



Subcontractor On-Site Safety & Compliance Checklist 2026

Pre-Arrival Documentation & Verification

Review of all necessary permits, insurance certificates, and legal authorizations required before work commences.

Permit Expiration Date

Certificate of Insurance (COI) Upload

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Subcontractor Company Name

- ☐ Electrical Services Inc.
- ☐ Plumbing Pros Ltd.
- ☐ HVAC Specialists Group
- ☐ General Contracting Corp

Required Documents Verified

- ☐ Work Permit
- ☐ Safety Manual
- ☐ Method Statement
- ☐ Risk Assessment

Facility Manager Verification

Safety Training & Certifications

Verification of subcontractor personnel training records, specialized skill certifications, and safety orientation completion.

Date of Safety Orientation

Completed Safety Modules

- ☐ Hazard Communication (HazCom)
- ☐ Fall Protection Training
- ☐ Lockout/Tagout (LOTO)
- ☐ Emergency Evacuation Procedures
- ☐ PPE Usage Standards

Safety Certification Documents

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Training Validity Status

- ☐ Current/Valid
- ☐ Expired
- ☐ Pending Renewal

Subcontractor Supervisor Acknowledgment

Personal Protective Equipment (PPE) Compliance

Inspection of mandatory safety gear usage, including helmets, high-visibility clothing, eye protection, and respiratory equipment.

Required PPE Verified

- ☐ Hard Hat
- ☐ Safety Glasses/Goggles
- ☐ High-Visibility Vest
- ☐ Steel-Toed Boots
- ☐ Gloves (Cut/Chemical Resistant)
- ☐ Hearing Protection
- ☐ Respiratory Protection

PPE Condition Assessment

- ☐ All equipment in good condition
- ☐ Minor wear detected (monitored)
- ☐ Damaged/Defective equipment identified

PPE Deficiencies & Corrective Actions

Write something...

Photo Evidence of PPE Compliance

 Upload File

Safety Officer Verification

Equipment & Tool Safety Inspection

Assessment of subcontractor-provided machinery, power tools, and heavy equipment for operational safety and maintenance logs.

Inspection Date

Enter date...

Equipment Category

- ☐ Power Tools
- ☐ Heavy Machinery
- ☐ Hand Tools
- ☐ Ladders & Scaffolding
- ☐ Electrical Equipment

Safety Features Verified

- ☐ Guard Shields Intact
- ☐ Electrical Cords Undamaged
- ☐ Emergency Stop Functioning
- ☐ No Leaking Fluids/Oils
- ☐ Proper Grounding Present

Equipment Asset ID Number

Enter a number...

Deficiencies or Damage Notes

Write something...

Photo of Equipment Condition

 Upload File

Inspector Signature

Hazardous Materials & Chemical Management

Audit of Safety Data Sheets (SDS), proper labeling, storage protocols, and containment measures for all on-site chemicals.

Date of Chemical Inventory Audit

Enter date...

Safety Data Sheets (SDS) Documentation

 Upload File

Types of Hazardous Materials Present

- ☐ Flammable Liquids
- ☐ Corrosives
- ☐ Toxic/Poisonous Substances
- ☐ Compressed Gases
- ☐ Reactive/Oxidizing Agents

Secondary Containment Status

- ☐ Compliant
- ☐ Non-Compliant
- ☐ Not Applicable

Discrepancies or Safety Violations Identified

Write something...

Safety Officer Verification

Site-Specific Safety Protocols

Compliance check against facility-specific emergency procedures, lockout/tagout (LOTO) adherence, and perimeter control.

Work Permit Type

- ☐ Hot Work Permit
- ☐ Confined Space Entry Permit
- ☐ Working at Heights Permit
- ☐ Electrical Isolation Permit

Safety Protocols Communicated

- ☐ Emergency Exit Routes
- ☐ Assembly Point Location
- ☐ First Aid Station Location
- ☐ Fire Extinguisher Locations
- ☐ Incident Reporting Procedure

Identified Site Hazards

Write something...

Safety Briefing Date

Enter date...

Subcontractor Supervisor Acknowledgment

Work Area Preparation & Housekeeping

Evaluation of debris management, signage placement, floor protection, and maintenance of clear egress pathways.

Work Area Perimeter Secured

☐ Yes

☐ No

Safety Signage Installed

☐ Caution Tape

☐ Danger/Warning Signs

☐ Floor Cone/Barricades

☐ PPE Requirement Signs

Debris Removal Method

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Pre-Work Area Photos

 Upload File

Area Preparation Completion Date

Enter date...

Supervisor Verification

Post-Work Site Restoration & Sign-Off

Final inspection of the work area to ensure cleanliness, removal of excess materials, and restoration of facility functions.

Site Cleanliness Verification

- ☐ Debris and waste removed from area
- ☐ Surfaces cleaned and wiped down
- ☐ Tools and equipment removed from site
- ☐ Subcontractor materials properly stored

Remaining Issues or Defects

Write something...

Post-Work Completion Photos

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Completion Date

Enter date...

Facility Manager Approval

< Previous

> Next

✓ Finish

 Generate Sample Report