



Job Site Safety Audit Template

Practical Checklist for Contractors to Control Risk Where It Actually Happens

More Than a

“Walkthrough”

Insurance carriers don’t write policies from your office – they write them based on what’s happening **on your active job sites**. This checklist isn’t about compliance for compliance’s sake. It’s designed to help you spot real-world risk, current dangerous gaps, and capture the kind of documentation **underwriters and auditors actually look for**.

Use this audit weekly – or at regular intervals during high-risk phases of your builds.

How to Use

- Print and take on-site, or use with a tablet/phone
- Check each item by location/project
- Photograph violations or concerns as you go
- Assign corrective actions immediately
- File completed audits in your safety documentation

SECTION 1: Access & Site Safety

General Site Setup

- ☐ Site fencing is complete and secure
- ☐ Access points marked and limited
- ☐ Signage posted (PPE, first aid, danger zones)
- ☐ Emergency exit paths clear
- ☐ Fire extinguishers and spill kits visible
- ☐ Site is free of trip hazards/debris in work zones

SECTION 2: PPE Compliance

Basic Wear

- ☐ Hard hats worn correctly
- ☐ High-visibility vests/shirts visible
- ☐ Safety glasses/goggles in use where needed
- ☐ Work boots in proper condition (ankle support, toe protection)
- ☐ Hearing protection used in high-noise zones
- ☐ Gloves used where material handling or cutting occurs

Missing PPE

- ☐ Audit corrective actions assigned if missing or worn improperly

Notes:

SECTION 3: Fall Protection

Working Heights & Leading Edges

- ☐ Guardrails installed where required
- ☐ Harnesses and lanyards in use above 6 ft.
- ☐ Fall anchor points certified
- ☐ Holes/openings covered and labeled
- ☐ Ladder set-up safety verified (secured, angle, top step not in use)
- ☐ Scaffolding has toe boards, bracing, and full planking

SECTION 4: Equipment/Tool Safety

• Power Tools & Heavy Equipment

- ☐ Extension cords routed safely — no trip hazards or pinch points
- ☐ Power tools inspected for frayed cords, damaged guards
- ☐ Lock-out/tag-out in place when needed
- ☐ Operators licensed/certified for heavy equipment
- ☐ Equipment walkarounds completed daily, logged
- ☐ Spotters used when backing or working in tight

SECTION 5: Housekeeping &

Materials

Order = Safety

- ☐ Debris is collected and contained
- ☐ Scrap materials are not spilling into walkways
- ☐ Material storage organized and stable
- ☐ Proper disposal of combustibles or chemicals
- ☐ Clear walk paths between workstations

SECTION 6: First Aid & Incident

Readiness

Emergency Readiness

- ☐ First aid kits stocked and visible
- ☐ Supervisors know nearest urgent care

location

- ☐ Phone/radio communication available sitewide
- ☐ Incident binder accessible (with reporting forms)
- ☐ Crew familiar with reporting protocol
- ☐ AED on site (if required by project or size)

SECTION 7: Subcontractor

Compliance

GC-held Risk from Subs

- ☐ Subcontractors present for audit
- ☐ PPE compliance consistent with GC crews
- ☐ High-risk trades have toolbox talks logged
- ☐ Safety data sheets available (hazmat)
- ☐ Non-English-speaking crews briefed properly
- ☐ Hot work permits used (when applicable)

Notes & Corrective Actions

Identify any high-priority issues observed and track in MS Excel who they were assigned to. Column topics include:

Issue

Responsible Party

Due Date

Completed

Field Use Tips

- Snap photos of violations AND corrections
- Capture signatures from crew leads weekly
- Share audit summaries with your insurance advocate — it strengthens your renewal file

Ready to Level Up Your Safety Program?

Prevera helps field safety translate into premium results. If your current broker isn't using your safety activity to advocate for lower underwriting risk, we should talk.

More resources at goprevera.com.

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For informational use only. Each contractor should adapt this checklist to their specific operations and risk profile.