

## Safety Reports Inspection App – Inspection Report Interpretation Guide

### Narrative View 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.

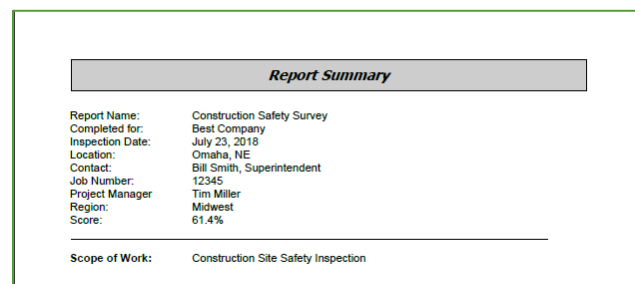
The disclaimer may be either a standard Safety Reports template or custom to the inspector.



The screenshot shows a professional email-style cover letter. At the top left is a red oval logo with the text "Your Logo Here". To the right is the company contact 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 is "Re: Construction Safety Survey", "Omaha, NE". The body of the letter begins with "Bill," followed by a paragraph explaining the survey was completed on July 23, 2018, and the purpose was to identify safety hazards and OSHA violations. It identifies Bill Smith as the contact person. A second paragraph states that a list of safety observations and recommendations is attached, based on conditions at the time of the visit, and asks the recipient to contact if they have questions. The letter is signed "Sincerely," followed by a handwritten signature of "John Doe" and his professional details: "John Doe", "Safety Consultant", "My Company, LLC", "Phone: (555) 234-5678", and "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 as observations during their inspection. Items in the inspection are organized into categories, with all observations underneath their respective categories as bulleted items.

If marked 'yes' or positive by the inspector, the standard will appear in black text. If marked 'no' or negative by the inspector, standards related to identified issues show bold and red.

If added by the inspector, relevant notes about individual observations (positive or negative) are included below the standard.

## Closing Comments

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

## Recommendations

Recommendations to address items noted as 'no' or negative in the report table are show in this section, in the same order as the table. Applicable OSHA links and assigned responsible parties (if added by the inspector) are listed below.

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

### Findings:

#### 1) Aerial/Boom Lifts

- Workers in aerial lift are tied off to an approved anchorage point (1926.453)
- Only trained and/or authorized operators are allowed to use aerial lifts (1926.453)
- Worker(s) observed standing on toeboard or rail of lift, did not keep both feet on floor of basket (1926.453) (See Photo)**
- Note: Worker observed standing on mid-rail of JLG*
- Aerial lift is stationary when boom or basket is elevated with workers in it (1926.453)
- Aerial lifts are inspected daily/prior to use and inspections are documented (1926.453)

#### 2) Cranes

- Required safety devices (i.e. level indicator, boom/jib stops, stabilizer holding device/check valve, horn, etc.) are installed and maintained (1926.1415)
- A visual inspection by a competent person is completed each shift the equipment is used (1926.1412)
- Signals (hand, voice, audible, etc.) and means of transmitting signals to the operator (direct line of sight, video, radio, etc.) are established (1926.1419)
- Accessible areas within swing radius of crane are not barricaded to prevent workers from being struck or crushed (1926.1424) (See Photo)**
- Note: Observed 3 crawler cranes on site and two of them did not have guards.*

### 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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### Recommendations:

#### Aerial/Boom Lifts

*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](#)*

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

*Responsible Party: E.J. Erectors*

#### Cranes

*All accessible areas within the swing radius of a crane shall be barricaded to prevent workers from being struck or crushed. Take appropriate action to address issues of non-compliance. [reference 1926.1424(a)] [View OSHA Standard](#)*

*Note: Observed 3 crawler cranes on site and two of them did not have guards.*

*Severity Rating: Advisory*

*Responsible Party: Master Construction*

## 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.

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 as part of the report.

Submitted by:  
John Doe  
Safety Consultant  
My Company, LLC  
(555) 234-5678  
johndoe1963@cox.net

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.

Geo-Tag information:  
Latitude: 41.290981  
Longitude: -95.129544  
Date: 07/26/2018  
Time: 07:58 AM CDT

Inspector Signature: \_\_\_\_\_  
Site Contact Signature: \_\_\_\_\_




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

## Photo(s):

Photos related to items in the inspection are included at the end of the report, along with any notes or photo captions if added by the inspector. Photos appear 4 to each page, and continue through multiple pages until all photos added by the inspector are included in the report.

Photo(s):



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

Radius guard is missing