

FREE FACILITIES & PROPERTY CONTRACTOR SAFETY INSPECTION TEMPLATE

Contractor Safety Inspection Checklist

Use this 60-point checklist to inspect contractor authorization, induction, risk controls, permits, lockout/tagout, PPE and tools, work-area control, chemicals and hot work, environmental controls, incidents, corrective actions, safe handback, and final sign-off.

Property / site

Inspection date

Contractor / work

Inspector / host owner

Internal Facilities & Property template. Apply the host-employer safety programme, contractor procedures, permits, energy-control rules, applicable OSHA requirements, specialist work controls, emergency arrangements, and local regulatory requirements as controlling references.

1. Inspection scope, contractor profile, work area, responsible persons, and previous safety findings

1

Confirm the property, building, work area, inspection date, contractor name, work package, and contractor-safety inspection scope are clearly identified.

CRITICAL

SAFETY

Safety item	Status	Owner	Evidence	Corrective action
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Execution tip: Start with the actual work being performed, the contractor's scope, and the hazards that can affect both contractor and host-employer workers.

2

Identify the contractor supervisor, host-employer contact, permit issuer, facilities owner, EHS or safety contact, and emergency contacts responsible for the work.

CRITICAL

SAFETY

Safety item	Status	Owner	Evidence	Corrective action
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Execution tip: Start with the actual work being performed, the contractor's scope, and the hazards that can affect both contractor and host-employer workers.

3

Confirm the planned task, work location, equipment or system affected, work hours, number of workers, subcontractors, and expected duration match the approved scope.

CRITICAL

SAFETY

Safety item	Status	Owner	Evidence	Corrective action
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Execution tip: Start with the actual work being performed, the contractor's scope, and the hazards that can affect both contractor and host-employer workers.

4

Review previous contractor-safety findings, near misses, incidents, unsafe observations, permit breaches, access violations, and open corrective actions before field inspection.

SAFETY

Safety item	Status	Owner	Evidence	Corrective action
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Execution tip: Start with the actual work being performed, the contractor's scope, and the hazards that can affect both contractor and host-employer workers.

5

Confirm contractor workers are authorized for the current activity and no unapproved subcontractor or additional worker has entered the work scope without review.

CRITICAL

SAFETY

Safety item	Status	Owner	Evidence	Corrective action
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Execution tip: Start with the actual work being performed, the contractor's scope, and the hazards that can affect both contractor and host-employer workers.

6

Record property, contractor, work package, inspection date, inspector, contractor supervisor, host safety or facilities owner, and next follow-up date.

SAFETY

FINAL STATUS | Enter

CONTRACTOR LEAD | Enter

HOST OWNER | Enter

MANAGEMENT APPROVAL | Enter

Execution tip: Start with the actual work being performed, the contractor's scope, and the hazards that can affect both contractor and host-employer workers.

2. Induction, competency, training, licences, worker identification, and site authorization

7

Verify contractor workers have completed the required site induction, orientation, or contractor-safety briefing before starting work.

CRITICAL

SAFETY

Safety item	Status	Owner	Evidence	Corrective action
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Execution tip: Contractor workers should understand both their own work hazards and the host site's hazards, emergency arrangements, restrictions, and reporting routes before work...

8

Confirm task-specific training, trade competency, equipment authorization, licences, or certifications are current where required for the work being performed.

CRITICAL

SAFETY

Safety item	Status	Owner	Evidence	Corrective action
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Execution tip: Contractor workers should understand both their own work hazards and the host site's hazards, emergency arrangements, restrictions, and reporting routes before work...

9

Check workers are identifiable through approved badges, contractor passes, permits, uniforms, or other required site-identification controls.

CRITICAL

SAFETY

Safe

Needs action

Stop work

LIVE PHOTO | Add

Execution tip: Contractor workers should understand both their own work hazards and the host site's hazards, emergency arrangements, restrictions, and reporting routes before work...

10

Verify workers understand site emergency procedures, alarm signals, assembly locations, restricted areas, incident reporting, and how to raise a safety concern.

CRITICAL

SAFETY

Safety item	Status	Owner	Evidence	Corrective action
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Execution tip: Contractor workers should understand both their own work hazards and the host site's hazards, emergency arrangements, restrictions, and reporting routes before work...

11

Confirm supervisors understand their responsibility to stop unsafe work, coordinate with the host employer, and control subcontractors or temporary workers under their direction.

CRITICAL

SAFETY

Safety item	Status	Owner	Evidence	Corrective action
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Execution tip: Contractor workers should understand both their own work hazards and the host site's hazards, emergency arrangements, restrictions, and reporting routes before work...

12

Escalate uninducted, unqualified, unauthorized, or incorrectly assigned workers and prevent them from continuing restricted work until requirements are met.

CRITICAL

SAFETY

Safety item	Status	Owner	Evidence	Corrective action
-------------	--------	-------	----------	-------------------

Execution tip: Contractor workers should understand both their own work hazards and the host site's hazards, emergency arrangements, restrictions, and reporting routes before work...

3. Risk assessment, method statement, permits, pre-task planning, coordination, and changing conditions

13

Verify the current risk assessment, job safety analysis, method statement, or equivalent planning document reflects the actual task, location, equipment, and work sequence.

CRITICAL

SAFETY

Safety item	Status	Owner	Evidence	Corrective action
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Execution tip: OSHA recommends host employers and contractors exchange hazard information and coordinate before work starts and when conditions change.

14

Confirm required permits or authorizations are valid for the specific work, location, time window, and persons performing the activity.

CRITICAL

SAFETY

Safety item	Status	Owner	Evidence	Corrective action
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Execution tip: OSHA recommends host employers and contractors exchange hazard information and coordinate before work starts and when conditions change.

15

Check the pre-task briefing or toolbox talk addresses the day's hazards, controls, interfaces with other work, emergency arrangements, and changes from the original plan.

CRITICAL

SAFETY

Safety item	Status	Owner	Evidence	Corrective action
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Execution tip: OSHA recommends host employers and contractors exchange hazard information and coordinate before work starts and when conditions change.

16

Verify the host employer and contractor have exchanged information on site hazards and contractor-created hazards that may affect other workers or occupants.

CRITICAL

SAFETY

Safety item	Status	Owner	Evidence	Corrective action
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Execution tip: OSHA recommends host employers and contractors exchange hazard information and coordinate before work starts and when conditions change.

17

Confirm simultaneous operations, nearby contractors, occupied areas, shutdowns, deliveries, maintenance, or other work interfaces have been coordinated to avoid conflicting hazards.

CRITICAL

SAFETY

Safety item	Status	Owner	Evidence	Corrective action
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Execution tip: OSHA recommends host employers and contractors exchange hazard information and coordinate before work starts and when conditions change.

18

Stop or escalate work when the actual site condition, equipment state, weather, access, occupancy, or work method differs materially from the approved safety plan.

CRITICAL

SAFETY

Safety item	Status	Owner	Evidence	Corrective action
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Execution tip: OSHA recommends host employers and contractors exchange hazard information and coordinate before work starts and when conditions change.

4. Energy isolation, lockout/tagout, electrical controls, stored energy, and restart prevention

19

Confirm servicing or maintenance involving hazardous energy is covered by the site's approved energy-control procedure before work begins.

CRITICAL

SAFETY

Safety item	Status	Owner	Evidence	Corrective action
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Execution tip: Where OSHA 1910.147 applies, the on-site employer and outside servicing employer must inform each other of their respective lockout/tagout procedures.

20

Verify the contractor and on-site employer have exchanged applicable lockout or tagout procedure information where outside servicing personnel are performing covered work.

CRITICAL

SAFETY

Safety item	Status	Owner	Evidence	Corrective action
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Execution tip: Where OSHA 1910.147 applies, the on-site employer and outside servicing employer must inform each other of their respective lockout/tagout procedures.

21

Check energy sources such as electrical, mechanical, hydraulic, pneumatic, thermal, gravity, pressure, chemical, or stored energy have been identified and controlled where applicable.

CRITICAL

SAFETY

Safety item	Status	Owner	Evidence	Corrective action
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Execution tip: Where OSHA 1910.147 applies, the on-site employer and outside servicing employer must inform each other of their respective lockout/tagout procedures.

22

Inspect lockout or tagout devices, group lock boxes, isolation points, tags, locks, warning devices, and worker identification for correct use under the approved procedure.

CRITICAL

SAFETY

Safe

Needs action

Stop work

LIVE PHOTO | Add

Execution tip: Where OSHA 1910.147 applies, the on-site employer and outside servicing employer must inform each other of their respective lockout/tagout procedures.

23

Confirm verification of isolation or zero-energy state is completed by authorized personnel using the approved method before work on exposed hazardous-energy components.

CRITICAL

SAFETY

Safety item	Status	Owner	Evidence	Corrective action
-------------	--------	-------	----------	-------------------

Execution tip: Where OSHA 1910.147 applies, the on-site employer and outside servicing employer must inform each other of their respective lockout/tagout procedures.

24

Escalate missing isolation, bypassed safeguards, uncontrolled stored energy, unauthorized removal of locks or tags, or restart risk immediately.

CRITICAL

SAFETY

Safety item	Status	Owner	Evidence	Corrective action
-------------	--------	-------	----------	-------------------

Execution tip: Where OSHA 1910.147 applies, the on-site employer and outside servicing employer must inform each other of their respective lockout/tagout procedures.

5. PPE, tools, equipment, ladders, access equipment, guards, and pre-use condition

25

Confirm required PPE is available, suitable for the task, correctly worn, and consistent with the approved risk assessment or site requirement.

CRITICAL

SAFETY

Safe

Needs action

Stop work

LIVE PHOTO | Add

Execution tip: PPE and tools should match the actual hazard. Damaged ladders, electrical leads, fall-protection equipment, lifting gear, guards, or test instruments should not remain in...

26

Inspect contractor hand tools, power tools, extension leads, hoses, welding equipment, test instruments, portable lighting, and other work equipment for visible damage before use.

CRITICAL

SAFETY

Safe

Needs action

Stop work

LIVE PHOTO | Add

Execution tip: PPE and tools should match the actual hazard. Damaged ladders, electrical leads, fall-protection equipment, lifting gear, guards, or test instruments should not remain in...

27

Check ladders, mobile steps, scaffolds, work platforms, lifts, or other access equipment are suitable, stable, and within required inspection status where applicable.

CRITICAL

SAFETY

Safe

Needs action

Stop work

LIVE PHOTO | Add

Execution tip: PPE and tools should match the actual hazard. Damaged ladders, electrical leads, fall-protection equipment, lifting gear, guards, or test instruments should not remain in...

28

Verify machine guards, tool guards, handles, safety switches, emergency stops, and protective devices are present and not intentionally defeated or removed.

CRITICAL

SAFETY

Safe

Needs action

Stop work

LIVE PHOTO | Add

Execution tip: PPE and tools should match the actual hazard. Damaged ladders, electrical leads, fall-protection equipment, lifting gear, guards, or test instruments should not remain in...

29

Confirm lifting accessories, slings, shackles, hoists, carts, or material-handling equipment used by the contractor are suitable and within required inspection status where applicable.

CRITICAL

SAFETY

Safety item	Status	Owner	Evidence	Corrective action
-------------	--------	-------	----------	-------------------

Execution tip: PPE and tools should match the actual hazard. Damaged ladders, electrical leads, fall-protection equipment, lifting gear, guards, or test instruments should not remain in...

30

Remove from use and escalate damaged PPE, unsafe tools, defective access equipment, missing guards, or equipment being used outside its intended limits.

CRITICAL

SAFETY

Safety item	Status	Owner	Evidence	Corrective action
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Execution tip: PPE and tools should match the actual hazard. Damaged ladders, electrical leads, fall-protection equipment, lifting gear, guards, or test instruments should not remain in...

6. Work area control, barriers, housekeeping, access routes, occupants, public protection, and signage

31

Inspect barriers, cones, hoarding, warning tape, signs, screens, exclusion zones, and work-area boundaries for adequate control of the contractor activity.

CRITICAL

SAFETY

Safe

Needs action

Stop work

LIVE PHOTO | Add

Execution tip: Contractor work should not create new hazards for occupants, visitors, or other workers. Control the work zone, pedestrian routes, dust, debris, trip hazards, and access.

32

Confirm emergency exits, exit access, fire doors, corridors, stairs, electrical working space, plant-room access, and emergency equipment are not blocked by contractor materials or work.

CRITICAL

SAFETY

Safe

Needs action

Stop work

LIVE PHOTO | Add

Execution tip: Contractor work should not create new hazards for occupants, visitors, or other workers. Control the work zone, pedestrian routes, dust, debris, trip hazards, and access.

33

Check tools, cables, hoses, waste, debris, packaging, removed parts, and materials are controlled to prevent trips, falling objects, blocked routes, or damage.

CRITICAL

SAFETY

Safe

Needs action

Stop work

LIVE PHOTO | Add

Execution tip: Contractor work should not create new hazards for occupants, visitors, or other workers. Control the work zone, pedestrian routes, dust, debris, trip hazards, and access.

34

Verify occupied or public-facing areas are protected from dust, sparks, noise, falling objects, sharp edges, wet work, hot surfaces, chemical exposure, and unauthorized entry.

CRITICAL

SAFETY

Safe

Needs action

Stop work

LIVE PHOTO | Add

Execution tip: Contractor work should not create new hazards for occupants, visitors, or other workers. Control the work zone, pedestrian routes, dust, debris, trip hazards, and access.

35

Confirm temporary covers, floor protection, guardrails, opening protection, edge protection, and access restrictions remain secure throughout the work.

CRITICAL

SAFETY

Safe

Needs action

Stop work

LIVE PHOTO | Add

Execution tip: Contractor work should not create new hazards for occupants, visitors, or other workers. Control the work zone, pedestrian routes, dust, debris, trip hazards, and access.

36

Escalate uncontrolled public exposure, blocked egress, poor housekeeping, unsecured openings, inadequate barriers, or work-zone conditions that expose others to harm.

CRITICAL

SAFETY

Safety item	Status	Owner	Evidence	Corrective action
-------------	--------	-------	----------	-------------------

Execution tip: Contractor work should not create new hazards for occupants, visitors, or other workers. Control the work zone, pedestrian routes, dust, debris, trip hazards, and access.

7. Hazardous chemicals, hot work, fire prevention, confined or restricted spaces, and specialist controls

37

Verify hazardous chemicals brought on site are identified, labeled, stored, and used under the applicable hazard-communication and site-control requirements.

CRITICAL

SAFETY

Safety item	Status	Owner	Evidence	Corrective action
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Execution tip: Multi-employer workplaces require hazard communication when other employers' workers may be exposed. Non-routine high-risk work should follow the site's specific...

38

Confirm safety data information is available and the host employer is informed of chemicals or processes that may expose other workers or occupants.

CRITICAL

SAFETY

Safety item	Status	Owner	Evidence	Corrective action
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Execution tip: Multi-employer workplaces require hazard communication when other employers' workers may be exposed. Non-routine high-risk work should follow the site's specific...

39

Check hot-work activities have the required permit, combustible-material control, fire watch, extinguisher or fire-protection arrangements, and post-work monitoring where applicable.

CRITICAL

SAFETY

Safety item	Status	Owner	Evidence	Corrective action
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Execution tip: Multi-employer workplaces require hazard communication when other employers' workers may be exposed. Non-routine high-risk work should follow the site's specific...

40

Verify confined-space, restricted-space, roof, excavation, pressure-system, line-breaking, or other specialist work uses the required permit, authorization, rescue, or monitoring controls where applicable.

CRITICAL

SAFETY

Safety item	Status	Owner	Evidence	Corrective action
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Execution tip: Multi-employer workplaces require hazard communication when other employers' workers may be exposed. Non-routine high-risk work should follow the site's specific...

41

Inspect compressed-gas cylinders, flammable materials, fuels, solvents, adhesives, paints, sealants, or other higher-risk materials for suitable storage and handling.

CRITICAL

SAFETY

Safe

Needs action

Stop work

LIVE PHOTO | Add

Execution tip: Multi-employer workplaces require hazard communication when other employers' workers may be exposed. Non-routine high-risk work should follow the site's specific...

42

Escalate missing chemical controls, uncontrolled hot work, unapproved confined or specialist work, absent fire prevention, or hazardous-material misuse immediately.

CRITICAL

SAFETY

Safety item	Status	Owner	Evidence	Corrective action
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Execution tip: Multi-employer workplaces require hazard communication when other employers' workers may be exposed. Non-routine high-risk work should follow the site's specific...

8. Environmental controls, waste, spills, noise, dust, vibration, housekeeping, and property protection

43

Check dust, fumes, vapors, odor, noise, vibration, water discharge, debris, or other contractor-generated exposures are controlled for workers and occupants.

CRITICAL

SAFETY

Safe

Needs action

Stop work

LIVE PHOTO | Add

Execution tip: Good contractor safety includes controlling environmental and property impacts that can become secondary hazards, such as spills, dust, blocked drains, sharp waste, and...

44

Verify spill kits, drip trays, containment, absorbents, drain protection, and response arrangements are available where oils, chemicals, fuels, or liquids may be released.

CRITICAL

SAFETY

Safe

Needs action

Stop work

LIVE PHOTO | Add

Execution tip: Good contractor safety includes controlling environmental and property impacts that can become secondary hazards, such as spills, dust, blocked drains, sharp waste, and...

45

Confirm waste, scrap, removed components, oily materials, sharp items, chemical containers, packaging, and other work waste are segregated and removed through approved routes.

CRITICAL

SAFETY

Safety item	Status	Owner	Evidence	Corrective action

Execution tip: Good contractor safety includes controlling environmental and property impacts that can become secondary hazards, such as spills, dust, blocked drains, sharp waste, and...

46

Inspect contractor storage of materials, chemicals, cylinders, spare parts, tools, and temporary equipment for stable, secure, and safe placement.

CRITICAL

SAFETY

Safe

Needs action

Stop work

LIVE PHOTO | Add

Execution tip: Good contractor safety includes controlling environmental and property impacts that can become secondary hazards, such as spills, dust, blocked drains, sharp waste, and...

47

Check floors, walls, ceilings, doors, glazing, landscaping, equipment, drainage, and other property surfaces are protected from avoidable contractor damage.

SAFETY

Safe

Needs action

Stop work

LIVE PHOTO | Add

Execution tip: Good contractor safety includes controlling environmental and property impacts that can become secondary hazards, such as spills, dust, blocked drains, sharp waste, and...

48

Escalate spills, uncontrolled waste, excessive dust or fumes, drain contamination, unsafe material storage, or contractor-caused damage requiring immediate control.

CRITICAL

SAFETY

Safety item	Status	Owner	Evidence	Corrective action

Execution tip: Good contractor safety includes controlling environmental and property impacts that can become secondary hazards, such as spills, dust, blocked drains, sharp waste, and...

9. Incident reporting, stop-work response, emergency readiness, supervision, communication, and close-out

49

Confirm contractor workers know how to report an injury, illness, near miss, property damage, alarm activation, service interruption, or safety concern to both contractor and host contacts.

CRITICAL

SAFETY

Safety item	Status	Owner	Evidence	Corrective action
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Execution tip: Contractors should know how to report injuries, incidents, hazards, and concerns to the host employer. Supervisors should stay available and able to stop or correct unsafe...

50

Verify contractor supervision is present or available at the level required for the work and has authority to correct unsafe conditions or stop work.

CRITICAL

SAFETY

Safety item	Status	Owner	Evidence	Corrective action
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Execution tip: Contractors should know how to report injuries, incidents, hazards, and concerns to the host employer. Supervisors should stay available and able to stop or correct unsafe...

51

Check emergency access, first-aid arrangements, emergency contacts, assembly procedures, rescue requirements, and communication methods are appropriate for the task.

CRITICAL

SAFETY

Safety item	Status	Owner	Evidence	Corrective action
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Execution tip: Contractors should know how to report injuries, incidents, hazards, and concerns to the host employer. Supervisors should stay available and able to stop or correct unsafe...

52

Review any safety observation, stop-work event, near miss, incident, complaint, or alarm generated during the work and confirm immediate action was taken.

CRITICAL

SAFETY

Safety item	Status	Owner	Evidence	Corrective action
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Execution tip: Contractors should know how to report injuries, incidents, hazards, and concerns to the host employer. Supervisors should stay available and able to stop or correct unsafe...

53

Confirm shift changes, crew changes, permit handovers, isolation handovers, or multi-day work have a documented process to maintain continuity of critical controls.

CRITICAL

SAFETY

Safety item	Status	Owner	Evidence	Corrective action
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Execution tip: Contractors should know how to report injuries, incidents, hazards, and concerns to the host employer. Supervisors should stay available and able to stop or correct unsafe...

54

Escalate unreported incidents, absent supervision, ineffective stop-work response, unclear emergency arrangements, or poor handover of critical safety controls.

CRITICAL

SAFETY

Safety item	Status	Owner	Evidence	Corrective action
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Execution tip: Contractors should know how to report injuries, incidents, hazards, and concerns to the host employer. Supervisors should stay available and able to stop or correct unsafe...

10. Inspection findings, corrective actions, reinspection, contractor handback, trends, and final sign-off

55

Classify each finding by authorization, induction, risk assessment, permit, isolation, PPE, tools, access equipment, work-area control, chemical or hot-work control, environmental, incident, or other approved category.

SAFETY

Safety item	Status	Owner	Evidence	Corrective action
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Execution tip: Do not close a contractor-safety finding because the job ended. Verify the unsafe condition is corrected, temporary controls are removed correctly, and the work area is...

56

Prioritize findings using immediate injury potential, hazardous-energy exposure, public or occupant exposure, fire risk, repeat behavior, contractor history, and urgency.

CRITICAL

SAFETY

Safety item	Status	Owner	Evidence	Corrective action
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Execution tip: Do not close a contractor-safety finding because the job ended. Verify the unsafe condition is corrected, temporary controls are removed correctly, and the work area is...

57

Create corrective actions with named contractor and host-employer owners, due dates, required evidence, escalation path, and clear closure criteria.

CRITICAL

SAFETY

Safety item	Status	Owner	Evidence	Corrective action
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Execution tip: Do not close a contractor-safety finding because the job ended. Verify the unsafe condition is corrected, temporary controls are removed correctly, and the work area is...

58

Apply immediate controls such as stopping work, isolating the area, removing defective equipment, restoring barriers, correcting PPE, or restricting contractor access where necessary.

CRITICAL

SAFETY

Safety item	Status	Owner	Evidence	Corrective action
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Execution tip: Do not close a contractor-safety finding because the job ended. Verify the unsafe condition is corrected, temporary controls are removed correctly, and the work area is...

59

Verify corrective action through reinspection, live photos, revised permits or risk assessments, restored isolation, repaired equipment, retraining evidence, or other objective proof before closure.

CRITICAL

SAFETY

Safety item	Status	Owner	Evidence	Corrective action
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Execution tip: Do not close a contractor-safety finding because the job ended. Verify the unsafe condition is corrected, temporary controls are removed correctly, and the work area is...

60

Record final contractor-safety status, critical open findings, work restrictions, stopped tasks, overdue actions, repeat issues, next follow-up date, inspector, contractor supervisor, host safety or facilities owner, and management approval.

CRITICAL

SAFETY

FINAL STATUS Enter	CONTRACTOR LEAD Enter	HOST OWNER Enter	MANAGEMENT APPROVAL Enter
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Execution tip: Do not close a contractor-safety finding because the job ended. Verify the unsafe condition is corrected, temporary controls are removed correctly, and the work area is...