**National Dislocated Worker Grant**

**Worksite Inspection Checklist**

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| **Inspection Completed By:** Click or tap here to enter text. | **Date of Inspection:** Click or tap to enter a date. |

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| **Worksite Inspection Activities** | **Completed** |
| **Document Collection and Review** |
| Review participant timesheets. |[ ]
| Review documentation of participant wages and fringe benefits. |[ ]
| Review applicable worksite policies and procedures. |[ ]
| Review documentation of safety training and any other training provided to the participant. |[ ]
| Review worksite progress reports to ensure that allowable clean-up/recovery activity is occurring. |[ ]
| **Tour Worksite and Conduct Interviews\*** |
| Tour/inspect worksite to ensure that the environment is safe. |[ ]
| Interview participant(s): * Suggested participant questions:
	+ What is your work schedule?
	+ How many hours per week do you work?
	+ Where do you clock-in/clock-out for work?
	+ What is the process for requesting time off from work?
	+ Have you received any training? If yes, describe the training you received.
	+ Are you provided with protective equipment as needed to perform your job duties?
	+ Describe your job duties and what you are expected to do each day?
	+ What happens if there isn’t any work for you to do?
	+ Is your work environment safe?
	+ To whom do you report issues or concerns?
 |[ ]
| Interview worksite supervisor(s):* Suggested employer/worksite supervisor questions:
	+ What is the participant’s work schedule?
	+ How many hours per week does the participant work?
	+ What is the process for clocking-in/clocking-out for work?
	+ What is the process for requesting time off from work?
	+ Where and how is documentation of time, wages, and benefits maintained?
	+ Describe the participant’s job duties and what he/she is expected to do each day.
	+ What happens if there isn’t any work for the participant to do?
	+ Have you provided the participant with safety training as required by OSHA?
		- Describe the training.
		- When did the training occur?
		- How long did the training last?
		- Did the participant receive a certificate of completion or another type of credential?
	+ What type of protective equipment has the participant received in order to safely perform his/her job duties?
	+ Is the worksite still current on all Federal and state tax obligations?
	+ Does the worksite have a current and applicable insurance policy?
	+ Is the worksite still compliant with Federal and state health and safety standards?
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| **Comments:** Click or tap here to enter text. |