

Safety Reports Inspection App – Inspection Report Interpretation Guide

Table 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.

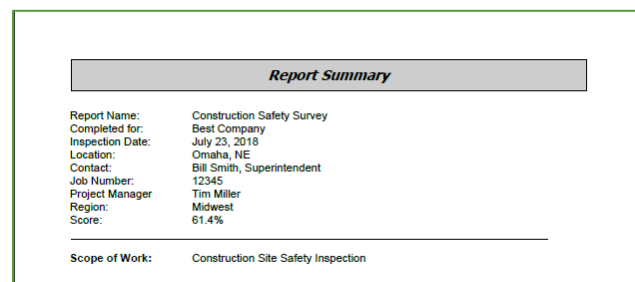
The disclaimer may be either a standard Safety Reports template or custom to the inspector.



The screenshot shows a professional 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 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 reads "Re: Construction Safety Survey Omaha, NE". The body of the letter includes a reference to a previous survey from July 23, 2018, and a disclaimer about the advisory nature of the report. It is signed by "John Doe", a Safety Consultant at My Company, LLC, with contact details. The CC list includes "Sam Miller" and "Tom Norton". A small disclaimer is printed at the bottom of the letter.

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 list 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", and "Score: 61.4%". At the bottom, it specifies "Scope of Work: 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.

The standard appears in the first column, with squares in the columns to the right marked green or red to denote Yes/No or positive/negative.

If added by the inspector, relevant Photographs and captions related to individual observations (positive or negative) are included below the standard.

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.


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.

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

Findings:

Aerial/Boom Lifts	YES	NO
Workers tied off to approved anchorage point in basket? 1926.453(b)(2)(v)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Operator(s) trained and/or authorized? 1926.453(b)(2)(i)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Both feet on floor of basket? 1926.453(b)(2)(iv) (See Photo) Note: Worker observed standing on mid-rail of JLG	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Aerial lift stationary when elevated? 1926.453(b)(2)(vii)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Aerial lifts inspected prior to use/document? 1926.453(b)(2)(i)	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Observed one of the ironworkers standing on mid-rail when I arrived.

Cranes	YES	NO
Required safety devices installed/maintained? 1926.1415(a)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Visual inspection by competent person completed each shift? 1926.1412(d)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adequate communication between signal person & operator? 1926.1419(e)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Radius guard installed on crane? 1926.1424(a) (See Photo)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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 toebard 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

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: -95.12644 Date: 07/26/2018 Time: 07:58 AM CDT
Inspector Signature: 	Site Contact Signature: 
<small>JAN 16 2018 07:58 AM CDT</small>	<small>JAN 16 2018 07:58 AM CDT</small>