WHS DOCUMENTS & TEMPLATES

DOC-ICS-TPL · Construction Site Inspection Checklist

Product Overview

For: Australian builders, contractors and principal contractors: site managers, supervisors, health and safety representatives and WHS advisers

Version 1.0 · 15 November 2026

A construction site inspection checklist with 40 plain-English checks in 9 sections: site security, SWMS and permits, work at height, excavations and services, electrical, plant and traffic, hazardous materials, housekeeping and emergencies.

Walk the site with the checklist and mark each item Pass, Not met or N/A, with what you saw. Items marked with a star protect against serious harm, such as an open edge, an unshored trench, plant near power lines or uncontrolled silica dust, and are fixed or made safe before work goes on. Each section has a space for your own items.

It ends with other hazards found, a summary, actions and sign-off, so every finding has an owner and a date.

Written once for Australia, to the model WHS laws, in plain terms that also work in Victoria. The guide's state and territory notes show where the law differs, including the regulator to contact. Made by Orana Skills Centre.

What is included

Item	File
Construction site inspection checklist: 40 checks in 9 sections, critical items marked, other hazards, summary, actions and sign-off	02_TEMPLATE/Construction Site Inspection Checklist.docx and .pdf
How to Use This Template: how to complete and adapt it, the law in brief, state and territory notes, records and every placeholder	01_START_HERE/How to Use This Template.pdf
Read Me First, Product Overview, Permitted Use Terms and Version Information	01_START_HERE/ (PDF)

Who it is for

- Builders and principal contractors who inspect their sites
- Site supervisors and leading hands
- Subcontractors who inspect their own work areas

File formats

- Word (.docx), editable, with your logo and business name in the header
- PDF copies of the Word documents, for printing blank
- Delivered as a single ZIP download

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SAMPLE · Construction Site Inspection Checklist · Buy the full editable version:
training.oranaskillscentre.com/documents/construction-site-inspection-checklist

How to Use This Template

How to complete, adapt and keep the construction site inspection checklist

1 What this template is for

An inspection is a regular look at the workplace to find hazards and check that the controls are in place and working. It is monitoring, not a control: the control is what happens next, the fix.

This checklist suits a construction site. Delete what does not apply and add what your workplace needs, so it fits the work you actually do.

2 How to use it

Step	What to do
1	Set how often each area is inspected (weekly is common on an active site, daily for high-risk stages, and after storms or a change in the stage of work) and who does it.
2	Take a health and safety representative or a worker who works in the area with you.
3	Walk the whole area. Watch how the work is done, look at the controls working, and talk to the people doing it.
4	Mark each item Pass, Not met or N/A, and write what you saw. Fix what you can on the spot.
5	A Not met on a starred item is fixed or made safe straight away. Stop the work or keep people away if someone could be seriously hurt.
6	Write each action with an owner and a date, and track it to close-out in your action register.
7	Tell the people who work there what you found, and use repeat findings to improve the controls, not only to fix the symptom.

3 Who does what

Who	What they do
Inspector (manager, supervisor or WHS adviser)	Inspects, records, raises actions and follows them up
HSR or worker	Joins the inspection and says how the work is really done
Manager	Approves and resources the actions, and signs off

4 The law, in brief

The WHS laws require a business to identify hazards and to eliminate or minimise the risks so far as is reasonably practicable, to maintain its controls so they keep working, and to provide adequate facilities for workers, such as toilets, drinking water, hand washing and eating areas. Regular inspection is one of the ways a business checks this. Health and safety representatives may inspect the workplace on giving notice, and at any time without notice after an incident or where there is a serious risk.

On a construction project, the principal contractor must also prepare a WHS management plan for the site, and high risk construction work needs a safe work method statement before it starts. Victoria's OHS Regulations set their own construction requirements: see the notes.

This template is written once for Australia, to the model WHS laws that the Commonwealth, New South Wales, Queensland, Western Australia, South Australia, Tasmania, the ACT and the Northern Territory have adopted, each

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Construction Site Inspection Checklist

A regular check that the site is safe and its controls are working

Site and address		**Inspected by**	
Date and time		**HSR or worker present**	
Principal contractor		**Areas or stages inspected**	

How to use it

- Inspect on the schedule you set, and after a change, an incident or a complaint. Take a health and safety representative or a worker with you.
- Look at each item working, not at its paperwork. Mark it Pass, Not met or N/A, and write what you saw.
- For every Not met, write the action, an owner and a date. Items marked ★ protect against serious harm: a Not met on one of them is fixed or made safe before work goes on.
- Delete the items that do not apply to this workplace, and add your own in the spaces at the end of each section.
- Tell the people who work in the area what you found and what will change.

Stop

If you find something that could seriously hurt someone now, stop the work or keep people away, make it safe, and tell the manager straight away. Do not wait for the end of the inspection.

1 Site set-up, security and the public

Item	Pass	Not met	N/A	What you saw; action, owner and date
★ Site fenced and secured against public entry; signs with the principal contractor's name and contact	☐	☐	☐	
Public walkways next to the site protected from falling objects and plant	☐	☐	☐	
Site sign-in in use for workers and visitors	☐	☐	☐	
Site WHS management plan (on a construction project) available on site	☐	☐	☐	
	☐	☐	☐	

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Construction Site Inspection Checklist

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. A construction site inspection checklist with 40 plain-English checks in 9 sections: site security, SWMS and permits, work at height, excavations and services, electrical, plant and traffic, hazardous materials, housekeeping and emergencies.

What the full product contains

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