

Using Adobe to fill out Daily Safety Checklists



**TA WOODS**  
**DAILY SAFETY INSPECTION**

- Plumbing 1500
- Piping 1600
- Service 1800

- HVAC 1700
- Electrical 1900

Project Name: Surf City K-8  
 SuperIntendent: John Smith  
 Date: 9/5/2017

2. Tap the appropriate section

\*Notes in Comment Section Rev 08/17

1. Enter job information, Superintendent, and Date

SAFETY FUNCTION	Y	N	NA	COMMENTS
<b>1. JOB INFORMATION</b>				
Mandatory postings in visible location	X			
Emergency procedure number posted visible	X			
Weekly Safety Training Daily 5N3 documented	X			See DSFR
Work areas properly signed, accessed	X			
First Aid Kit Pathogens Kit water and cups	X			
Hazard Analysis complete, reviewed, filed	X			
<b>2. HOUSEKEEPING</b>				
Neatness/Orderliness of work areas				
Procedures implemented and communicated				
Waste containers provided and used				
Passageways and walkways clear				
Obstructions discussed remediated				
Adequate lighting in work areas/stairways				
<b>3. FIRE PROTECTION</b>				
Fire extinguishers inspected/accessible				
"No smoking" posted				
Flammables Combustibles labeled and secure				
<b>4. ELECTRICAL</b>				

3. Tap on the appropriate answer Yes, No, or NA  
 Comment as needed

**15. PERSONAL PROTECTIVE EQUIPMENT**

- Company hard hats good condition and worn
- Eye/face protection worn –glasses, shields
- Hand/arm protection worn – gloves, sleeves
- Safety-toed boots, slip-resistant soles worn
- Hearing protection worn when required
- Respirators worn when required, fit test
- Additional PPE worn as required based on task

Superintendent Signature: John Smith

Date: 9/5/2024

Once finished, Sign and Date  
 (See Adobe instructions on how to create/sign with a signature)