UTAH SAFETY CONSULTANT
Safety consulting: construction, mining & heavy equipment, trucking

Salt Lake City, UT 84103
435-901-9601
Mon-Fri 9:00 AM - 5:00 PM

Site Safety Audit Procedure

How Utah Safety Consultant plans, performs, reports, and follows up on a site safety audit for construction, mining and heavy equipment, and trucking/transportation clients. Steps (a) through (h) match the Utah Safety Consultant field audit app (steps 1-9) and the one-page field checklist.

> Ground rules: the audit is advisory, not a regulatory inspection. The client stays responsible for its safety program and compliance. Never enter an area you are not trained, equipped, and authorized to enter (trenches without protection, confined spaces, energized equipment, active haul roads without escort). Report imminent dangers to the site lead immediately.

Step	What happens	Typical time
(a) Pre-audit	Kickoff call, scope, document request, site rules and PPE	1-2 hrs, 1-2 weeks before
(b) Opening meeting	Introductions, purpose, plan for the day	15-30 min
(c) Site walkthrough	Industry checklists, photos, findings	2-4 hrs per site
(d) Employee interviews	5-10 short private interviews	30-60 min (during walk)
(e) Records review	Programs, logs, training, DOT/MSHA files	1-3 hrs
(f) Closing meeting	Debrief findings, confirm report date	30 min
(g) Report	Write, quality check, deliver	4-8 hrs; within agreed days
(h) Follow-up	Review call, verify fixes, propose corrective-action work	30-60 min

(a) Pre-audit

1. Kickoff call

- Confirm signed quote/service agreement and deposit before scheduling field work.
- Confirm the client contact, site(s), address, industry (construction / MSHA / non-MSHA heavy equipment / DOT), shifts, and approximate headcount.
- Confirm the scope in writing: areas, operations, contractors, and which records will be reviewed. Note any exclusions.
- Agree the audit date, start time, escort, how long you will be on site, and the report delivery timeframe (e.g., within 10 business days).
- Ask about recent incidents, citations, insurer loss-control visits, and the client's main concerns.
- Confirm permission to photograph and any confidentiality or badging rules.

2. Document request (send the same day as the kickoff call)

✓	Document	Applies to
☐	Written safety program / site safety plan	All
☐	OSHA 300, 300A and 301 logs (last 5 years)	All
☐	Training records and certifications	All
☐	Inspection logs (site, equipment, extinguishers)	All
☐	SDS binder / HazCom program and chemical list	All
☐	Equipment inspection and maintenance records	All
☐	Incident reports and investigations (last 3 years)	All
☐	Any OSHA/MSHA/FMCSA citations, inspection reports, or insurer loss-control reports	All
☐	MSHA 7000-1 and 7000-2 reports	Mining
☐	Part 46/48 training plan and 5000-23 records	Mining
☐	Workplace examination records	Mining
☐	DOT driver qualification files	Trucking
☐	Hours-of-service / ELD records	Trucking
☐	Drug and alcohol testing program records	Trucking
☐	Vehicle maintenance files, DVIRs, annual inspections	Trucking
☐	Inspection logs (daily/weekly site, scaffold, excavation, crane)	Construction
☐	Competent person designations; crane operator certifications	Construction

3. Site rules and PPE

- Ask what PPE is required (hard hat, safety glasses, hi-vis, safety-toe boots, gloves, hearing protection, FR clothing, fall protection) and bring your own.
- Ask about check-in, orientation, badging, drug-testing or escort requirements, and site traffic rules.
- Mine sites: arrange site-specific hazard awareness training (30 CFR 46.11 / 48.31) and an escort.
- Trucking: ask which terminal(s), how many drivers/units, and where DQ, HOS, D&A, and maintenance files are kept.
- Pack: PPE, charged phone/tablet with the app opened online once, tape measure, flashlight, business cards, gas meter if trenches or confined spaces are in scope.

4. Desk review before the visit

- Read the written program and prior incident logs; note gaps to verify on site.
- Look up the client's public inspection history (OSHA establishment search, MSHA Mine Data Retrieval System, FMCSA SAFER/SMS) where applicable.
- Choose the walkthrough checklists to use (Section c) and set up the job in the app.

(b) Opening meeting

☐ Introductions and roles (site lead, escort, safety contact)

☐ Purpose: advisory audit to help the client, not a regulatory inspection
☐ Scope, areas, schedule for the day
☐ Site rules, PPE, emergency procedures, muster point
☐ Photo permission and confidentiality
☐ Imminent-danger findings will be raised with the site lead right away
☐ Employee interviews: random, voluntary, confidential
☐ Records to review and who will provide them
☐ Closing meeting time set

(c) Site walkthrough

Walk the site with the escort in a logical route (perimeter, access, staging, active work areas, equipment, shop/yard, offices). For each item mark OK, Deficient, or N/A. For each deficiency record the location, what you saw, the standard, a High/Medium/Low risk rating, a photo, a recommended corrective action, the responsible party, and a due date.

- **Photos:** take a wide shot for context and a close-up of the condition. Avoid faces where possible. Number photos to match findings (P-01 to F-01).
- **Imminent danger** (e.g., unprotected trench over 5 ft with workers in it, unguarded edge with no fall protection, energized parts exposed): stop, tell the site lead immediately, record what was done.
- **Positive observations:** note good practices too; they go in the report.
- **Do not** operate client equipment, enter permit spaces, or direct the client's employees.

Construction (OSHA 29 CFR 1926) - most frequently cited hazards

Fall protection (Subpart M)

✓	Check	Standard
☐	Workers 6 ft or more above a lower level protected by guardrails, safety nets, or personal fall arrest	29 CFR 1926.501(b)(1)
☐	Floor/roof holes covered, secured, and marked; skylights protected	1926.501(b)(4); 1926.502(i)
☐	Guardrails: top rail 42 in. (+/- 3 in.), midrails, toeboards where needed	1926.502(b)
☐	Leading edge / roofing work protected (low-slope and steep roofs)	1926.501(b)(2), (b)(10), (b)(11)
☐	Anchorages for PFAS rated 5,000 lb per worker or designed by a qualified person	1926.502(d)(15)
☐	Harnesses, lanyards, SRLs inspected before each use; damaged gear removed	1926.502(d)(21)
☐	Prompt rescue plan in place for fallen workers	1926.502(d)(20)
☐	Fall protection training given and written certification on file	1926.503(a), (b)

Scaffolding (Subpart L)

✓	Check	Standard
☐	Scaffold inspected by a competent person before each shift and after any event affecting integrity	1926.451(f)(3)
☐	Platforms fully planked/decked; planks extend and are secured properly	1926.451(b)(1)

✓	Check	Standard
☐	Guardrails on platforms more than 10 ft above lower level	1926.451(g)(1)
☐	Safe access provided (ladder, stair tower, ramp); no climbing cross-braces	1926.451(e)
☐	Sound footing: base plates, mudsills; plumb and braced	1926.451(c)(2)
☐	Ties/guys where height-to-base ratio exceeds 4:1	1926.451(c)(1)
☐	Scaffold users trained by a qualified person	1926.454

Ladders & stairways (Subpart X)

✓	Check	Standard
☐	Stairway or ladder provided at breaks in elevation of 19 in. or more	1926.1051(a)
☐	Portable ladders extend 3 ft above landing or are secured with grab rail	1926.1053(b)(1)
☐	Non-self-supporting ladders set at about 4:1 angle	1926.1053(b)(5)(i)
☐	Top step/cap of stepladders not used as a step	1926.1053(b)(13)
☐	Ladders inspected by a competent person; defective ladders tagged and removed	1926.1053(b)(15), (b)(16)
☐	Ladder/stairway training provided	1926.1060

Excavation & trenching (Subpart P)

✓	Check	Standard
☐	Utilities located before digging (811 call, ticket on site)	1926.651(b)(1)
☐	Protective system (sloping, benching, shoring, shield) for excavations 5 ft or deeper unless stable rock	1926.652(a)(1)
☐	Protective systems for excavations over 20 ft designed by a registered professional engineer	1926.652(b), (c)
☐	Daily inspection by a competent person before work and after rain or other hazard-increasing events	1926.651(k)(1)
☐	Spoil pile and equipment kept at least 2 ft from edge	1926.651(j)(2)
☐	Ladder/ramp egress within 25 ft lateral travel in trenches 4 ft or deeper	1926.651(c)(2)
☐	Atmosphere tested where oxygen deficiency or hazardous atmosphere could exist (deeper than 4 ft)	1926.651(g)(1)
☐	Water accumulation controlled; no work in accumulating water without protection	1926.651(h)

Electrical (Subpart K)

✓	Check	Standard
☐	GFCIs or an assured equipment grounding conductor program on temporary power	1926.404(b)(1)
☐	Cords and tools inspected; no damaged insulation, missing ground pins, or improper splices	1926.405(g)(2); 1926.416(e)
☐	Panels, boxes, and fittings covered; unused openings closed	1926.405(b)(1)
☐	Clearance maintained from overhead power lines	1926.416(a)(1); 1926.1408
☐	Circuits de-energized, locked, and tagged before work	1926.417

✓	Check	Standard
☐	Working space kept clear around electrical equipment	1926.403(i)

Hazard communication

✓	Check	Standard
☐	Written HazCom program on site	29 CFR 1910.1200(e)(1) (via 1926.59)
☐	Hazardous chemical inventory matches products on site	1910.1200(e)(1)(i)
☐	SDSs readily accessible to employees on every shift	1910.1200(g)(8)
☐	Containers labeled (original and secondary)	1910.1200(f)
☐	Employees trained on chemicals in their work area	1910.1200(h)
☐	Silica: written exposure control plan where respirable crystalline silica tasks occur	1926.1153(g)

Personal protective equipment (Subpart E)

✓	Check	Standard
☐	Hard hats worn where head injury hazards exist	1926.100(a)
☐	Eye and face protection appropriate to the task	1926.102
☐	Hearing protection where noise exceeds limits	1926.101; 1926.52
☐	Foot protection appropriate to hazards	1926.96
☐	Respirators used under a written respiratory protection program	1926.103 (1910.134)
☐	Employer provides and maintains PPE in reliable condition	1926.95; 1926.28(a)

Cranes & rigging (Subpart CC; 1926.251)

✓	Check	Standard
☐	Crane operator certified/qualified for the equipment	1926.1427
☐	Shift inspection by competent person; monthly and annual inspections documented	1926.1412(d), (e), (f)
☐	Ground conditions adequate and supporting materials in place	1926.1402
☐	Power line safety: hazard assessment and minimum clearance (e.g., 20 ft up to 350 kV)	1926.1408
☐	Swing radius barricaded; workers kept out of fall zone	1926.1424; 1926.1425
☐	Signal person qualified when required	1926.1428
☐	Slings and rigging inspected each day before use by a competent person; tags legible	1926.251(a)(6); 1926.251

Struck-by & caught-between

✓	Check	Standard
☐	Backup alarm or observer for vehicles/equipment with obstructed rear view	1926.601(b)(4); 1926.602(a)(9)(ii)
☐	Vehicles checked at the start of each shift	1926.601(b)(14)

✓	Check	Standard
☐	Seat belts and ROPS on earthmoving equipment, and belts worn	1926.602(a)(2); 1926.1000
☐	Traffic control signs, barricades, and flaggers per MUTCD	1926.200-1926.202
☐	No one under loads handled by lifting or digging equipment	1926.651(e)
☐	Rotating and moving parts of tools/equipment guarded	1926.300(b)

Housekeeping, sanitation & first aid

✓	Check	Standard
☐	Form and scrap lumber with protruding nails and debris cleared from work areas, passageways, stairs	1926.25(a)
☐	Waste containers provided and emptied regularly	1926.25(b), (c)
☐	Protruding rebar capped or guarded against impalement	1926.701(b)
☐	Adequate lighting in work areas	1926.56
☐	Toilets and potable drinking water provided	1926.51
☐	First aid: trained person/medical access, kit checked weekly, emergency numbers posted	1926.50(c), (d), (f)
☐	Eyewash/quick-drench where corrosive materials are used	1926.50(g)

Fire protection & prevention

✓	Check	Standard
☐	Fire extinguishers (min. 2A) provided, within 100 ft travel distance, inspected	1926.150(c)(1)
☐	Flammable liquids stored in approved containers/cabinets; no smoking signs	1926.152
☐	Hot work: combustibles cleared or protected, fire watch, extinguisher at hand	1926.352
☐	Compressed gas cylinders upright, secured, capped; oxygen separated from fuel gas	1926.350(a)
☐	Fire prevention plan and emergency action plan in place	1926.24; 1926.35
☐	OSHA poster displayed; Form 300A posted Feb 1 - Apr 30	29 CFR 1903.2; 1904.32(b)(5)

Mining and heavy equipment (MSHA 30 CFR Part 56 surface metal/nonmetal; use Part 57 for underground and Parts 75/77 for coal) and OSHA 1910 at non-MSHA sites

MSHA workplace examinations

✓	Check	Standard
☐	Competent person examines each working place each shift before miners begin work	30 CFR 56.18002(a)
☐	Miners promptly notified of adverse conditions; conditions corrected or area posted/withdrawn	56.18002(a)
☐	Exam record: examiner name, date, working places, adverse conditions, corrective action dates	56.18002(b)
☐	Exam records kept at least 1 year and available to MSHA and miners' representative	56.18002

Machine guarding

✓	Check	Standard
☐	Moving machine parts guarded (head/tail pulleys, flywheels, couplings, shafts, sprockets)	56.14107(a)
☐	Guards secured in place while machinery is operating	56.14112(b)
☐	Power off and machinery blocked before repairs/maintenance	56.14105
☐	Emergency stop devices or cords along unguarded conveyors next to travelways	56.14109

Berms, haul roads & traffic

✓	Check	Standard
☐	Berms or guardrails on banks of elevated roadways where drop-off could cause overturn	56.9300(a)
☐	Berms at least mid-axle height of the largest self-propelled equipment using the road	56.9300(b)
☐	Dumping locations have berms, bumper blocks, or other means to prevent overtravel	56.9301
☐	Traffic rules, signals, and warning signs established and followed	56.9100
☐	Haul roads maintained; operators maintain control of equipment	56.9101

Mobile equipment pre-operation

✓	Check	Standard
☐	Equipment inspected by operator before being placed in operation each shift	56.14100(a)
☐	Safety defects corrected in a timely manner; unsafe equipment tagged out of service	56.14100(b), (c)
☐	Service brakes capable of stopping and holding with typical load	56.14101
☐	ROPS and seat belts provided; seat belts worn	56.14130
☐	Horn and backup alarm (or observer) where rear view is obstructed	56.14132
☐	Parked equipment: brakes set, wheels chocked or turned into bank on grades	56.14207
☐	Fire extinguisher on self-propelled equipment where required	56.4230

Ground control

✓	Check	Standard
☐	Highwalls, banks, and benches stable; mining methods maintain wall stability	56.3130
☐	Loose material kept back from pit or quarry wall perimeter	56.3131
☐	Hazardous ground conditions corrected or area posted and barricaded	56.3200
☐	Ground conditions examined before work begins and after blasting	56.3401

Electrical

✓	Check	Standard
☐	Electrical cables and cords insulated, protected, and in good condition	56.12004
☐	Power circuits de-energized, locked out, and tagged before work	56.12016; 56.12017
☐	Principal power switches labeled	56.12018

✓	Check	Standard
☐	Metal enclosures/frames grounded; grounding systems tested and recorded	56.12025; 56.12028
☐	Electrical boxes have cover plates; equipment inspected	56.12032

Training (Part 46 / Part 48)

✓	Check	Standard
☐	Written training plan (Part 46) or approved training plan (Part 48)	30 CFR 46.3; 48.3 / 48.23
☐	New miner training completed (Part 46: 24 hrs; Part 48 surface: 24 hrs; underground: 40 hrs)	46.5; 48.25; 48.5
☐	Newly hired experienced miner training	46.6; 48.26 / 48.6
☐	Task training before new tasks	46.7; 48.27 / 48.7
☐	Annual refresher training (at least 8 hrs)	46.8; 48.28 / 48.8
☐	Site-specific hazard awareness for contractors, vendors, visitors	46.11; 48.31
☐	Training records on MSHA Form 5000-23 (or equivalent for Part 46)	46.9; 48.9 / 48.29

Other MSHA items

✓	Check	Standard
☐	Safe access and travelways; handrails on elevated walkways	56.11001; 56.11002
☐	Workplaces kept clean and orderly	56.20003
☐	Hard hats, footwear, eye protection, fall protection where needed	56.15002; 56.15003; 56.15004; 56.15005
☐	First aid materials and first-aid trained person available each shift	56.15001; 56.18010
☐	Fire extinguishers inspected monthly and maintained annually, with records	56.4201
☐	Hazard communication program for miners	30 CFR Part 47
☐	Noise exposure monitored and controlled	30 CFR Part 62
☐	Accidents reported immediately (within 15 minutes) when required; 7000-1 filed within 10 working days	30 CFR 50.10; 50.20

General industry (OSHA 1910) - non-MSHA yards, shops, plants

✓	Check	Standard
☐	Machine guarding at points of operation; grinders guarded and adjusted	29 CFR 1910.212; 1910.215
☐	Energy control (LOTO) program, procedures, annual periodic inspection	1910.147
☐	Powered industrial truck operators trained/evaluated; trucks examined before use	1910.178(l), (q)(7)
☐	Walking-working surfaces clear; fall protection at 4 ft or more	1910.22; 1910.28
☐	Electrical: equipment guarded, cords in good condition, panels clear	1910.303; 1910.305
☐	PPE hazard assessment certified in writing	1910.132(d)
☐	Portable extinguishers mounted, inspected monthly, maintained annually	1910.157(e)
☐	Emergency action plan and fire prevention plan	1910.38; 1910.39

✓	Check	Standard
☐	First aid and eyewash where corrosives are used	1910.151(b), (c)

Trucking and transportation (DOT/FMCSA 49 CFR) and yard/shop (OSHA 1910)

Carrier registration & records

✓	Check	Standard
☐	USDOT number and carrier name marked on both sides of CMVs	49 CFR 390.21
☐	MCS-150 biennial update current	390.19
☐	Accident register maintained (3 years)	390.15
☐	Minimum financial responsibility on file (where applicable)	49 CFR Part 387

Driver qualification files

✓	Check	Standard
☐	DQ file for each driver with all required documents	49 CFR 391.51
☐	Employment application	391.21
☐	MVR from each state at hire and safety performance history from previous 3 years' DOT employers	391.23
☐	Road test certificate or accepted equivalent	391.31; 391.33
☐	Medical examiner's certificate current	391.41; 391.43
☐	Annual MVR inquiry and review	391.25
☐	Clearinghouse: pre-employment full query and annual query for CDL drivers	49 CFR 382.701
☐	Entry-level driver training record (new CDL applicants, where applicable)	49 CFR Part 380, Subpart F

Hours of service / ELD

✓	Check	Standard
☐	ELDs in use (or valid exemption, e.g., short-haul)	49 CFR 395.8(a); 395.1(e)
☐	Driving limits: 11 hrs driving, 14-hr window, 10 hrs off duty (property carriers)	395.3(a)
☐	30-minute break after 8 cumulative hours driving	395.3(a)(3)(ii)
☐	60/70-hour on-duty limits	395.3(b)
☐	ELD user manual, malfunction sheet, and 8 days of blank logs in vehicle	395.22(h)
☐	Unassigned driving time reviewed and assigned or annotated	395.32
☐	RODS and supporting documents kept 6 months	395.8(k); 395.11

Drug & alcohol program

✓	Check	Standard
☐	Written policy and educational materials given to drivers	49 CFR 382.601

✓	Check	Standard
☐	Pre-employment negative drug test before safety-sensitive duty	382.301
☐	Random testing at FMCSA's published annual minimum rates (consortium/TPA)	382.305
☐	Post-accident testing when criteria are met	382.303
☐	Supervisors trained for reasonable suspicion (60 min drug + 60 min alcohol)	382.603
☐	Clearinghouse registration, queries, and reporting	49 CFR 382, Subpart G
☐	Return-to-duty and follow-up testing through SAP process	382.309; 382.311; 49 CFR Part 40
☐	Records retained per schedule and kept secure	382.401

Vehicle inspection & maintenance

✓	Check	Standard
☐	Driver pre-trip inspection; previous DVIR reviewed and signed	49 CFR 396.13
☐	Post-trip DVIRs prepared when defects found; repairs certified	396.11
☐	Annual periodic inspection current; proof on vehicle	396.17
☐	Maintenance file for each vehicle (ID, schedule, inspection/repair records)	396.3(b), (c)
☐	Annual inspectors and brake inspectors qualified	396.19; 396.25
☐	Roadside inspection reports corrected and returned	396.9

Cargo securement

✓	Check	Standard
☐	Tiedowns in good condition; no damage, knots, or weakened components	49 CFR 393.104
☐	Aggregate working load limit at least 1/2 the cargo weight	393.106(d)
☐	Minimum number of tiedowns for article length/weight	393.110
☐	Heavy equipment securement (4 tiedowns, attachments lowered and secured)	393.130
☐	Cargo and securement checked within first 50 miles and periodically	392.9(b)
☐	Hazmat employee training current (if hauling hazmat)	49 CFR 172.704

Yard & shop safety (OSHA 1910)

✓	Check	Standard
☐	Trailer wheels chocked / restraints used at docks	29 CFR 1910.178(k)(1)
☐	Tire servicing: restraining devices, trained employees	1910.177
☐	Forklift operators trained; daily pre-use exams	1910.178(l), (q)(7)
☐	LOTO used for vehicle and equipment maintenance	1910.147
☐	Grinders/bench tools guarded; tool rests adjusted	1910.215
☐	Fueling area: no smoking, extinguisher, spill materials	1910.106; 1910.157
☐	Eyewash at battery charging / corrosive areas	1910.151(c)

✓	Check	Standard
☐	Floors and walkways clean, dry, free of trip hazards	1910.22

(d) Employee interviews

- Interview 5-10 workers and 1-3 supervisors across crews and shifts; mix of new and experienced. Keep each to 5-10 minutes, in a private spot, voluntary.
- Explain that answers are confidential and no names go in the report.
- Listen for gaps between the written program and what actually happens (training, reporting, pre-use inspections, PPE).

1. What are the biggest hazards in your job?
2. What training did you get for this job and the equipment you use?
3. How do you report a hazard, injury, or near miss? Do you feel comfortable doing so?
4. What happens when equipment is found defective?
5. Where are the SDSs, first aid kit, extinguishers, and emergency muster point?
6. Has anything happened recently that almost hurt someone?
7. Do you have the PPE you need, and is it replaced when damaged?
8. What would you change to make this site safer?
9. Construction: Who is the competent person for trenches/scaffolds today?
10. Construction: How do you tie off, and who checks your harness?
11. Mining: Who did today's workplace exam and how were you told about conditions?
12. Mining: What do you check on your pre-op inspection?
13. Trucking: How do you handle a DVIR defect?
14. Trucking: Have you ever felt pressure to drive over hours?

(e) Records review

Review a sample of records (for example the last 3 months of inspections, 5-10 training files, 5-10 driver files). Mark each Adequate, Deficient, Missing, or N/A, and note what you sampled.

✓	Record	Basis	Applies to
☐	Written safety and health program / accident prevention program	1926.20(b) (construction); company policy	All
☐	OSHA 300 logs and 301 reports for 5 years; 300A summaries certified	29 CFR 1904.29; 1904.32; 1904.33	All
☐	Form 300A posted Feb 1 - Apr 30; electronic submission if required	1904.32(b)(5); 1904.41	All
☐	Severe injury reporting (fatality 8 hrs; hospitalization, amputation, eye loss 24 hrs)	1904.39	All
☐	Training records and certifications	1926.21; 1926.503(b); 1910 as applicable	All
☐	Inspection logs (daily/weekly site, equipment)	1926.20(b)(2)	All
☐	HazCom written program, chemical list, SDS binder	1910.1200(e), (g)	All

✓	Record	Basis	Applies to
☐	PPE hazard assessment certification	1910.132(d)(2)	All
☐	Emergency action plan / fire prevention plan	1926.35; 1910.38; 1910.39	All
☐	Incident investigations and corrective action records	Company program	All
☐	Competent person designations (excavation, scaffold, fall, cranes)	1926.32(f); Subparts L, M, P, CC	Construction
☐	Crane operator certification and annual crane inspection	1926.1427; 1926.1412(f)	Construction
☐	Silica written exposure control plan (if applicable)	1926.1153(g)	Construction
☐	Subcontractor safety prequalification and coordination	Company program; 1926.16	Construction
☐	MSHA 7000-1 reports (copies kept 5 years) and 7000-2 quarterly reports	30 CFR 50.20; 50.30; 50.40	Mining
☐	Part 46 training plan / Part 48 approved plan and 5000-23 records	30 CFR 46.3; 46.9; 48.9; 48.29	Mining
☐	Workplace examination records (1 year)	30 CFR 56.18002	Mining
☐	Grounding system continuity/resistance test records	56.12028	Mining
☐	Fire extinguisher inspection/maintenance records	56.4201	Mining
☐	Legal identity report (Form 2000-7) current	30 CFR Part 41	Mining
☐	Equipment pre-op inspection records	56.14100	Mining
☐	LOTO program and annual periodic inspection (OSHA 1910 sites)	29 CFR 1910.147(c)(6)	Mining
☐	Driver qualification files	49 CFR 391.51	Trucking
☐	Hours of service records and supporting documents (6 months)	395.8; 395.11	Trucking
☐	Drug & alcohol testing records, MIS data, Clearinghouse	382.401; Part 382 Subpart G	Trucking
☐	Vehicle maintenance, DVIRs, annual inspections	396.3; 396.11; 396.17	Trucking
☐	Accident register	390.15	Trucking

(f) Closing meeting

☐ Thank the team; start with positive observations
☐ Review High-risk findings first, and what was fixed on the spot
☐ Summarize Medium/Low findings and records gaps (no surprises in the report)
☐ Answer questions; do not argue citations - explain the risk and the fix
☐ Confirm the report delivery date and who receives it
☐ Offer help with corrective actions (no hard sell)
☐ Get the client representative's acknowledgement signature

(g) Writing and delivering the report

1. Use the Utah Safety Consultant Site Safety Audit Report (the app builds it from your field entries, or use the Word/PDF template).

2. Rate each finding: **High** = could cause death or serious injury, or a likely serious citation (fix immediately); **Medium** = could cause injury or a citation (fix promptly, e.g., 30 days); **Low** = minor or administrative (e.g., 90 days).
3. Write each finding as: what you saw, where, the standard, the risk, and a specific, practical fix with an owner and due date. Cite only CFR sections you have verified.
4. Write the executive summary last: overall condition, top risks, top three actions.
5. Quality check: every finding has a photo or record reference, standard, risk, action, owner, due date; spelling of client/site names; dates; page breaks.
6. Save as PDF and email it to the client contact within the agreed timeframe (e.g., 10 business days). Keep a copy and your field notes with the job.
7. Invoice the balance per the Service Agreement (separately, outside the app).

(h) Follow-up and corrective-action work

- Within 2-5 business days of delivery, call to walk through the report and answer questions.
- Offer a corrective-action tracker (form in this kit) and a verification visit for High items.
- Propose project work that matches the findings, priced from the menu: written programs ($1,000-$2,500), MSHA or DOT compliance checks ($1,000-$2,500), site-specific safety plans ($1,000-$2,500), training and toolbox talks ($125-$150/hr), or a repeat audit ($1,500-$2,500 per site).
- Send a new Quote/Proposal for any accepted work; nothing starts without a signed quote.
- At 30 and 90 days, check in on open items. Record status in the app's Follow-up step.

Records to keep for each job

- Signed quote and service agreement, kickoff notes, document request, field notes/app backup, photos, final report PDF, closing acknowledgement, follow-up notes.