



# Guidelines for the Site Safety Coordinator

## Daily Inspection Report – Appendix F

This document and the following sample are the guidelines to documenting daily inspections at a Polygon Construction Site.

### Inspections

You are to conduct and document 4 daily inspections at a Polygon Construction Site. In theory you will be able to conduct your inspections at the following frequency;

1. Before coffee break
2. After coffee break
3. After Lunch
4. Before leaving Site

In practice, however, your frequency may be quite different depending on the type and stage of construction. If you are unable to conduct and document the required 4 inspections you should identify the reason in the *Additional Notes* field.

### Items

During your inspections you will identify Items that are not in compliance with the Workers Compensation Act, the OH&S Regulations, and the PCML Health & Safety Program.

The report allows you to identify during which inspection you identified the issue/item and how many items you noted during the inspection. It is possible that you will have many items during one Inspection and few on a later inspection, or vice versa.

Note the applicable section of the Act, Regulation, or Program and give a brief description of the Item. Circle the corresponding Hazard Class.

### Corrective Action

You will document if an Item has been corrected and who completed the corrective action. Except in the case of Class A hazards you will probably note the corrective action on a later Inspection. Give credit where credit is due; if a carpenter repairs the guardrail or a drywaller fixes/replaces their power cord you should identify the worker.

Encourage everyone on site to participate in Safety.

### Multiple Pages

It is possible that you will need more than one Daily Inspection Report page per day. Use as many pages as you need to document your Inspections. Identify the number of pages in the *Additional Notes* field.