Jobsite Walkthrough Notes

Record observations in areas you are authorized to access. Follow site procedures for urgent concerns. These notes support communication; they are not a formal inspection or complete hazard assessment.

Site / area: _____ **Date / time:** _____

Observer / role: _____ **Contact person:** _____

Prompts for your observations

- Location and activity: What is happening, and where?
- Access and movement: Which arrangements need clarification?
- Materials and housekeeping: What has changed since work began?
- Equipment or environment: What should the responsible person review?
- Coordination: Which other person or trade may have relevant information?

Observation record

Location: _____

Observed condition:

_____

_____

Question or concern:

_____

_____

Reported to / time: _____

Record the follow-up

Action agreed by responsible person:

_____

_____

Person responsible / due date: _____

Outcome / date checked: _____

Describe what you observed and distinguish it from an assumption. Keep sensitive personal details out of a general walkthrough record.

Reference: OSHA - Worker Participation
https://www.osha.gov/safety-management/worker-participation