions change, such as after heavy rain, excavation movement, scaffold modification, lifting activity, delivery congestion, work at height, concrete placement, confined access work, electrical changeover or any incident. The inspector should record failed items in the corrective action register and assign an owner, target date and close-out evidence.

## 2. Inspection Rules

The inspector should mark each item as Pass, Fail or N/A. A Pass means the control is acceptable at the time of inspection. A Fail means that the condition does not meet project or safety expectations and requires immediate action. N/A means that the item does not apply to the day's work. Any failed item that creates imminent danger should lead to a stop-work instruction for the affected task until the hazard has been controlled.

Rule	Required action
<b>Inspection time</b>	Complete before work starts and repeat after major site condition changes.
<b>Evidence</b>	Use photographs, marked-up drawings, permits, toolbox talk records and close-out notes where required.
<b>Responsibility</b>	Assign one responsible person to each failed item and record a target close-out time.
<b>Escalation</b>	Escalate unresolved high-risk findings to the Project Manager and client representative.
<b>Records</b>	File completed checklists with daily reports, permit records and HSE documentation.

### 3. Site and Inspection Details

Project Name		Project Code	
Site Address		Date	
Inspection Time		Weather	
Inspector Name		Role	
Work Activities Planned Today		Shift / Work Area	
Client / Consultant Present?		Permit Numbers Checked	

### 4. Stop-Work Triggers

The following conditions should normally lead to immediate suspension of the affected activity until controls are verified. Site managers may add project-specific stop-work conditions based on the method statement, risk assessment or client requirements.

- Open excavation without barricade, safe access or competent-person review.
- Work at height without adequate edge protection, fall arrest control or safe platform.
- Scaffold with missing guardrail, incomplete access, visible instability or unauthorised alteration.
- Lifting operation without exclusion zone, competent signal control or approved lifting arrangement.
- Exposed live electrical parts, damaged cable, overloaded temporary power point or poor earthing arrangement.
- Hot work without permit, extinguishers, fire watch or removal of nearby combustible material.
- Concrete pour, formwork loading or rebar work proceeding despite unsafe access, poor bracing, exposed starter bars or missing PPE.
- Worker operating plant, tool or vehicle without authorisation, visible fitness concern or unsafe behaviour.

## 5. Site Control, Documentation and Communication

Ref	Inspection item	Pass	Fail	N/A	Action / remarks
A01	Daily task briefing or toolbox talk completed before work starts.				
A02	Relevant method statements, risk assessments and permits are available at the work area.				
A03	Visitor, worker and subcontractor attendance records are current.				
A04	High-risk work permits are displayed or available for inspection.				
A05	Emergency contacts, site rules and evacuation information are visible.				
A06	Safety signage is clear, legible and placed where workers can see it.				
A07	Previous inspection actions have been reviewed and closed or escalated.				
A08	Restricted areas, laydown zones and public interface points are controlled.				

## 6. PPE, Welfare and Worker Readiness

Ref	Inspection item	Pass	Fail	N/A	Action / remarks
B01	All workers wear required PPE for the task, including helmet, boots, reflective vest and eye protection where required.				
B02	Task-specific PPE is available for welding, grinding, concrete works, chemical handling, dusty work and noisy tasks.				
B03	PPE is in good condition and damaged items have been removed from use.				
B04	Drinking water, shaded rest area and welfare access are available.				
B05	First aid box is available, stocked and assigned to a responsible person.				
B06	Workers appear fit for duty and no obvious impairment or fatigue concern is observed.				
B07	New or transferred workers have received site induction before starting work.				
B08	Manual handling tasks have adequate labour, tools or mechanical assistance.				

## 7. Housekeeping, Access and Site Traffic

Ref	Inspection item	Pass	Fail	N/A	Action / remarks
C01	Walkways, work areas and emergency routes are free from obstruction.				
C02	Materials are stacked safely and do not block access routes or exits.				
C03	Waste, rubble, nails, offcuts and trip hazards are removed or controlled.				
C04	Openings, shafts, trenches and edges are covered, barricaded or guarded.				
C05	Access roads are controlled for workers, vehicles and delivery movements.				
C06	Banksmen or traffic marshals are assigned where reversing or heavy vehicle movement is expected.				
C07	Adequate lighting is available for early morning, evening or enclosed work.				
C08	Public interface, neighbouring properties and pedestrian routes are protected from site activity.				
C09	Rainwater, mud, slippery surfaces and drainage problems are controlled.				

## 8. Fire, Emergency and Environmental Controls

Ref	Inspection item	Pass	Fail	N/A	Action / remarks
D01	Fire extinguishers are accessible, charged and suitable for the work activity.				
D02	Hot work area is clear of combustible material and fire watch is assigned where needed.				
D03	Emergency assembly point is accessible and known to workers.				
D04	Spill kit, drip tray or containment is available for fuel, oil and chemical use.				
D05	Fuel storage and chemical containers are labelled and secured.				
D06	Dust, noise and smoke nuisance controls are in place for nearby workers, road users and neighbours.				
D07	Waste is segregated or stored so that it does not contaminate drains, soil or water channels.				
D08	Weather hazards, including heat, rain, wind and poor visibility, have been assessed for the day.				

## 9. Work at Height, Ladders and Scaffolding

Ref	Inspection item	Pass	Fail	N/A	Action / remarks
E01	Scaffolds have safe access, sound platforms, guardrails, toe boards and visible inspection status.				
E02	Scaffold alteration is controlled by competent personnel only.				
E03	Ladders are tied, angled correctly, in good condition and used for suitable short-duration tasks only.				
E04	Open edges, roof works, floor penetrations and elevated platforms have fall-prevention controls.				
E05	Harnesses, lanyards and anchorage points are inspected where fall arrest is required.				
E06	Workers below height work are protected through exclusion zones or overhead protection.				
E07	Materials at height are secured against falling.				
E08	Weather conditions do not create unsafe wind, rain or visibility risk for work at height.				

## 10. Excavations, Formwork and Temporary Works

Ref	Inspection item	Pass	Fail	N/A	Action / remarks
F01	Excavation sides, adjacent structures and spoil placement are checked for collapse risk.				
F02	Safe access and egress are provided for trenches and pits.				
F03	Excavations are barricaded, signed and lit where required.				
F04	Water ingress, loose soil and undermining have been checked after rain or plant movement.				
F05	Formwork, shoring, props and bracing appear complete before loading or concrete placement.				
F06	Temporary works changes have been approved by the responsible engineer or supervisor.				
F07	Rebar starter bars and protruding steel are capped, bent away or otherwise controlled.				
F08	Access around formwork, reinforcement and pour areas is clear and stable.				

## 11. Plant, Equipment, Lifting and Tools

Ref	Inspection item	Pass	Fail	N/A	Action / remarks
G01	Mobile plant pre-start checks have been completed and defects reported.				
G02	Operators are authorised for the plant or equipment used.				
G03	Lifting accessories are inspected, identifiable and suitable for the load.				
G04	Exclusion zones and communication signals are clear for lifting or plant movement.				
G05	Power tools have guards, handles and cables in safe condition.				
G06	Compressors, mixers, generators and pumps are stable and guarded where required.				
G07	Fuel refuelling is controlled away from ignition sources.				
G08	Defective tools, damaged slings, leaking plant or unsafe equipment are tagged out of service.				

## 12. Electrical Safety and Temporary Power

Ref	Inspection item	Pass	Fail	N/A	Action / remarks
H01	Temporary distribution boards are protected from rain, impact and unauthorised access.				
H02	Cables are routed to prevent cuts, water contact, trip hazards and vehicle damage.				
H03	Plugs, sockets and extension leads are in good condition.				
H04	Earthing, overload protection and residual-current protection are available where required.				
H05	No exposed live conductors or open electrical panels are observed.				
H06	Portable electrical tools are suitable for site conditions and visually checked before use.				
H07	Generator area is ventilated and positioned away from occupied enclosed spaces.				
H08	Electrical work is carried out by authorised competent personnel only.				

### 13. Concrete, Rebar, Masonry and Finishing Works

Ref	Inspection item	Pass	Fail	N/A	Action / remarks
I01	Concrete delivery route, pump line, chute route or wheelbarrow route is clear and stable.				
I02	Pour area access is safe and workers have eye, hand and skin protection for wet concrete contact.				
I03	Formwork, reinforcement, embeds and openings have been checked before pour starts.				
I04	Vibrators, finishing tools, curing materials and washout controls are available.				
I05	Rebar cutting, bending and tying areas are organised and free from sharp offcut hazards.				
I06	Blocks, sandcrete, cement, tiles, paints and finishing materials are stacked safely.				
I07	Silica, cement dust and grinding dust are controlled through wet methods, extraction or respiratory protection as required.				
I08	Fresh concrete washout, slurry and wastewater are kept away from drains, soil and public areas.				

## 14. Labour Management, Conduct and Site Discipline

Ref	Inspection item	Pass	Fail	N/A	Action / remarks
J01	Workers are assigned to tasks that match their skill level and briefing.				
J02	Subcontractor teams have supervisors present and understand site controls.				
J03	No unsafe horseplay, alcohol use, drug use, fighting or unauthorised work is observed.				
J04	Workers know who to report hazards, injuries and near misses to.				
J05	Adequate supervision is present for high-risk work and new workers.				
J06	Work pressure, rushing, excessive overtime or fatigue risk has been reviewed.				
J07	Security, access control and material protection arrangements are functioning.				
J08	End-of-day housekeeping and securing plan is agreed before work closes.				

### Corrective Action Register

No.	Unsafe condition / non-compliance	Risk level	Immediate control applied	Responsible person	Target close-out	Closed?
1						
2						
3						
4						
5						
6						
7						
8						

### Daily Toolbox Talk and Attendance Record

Toolbox Topic		Presenter	
Main Hazard Discussed		Controls Agreed	
Work Area Covered		Time	
No.	Worker name	Company / Trade	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

## Daily Sign-Off

Site Supervisor		Signature / Date	
HSE Officer		Signature / Date	
Project Engineer		Signature / Date	
Client / Consultant Representative, where required		Signature / Date	

## Close-Out Notes


## References and Guidance Sources

International Labour Organization. (2022). Safety and health in construction: Revised edition. ILO Code of Practice.

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Federal Republic of Nigeria. (1990). Factories Act, Cap F1, Laws of the Federation of Nigeria.

Federal Republic of Nigeria. (2020). National Policy on Occupational Safety and Health.