

## Safety Reports Inspection App – Inspection Report Interpretation Guide

### Classic Format

The following guide is to be used to help interpret results of site safety audits/inspections conducted using the Safety Reports System. Individual report components are shown here, along with tips for reading the report. All screenshots shown are from the demonstration inspection letters available at <http://www.safety-reports.com> for an OSHA 1926 inspection.

### Cover Letter

The cover letter includes the logo (if present) of the inspector's company at the top-left with date and addressee information immediately below.

The body of the cover letter contains basic information on the report contents. Some items come from manual additions in the mobile app, some from the administrative side on the web. Content is custom to the preferences of the inspector.

The signature and professional information are also custom to the inspector.

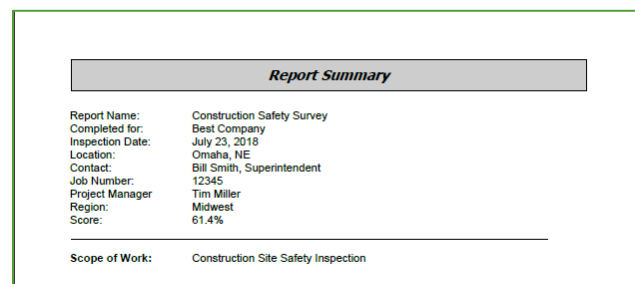
The disclaimer may be either a standard Safety Reports template or custom to the inspector.



The screenshot shows a professional cover letter template. At the top left is a red oval placeholder for a logo with the text "Your Logo Here". To the right is the company information: "My Company, LLC", "1234 Main Street", "Anywhere, USA 12345", "Phone: (555) 234-5678", and "Email: mycompany@safety.com". The date "August 11, 2018" is centered. The recipient's name and address are listed: "Bill Grant", "President/Owner", "Best Company", "1234 Main St", "Anywhere, USA 12345". The subject line reads "Re: Construction Safety Survey", "Omaha, NE". The letter body begins with "Bill," followed by a paragraph explaining the survey's purpose: "This report is in follow-up to the safety survey completed on July 23, 2018. The purpose of the survey was to identify potential safety hazards and/or OSHA violations. Bill Smith is the contact person at this location." A second paragraph states: "Attached is a list of safety observations and recommendations based on conditions present at the time of my visit. If you have any questions or require additional information after reading this report, please don't hesitate to contact me." The letter concludes with "Sincerely," followed by a handwritten signature of "John Doe" and his contact details: "John Doe", "Safety Consultant", "My Company, LLC", "Phone: (555) 234-5678", "Email: johndoe1963@cox.net". A "CC:" line lists "Sam Miller" and "Tom Norton". A small disclaimer at the bottom reads: "DISCLAIMER: Observations and recommendations are purely advisory and based on practices and conditions observed and information provided at the time of this survey. They are not intended to include every loss or accident potential. It's the client's responsibility to make further observations and take whatever action that may be necessary to prevent losses, enforce safety procedures and eliminate hazardous conditions so as to comply with any federal, state, or local law, rule or regulation concerning safety and health."

### Report Summary

The report summary includes information from the inspection, added to the Safety Reports system by the inspector or their account administrator. Information included is specific to the inspection itself, and/or project as setup by the inspector's account administrator.



The screenshot shows a "Report Summary" section with a grey header. Below the header is a table of key information:

Report Name:	Construction Safety Survey
Completed for:	Best Company
Inspection Date:	July 23, 2018
Location:	Omaha, NE
Contact:	Bill Smith, Superintendent
Job Number:	12345
Project Manager:	Tim Miller
Region:	Midwest
Score:	61.4%

Below the table, the "Scope of Work:" is listed as "Construction Site Safety Inspection".

## Inspection Findings

Findings are the individual items the inspector entered during their inspection. Items in the inspection are organized into categories, with both positive observations and identified issues underneath their respective categories.

Identified issues are flagged in red text.

If added by the inspector, relevant information related to individual observations (positive or negative), such as photographs or notes, persons responsible for corrective actions, are included in-line.

The findings in the report continue through consecutive pages until the end of all categories under which the inspector recorded observations.

## Closing Comments

If added by the inspector, closing comments related to the inspection are present following the inspection findings.

## Safety Summary

A statistical aggregate of positive and negative findings are present near the end of the report. A ratio of positive to negative findings produces a 'Safety Score.' Items which were given a certain Severity rating by the inspector are present in the other two columns. More severe negative observations may negatively affect the score, if judged to be Critical or Serious safety issues.

Findings:

**Aerial/Boom Lifts**

Positive Finding Workers in aerial lift are tied off to an approved anchorage point (1926.453)

Positive Finding Only trained and/or authorized operators are allowed to use aerial lifts (1926.453)


**Issue Identified** Worker(s) observed standing on toeboard or rail of lift, did not keep both feet on floor of basket (1926.453)

**Recommendation** When working from an aerial lift, employees must stand firmly on the floor of the basket and not be allowed to step or climb on toeboard or railing of basket or use planks, ladders or other devices for a work position. Take appropriate steps to maintain compliance with this requirement. [reference 1926.453(b)(2)(iv)] [View OSHA Standard](#)

**Notes:** Worker observed standing on mid-rail of JLG

Responsible Party: E.J. Erectors

**Photo(s)**



Observed one of the ironworkers standing on midrail when I arrived.

Positive Finding Aerial lift is stationary when boom or basket is elevated with workers in it (1926.453)

Positive Finding Aerial lifts are inspected daily/prior to use and inspections are documented (1926.453)

**Cranes**

Positive Finding Required safety devices (i.e. level indicator, boom/jib stops, stabilizer holding

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device/check valve, horn, etc.) are installed and maintained (1926.1415)

Positive Finding A visual inspection by a competent person is completed each shift the equipment is used (1926.1412)

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Closing Comments:

All issues of non-compliance were reviewed prior to leaving the site. An action plan will be implemented to address deficiencies in a timely manner.

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Score Summary	Severity Adjustment
Positive Findings: 45	Critical Findings: 0 (deduct 10% for each)
Negative Findings: 18	Serious Findings: 2 (deduct 5% for each)
Total Findings: 63	Other Neg Findings: 16 (Minor, Moderate, Advisory)
Score: 61.4% Positive	Severity Adjustment: 10.0%

## Other Items

The inspector's professional information and report disclaimer are shown once again after the Safety Summary.

If included by the inspector during the inspection, the Geo-Tag is shown. This is accompanied by the latitude and longitude (as accurate as the inspector's mobile device location settings) as well as a satellite image are part of the report.

If included by the inspector, signatures of the inspector and site contact are shown next to the Geo-Tag.

Submitted by: John Doe Safety Consultant My Company, LLC (555) 234-5678 joindoe1963@cox.net	
<small>DISCLAIMER: Observations and recommendations are purely advisory and based on practices and conditions observed and information provided at the time of this survey. They are not intended to include every loss or accident potential. It's the client's responsibility to make further observations and take whatever action that may be necessary to prevent losses, enforce safety procedures and eliminate hazardous conditions so as to comply with any federal, state, or local law, rule or regulation concerning safety and health.</small>	
	Geo-Tag Information: Latitude: 41.20981 Longitude: -86.12644 Date: 07/26/2018 Time: 07:58 AM CDT
Inspector Signature: 	Site Contact Signature: 
<small>JAN 16 2018 10:41:07</small>	<small>JAN 16 2018 10:41:07</small>