SAFETY REPORTS

Safety Reports Inspection App – Inspection Report Interpretation Guide

Summary 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.

Your Logo Here

My Company, LLC
1234 Main Street
Anywhere, USA 12345
Phone: (555) 234-5678
Email: mycompany@safety.com

August 11, 2018

Bill Grant
President/Owner
Best Company
1234 Main St
Anywhere, USA 12345

Re: Construction Safety Survey
Omaha, NE

Bill,

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.

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.

Sincerely,

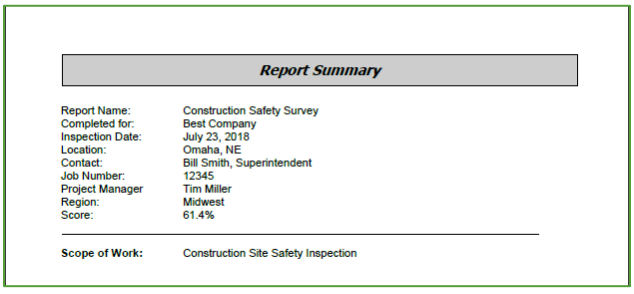
John Doe
Safety Consultant
My Company, LLC
Phone: (555) 234-5678
Email: johndoe1963@cox.net

CC: Sam Miller
Tom Norton

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.



Report Summary

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%

Scope of Work: Construction Site Safety Inspection

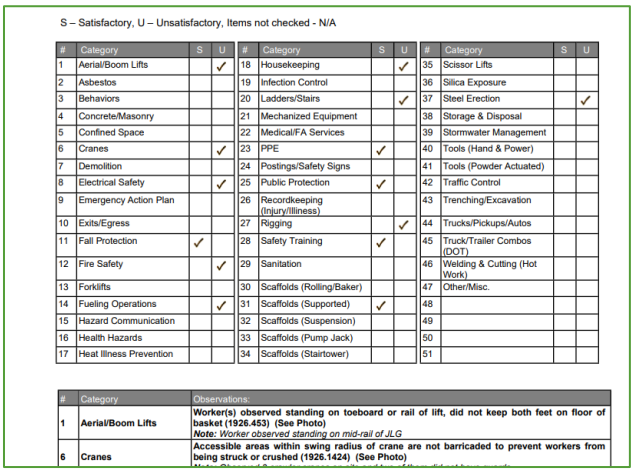
Inspection Findings

Findings are the individual items the inspector entered during their inspection. Items in the inspection are organized into categories, with the first table having a list of all in the first column. Columns to the right note whether a category is satisfactory ‘S’ or unsatisfactory ‘U’. If a negative observation/identified issue exists in a category, it is marked as ‘U’.

The second table contains the categories in the second column, and any negative inspection observations/identified issues within those categories in the ‘Observation’ column to the right.

If added by the inspector, relevant notes are included the box for that observation.

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



S – Satisfactory, U – Unsatisfactory, Items not checked - N/A

#	Category	S	U	#	Category	S	U	#	Category	S	U
1	Aerial/Boom Lifts		✓	18	Housekeeping		✓	35	Scissor Lifts		
2	Asbestos			19	Infection Control			36	Silica Exposure		
3	Behaviors			20	Ladders/Stairs		✓	37	Steel Erection		✓
4	Concrete/Masonry			21	Mechanized Equipment			38	Storage & Disposal		
5	Confined Space			22	Medical/FA Services			39	Stormwater Management		
6	Cranes		✓	23	PPE	✓		40	Tools (Hand & Power)		
7	Demolition			24	Postings/Safety Signs			41	Tools (Powder Actuated)		
8	Electrical Safety		✓	25	Public Protection	✓		42	Traffic Control		
9	Emergency Action Plan			26	Recordkeeping (Injury/Illiness)			43	Trenching/Excavation		
10	Exits/Egress			27	Rigging		✓	44	Trucks/Pickups/Autos		
11	Fall Protection	✓		28	Safety Training	✓		45	Truck/Trailer Combos (DOT)		
12	Fire Safety		✓	29	Sanitation			46	Welding & Cutting (Hot Work)		
13	Forklifts			30	Scaffolds (Rolling/Baker)			47	Other/Misc.		
14	Fueling Operations		✓	31	Scaffolds (Supported)	✓		48			
15	Hazard Communication			32	Scaffolds (Suspension)			49			
16	Health Hazards			33	Scaffolds (Pump Jack)			50			
17	Heat Illness Prevention			34	Scaffolds (Stairtower)			51			

#	Category	Observations:
1	**Aerial/Boom Lifts**	**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*
6	**Cranes**	**Accessible areas within swing radius of crane are not barricaded to prevent workers from being struck or crushed (1926.1424) (See Photo)**

Closing Comments

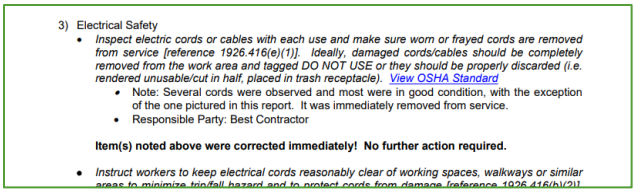
If added by the inspector, closing comments related to the inspection are present following the inspection findings.

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.

12

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. If an item was corrected immediately during the inspection, it is noted in bold text.



3) Electrical Safety

- *Inspect electric cords or cables with each use and make sure worn or frayed cords are removed from service [reference 1926.416(e)(1)]. Ideally, damaged cords/cables should be completely removed from the work area and tagged DO NOT USE or they should be properly discarded (i.e. rendered unusable/cut in half, placed in trash receptacle).* View OSHA Standard
  - Note: Several cords were observed and most were in good condition, with the exception of the one pictured in this report. It was immediately removed from service.
  - Responsible Party: Best Contractor

Item(s) noted above were corrected immediately! No further action required.

- *Instruct workers to keep electrical cords reasonably clear of working spaces, walkways or similar areas to minimize trip/fall hazard and to protect cords from damage [reference 1926.416(h)(2)].*

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.

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

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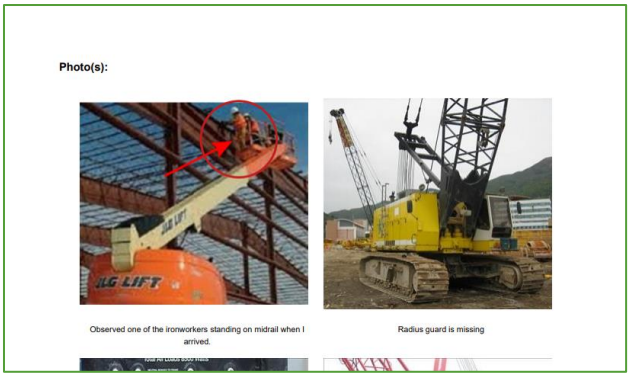
Geo-Tag Information:
Latitude: 41.290981
Longitude: -96.120644
Date: 07/26/2018
Time: 07:58 AM CDT

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.