UTAH SAFETY CONSULTANT

TEACHING EXAMPLE

Sample audit report — construction

A completed report with findings, risk ratings, and corrective actions. Every name and site here is fictional and clearly marked SAMPLE.

SAMPLE — Fictional company and people. This is a teaching example of a finished construction audit report, not a real client, site, or inspection. Do not use these names or findings as if they were factual.

Use: **Read this once before your first job so you know what "done" looks like. Live reports are built in the app (Step 8) from your field entries.**

UTAH SAFETY CONSULTANT

Safety consulting: construction, mining & heavy equipment, trucking

Salt Lake City, UT 84103
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Mon–Fri 9:00 AM – 5:00 PM

Site Safety Audit Report

Client	Ridge Line Builders, LLC (SAMPLE — fictional)
Site	Cedar Ridge Retail Shell (SAMPLE — fictional project)
Site address	2500 Demonstration Drive, West Valley City, UT 84119
Industry	Construction (OSHA 29 CFR 1926)
Audit date	November 12, 2026
Report date	November 19, 2026
Prepared by	Pat Morgan, Utah Safety Consultant
Quote / agreement no.	Q-2026-014 (sample)

1. Executive summary

Ridge Line Builders is building a one-story retail shell at a fictional West Valley City site. On the day of the visit, crews were setting roof sheathing on the west wing, running temporary power, and excavating for a utility tap along the north property line. The superintendent walked the site and made records available in the job trailer.

Overall assessment: **Needs improvement.** Housekeeping in the trailer and the designated crane swing area were in good order, and workers were wearing hard hats, glasses, and hi-vis. Two High findings need to be controlled

before work continues in those areas: unprotected roof work on the west wing, and an excavation about 6 feet deep with no protective system and workers in the trench. Temporary power, a damaged extension cord, and gaps in the OSHA 300A posting and SDS access should be corrected on a short timeline.

Top three actions: (1) stop west-roof work until fall protection is in place; (2) get workers out of the north utility trench and install a protective system before anyone re-enters; (3) put temporary power on GFCI and remove the damaged cord from service.

Items checked	Deficiencies	High	Medium	Low	Records gaps
42	7	2	3	2	2

2. Site information

Client contact	Jordan Blake, Superintendent (fictional)
Operations observed	Roof sheathing, temporary power, utility excavation, material handling with a telehandler, general carpentry
Approx. employees on site	18 (prime and two subcontractors)
Conditions	Clear, light wind, mid-40s °F, day shift
Persons interviewed	6 employees (voluntary, confidential; no names in this report)

3. Scope and standards reviewed

Scope per sample quote Q-2026-014: the Cedar Ridge Retail Shell site only, day shift, construction operations and records as they existed on November 12, 2026. Standards reviewed: OSHA 29 CFR 1926 and applicable 29 CFR 1910 / 1904. This is an advisory review, not an OSHA inspection, and it cannot identify every hazard.

4. Findings

ID	Finding	Location	Standard	Risk	Photo	Corrective action	Owner	Due
F-01	Two carpenters setting sheathing about 16 ft above grade with no guardrails, net, or personal fall	West roof, Building A, south side, 11:20 a.m.	29 CFR 1926.501(b)(1)	HIGH	P-01	Stop roof work until a fall-protection system is in place (guardrails, net, or PFAS with rated	Superintendent	Before work resumes on that roof

ID	Finding	Location	Standard	Risk	Photo	Corrective action	Owner	Due
	arrest. No roof anchors were visible.					anchors). Inspect gear before use.		
F-02	Utility trench about 6 ft deep, no sloping, benching, shoring, or shield. Two workers in the trench. Spoil piled at the edge. No ladder in the trench.	North property line, utility tap, 10:05 a.m.	29 CFR 1926.652(a)(1); 1926.651(c)(2); 1926.651(j)(2)	HIGH	P-02	Remove workers from the trench. Install a protective system designed for the soil, keep spoils at least 2 ft back, and provide a ladder within 25 ft. Competent person to inspect before re-entry.	Superintendent / excavation competent person	Immediate — before anyone re-enters
F-03	Spider box for the west-side saws plugged into a permanent receptacle with no GFCI. One cord had a repaired splice wrapped in electrical tape.	West side, temporary power	29 CFR 1926.404(b)(1); 1926.405(g)(2)	MEDIUM	P-03	Place the circuit on GFCI (or an assured equipment grounding conductor program). Remove the damaged cord from service immediately.	Site electrician	Cord: immediate. GFCI: 7 days
F-04	Telehandler backup alarm did not sound during a reverse movement in the laydown yard. Operator was wearing a seat belt;	South laydown yard	29 CFR 1926.602(a)(9)	MEDIUM	P-04	Tag the unit out until the alarm is repaired and tested. Remind operators not to use equipment with a	Equipment manager	Before the unit is used again

ID	Finding	Location	Standard	Risk	Photo	Corrective action	Owner	Due
	travel area was otherwise clear at the time.					defective safety device.		
F-05	Monthly fire-extinguisher inspection not initialed for November. Access was clear; gauges were in the green.	Job trailer and west work area	29 CFR 1926.150(a)(4)	MEDIUM	—	Inspect and initial all extinguishers, and set a monthly reminder.	Superintendent	7 days, then monthly
F-06	SDS binder locked in the job-trailer office. Afternoon-shift workers said they would have to wait for the superintendent to look one up.	Job trailer	29 CFR 1910.1200(g)(8) (via 1926.59)	LOW	—	Keep SDS available on every shift (unlocked binder or equivalent electronic access).	Superintendent	14 days
F-07	Current-year OSHA 300A summary was completed but not posted in a conspicuous place. It was in a file folder in the trailer.	Job trailer records	29 CFR 1904.32	LOW	—	Post the 300A in a conspicuous place from February 1 through April 30 (and keep it with the logs for 5 years).	Superintendent	Immediate (report month is inside the posting window in this sample)

Photo references P-01 through P-04 would appear here in a live report, under each finding, from pictures taken in the app. This sample does not include photographs.

5. Records review

Record	Result	Notes
Written site-specific safety plan	OK	Present in the trailer; last revised at project start.
OSHA 300 / 300A / 301 (5 years)	Deficient	Logs present; 300A not posted (F-07).
Training records	OK	Orientation and fall-protection training on file for prime crews; subcontractor roof crew training was in a separate binder and complete.
Inspection logs	Deficient	Extinguisher monthly check missing for November (F-05). Ladder inspections current.
HazCom / SDS	Deficient	Program and chemical list present; SDS not accessible on every shift (F-06).
Incident files	OK	Two first-aid cases this year, reports complete.
Citations / insurer reports	N/A	Client stated none for this project.

6. Interviews (summary)

Six voluntary, confidential interviews (carpenters, a laborer, a telehandler operator, and a subcontractor roofer). Workers could name the superintendent as the person to go to with a safety concern. Several knew where first aid and extinguishers were. Two afternoon-shift workers said they could not get an SDS without the superintendent. The excavation crew could not name a trench-protective system for the north tap and said they "were only going to be in there a minute." Those points line up with F-02 and F-06.

7. Prioritized action plan

1. **Immediate:** Fall protection on the west roof (F-01). Trench protective system, spoils, and egress (F-02). Remove the damaged cord (F-03). Tag out the telehandler until the alarm is repaired (F-04). Post the 300A (F-07).
2. **Within 7 days:** GFCI or AEGCP on temporary power (F-03). Extinguisher inspections (F-05).
3. **Within 14 days:** SDS access on every shift (F-06).

A follow-up call is offered 2–5 business days after this report is sent. A verification visit for the High items, or help writing any missing procedure, would be a separate quote if the client wants it.

8. Closing meeting

Held November 12, 2026, about 3:15 p.m., with Jordan Blake, Superintendent. High findings were discussed on the spot earlier in the day: roof work was stopped and the trench was vacated before the close-out. Report due date of

November 19 confirmed. Sample acknowledgement signed in the app (fictional).

Prepared by: Pat Morgan, Utah Safety Consultant. This sample is for training only. It is not a report on a real employer or workplace.

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Templates and training tools only. Confirm regulations against the current CFR and any Utah (UOSH) state-plan rules. The client remains responsible for its own safety program and compliance. No credentials or licenses are claimed on these pages.