

Jobsite Safety Inspections

TRADE: GENERAL CONSTRUCTION

LEADER GUIDE: 8-12 MINUTES

USE WHAT FITS TODAY

LEADER NOTE

Do not read this sheet word-for-word. Pick the sections that match today's task, point to the actual equipment/work area, and get the crew to answer the questions out loud.

WHY THIS MATTERS

A quick inspection finds changing hazards before they become part of the routine. Look for what changed, not only what was wrong yesterday. A toolbox talk only works if the crew talks back. Good planning names the steps, hazards, controls and ownership, then changes when the work changes. The leader's job is to get specific answers and make it safe for someone to say the plan does not fit the field condition.

A SCENARIO TO DISCUSS

The plan for Jobsite Safety Inspections was discussed at the start of shift, then the scope, crew, equipment, nearby work, or sequence changes. Everyone knows the job, but the written plan no longer describes the actual setup. What gets re-briefed before the next step?

BEFORE WORK STARTS

- Break the work into steps and have the crew identify hazards/controls for the actual field condition.
- Name who owns each critical control and how the crew will verify it before exposure.
- Ask what changed since the previous plan/shift and update the plan before continuing.
- Inspect access, housekeeping, fall protection, temporary power and work zones before starting.
- Pay special attention after deliveries, weather, demolition or another trade changes the area.

SAFE WORK SEQUENCE / CONTROLS

- Inspect access, housekeeping, fall protection, temporary power and work zones before starting.
- Pay special attention after deliveries, weather, demolition or another trade changes the area.
- Correct simple hazards immediately when authorized.
- Document and escalate conditions that require another person, trade or competent person to fix.
- Recheck corrective actions instead of assuming they were completed.

QUESTIONS THAT SHOULD CHANGE THE JOB

1. Can someone other than the supervisor explain the next work step, the main hazard, and the control we are relying on?
2. What has changed since the plan was written or since the last shift, and did we actually update the plan for it?
3. Which critical control has a named owner today, and what happens if that person/resource is not available?
4. What concern, near miss, or field conflict raised by the crew should change how we do the work today?
5. What gets re-briefed before the next step?

COMMON FAILURE POINTS

- Reading the sheet while the crew stays silent.
- Leaving a critical control without a named owner.
- Continuing with the original plan after the scope, crew, equipment or neighboring work changes.

STOP AND RESET IF...

- The crew cannot explain the work sequence, main hazards or controls in plain language.
- A scope, crew, tool, material, adjacent trade or site condition changes without updating the plan.
- Workers raise a concern that has not been resolved or ownership for a critical control is unclear.

MAKE IT REAL ON THE JOB

Have a crew member, not the supervisor, explain the next step, hazard, control and stop-work trigger.

BEFORE YOU RELEASE THE CREW

Before the crew starts, everyone should be able to explain the hazard, point to the control being used today, and name the condition that would make the work stop.

ATTENDANCE & SIGN-OFF

Jobsite Safety Inspections

Project / Job:		Date:	
Talk leader:		Location:	

CREW ACKNOWLEDGMENT

By signing, attendees confirm they participated in this toolbox talk and had the opportunity to raise job-specific questions. Signatures do not replace required training, qualifications, permits or certifications.

#	Name	Company / Trade	Signature
1			
2			
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QUESTIONS / CONDITIONS / CORRECTIVE ACTIONS

END-OF-TALK CHECK

☐ Crew can point to the main hazard.	☐ Critical control is in place and usable.
☐ The responsible person/check is clear.	☐ Stop/re-brief conditions were discussed.