Construction & Demolition Safety Ordinance - Inspector Checklist

Inspection Site Detail

Permit #: _____

Permit Holder: _____

Project Site: _____

Inspector: _____

Activity Date: _____

Activity Time: _____

Ward: _____

Required for ALL Permit Holders

Item	N/A	Yes	No	Notes	Violation
Site Safety Plan Affidavit Date:	☐	☐	☐		☐
Site Safety Plan Date:	☐	☐	☐		☐
Record of Orientation	☐	☐	☐		☐
Record of Annual Refresher	☐	☐	☐		☐
Record of Pre-Shift Safety Meetings	☐	☐	☐		☐

Required for Projects Larger than 50,000sf and all Demolition Projects 4-Stories or Larger

Item	N/A	Yes	No	Notes	Violation
Site Safety Coordinator on Site *Present on Site Name:	☐	☐	☐		☐
Alt. Site Safety Coordinator Name:	☐	☐	☐		☐
Site Safety Log	☐	☐	☐		☐
Log of Weekly Meetings	☐	☐	☐		☐
Log of Unsafe Conditions	☐	☐	☐		☐
Log of Any Violations, Stop Work Orders, or Summonses Issued	☐	☐	☐		☐

General Notes:

Construction & Demolition Safety Ordinance - Inspector Checklist Overview

Required for ALL Permit Holders

Item	
Site Safety Plan	The plan must be a project specific, site specific safety plan that defines planned protections from potential hazards to people on the project site, the public, and property. ● Must be available to each worker in a language they understand.
Record of Orientation	Records of orientations conducted shall be maintained at the site by the Permit Holder ● Date and time of orientation; ● Name, title, and company affiliations of each worker who participated; and ● Name, title, and company affiliation of the qualified person who conducted orientation with their signature ● Must be conducted in a language workers understand
Record of Annual Refresher	Must be conducted to employees who have been at site for one year or more and a year has elapsed since the worker has received orientation. See Record of Orientation
Record of Pre-Shift Safety Meetings	Meetings must be conducted prior to each workers shift, however, record must be collected for at least once per week ● Date and time of orientation; ● Name, title, and company affiliations of each worker who participated; and ● Name, title, and company affiliation of the competent person who conducted orientation with their signature

Required for Projects Larger than 50,000sf and all Demolition Projects 4-Stories or Larger

Item	
Site Safety Coordinator	Must provide ISD with copy OSHA 30 Hour Training and must be present on site
Site Safety Log	Coordinator must maintain and keep log at the site and must keep date and locations of inspections performed with this Ordinance
Log of Weekly Meetings	Log must have date and names of designated representative of general contractor and each subcontractor in attendance at weekly meeting
Log of Unsafe Conditions	Log must have dates and locations of said unsafe condition, companies and representatives notified, and correction of unsafe conditions and nature of corrections
Log of any violations, stop work orders, or summonses issued by ISD	Log must include date issued and date lifted or dismissed