

CLAC360 — Work-Zone Safety Observation Sheet

General professional field-observation template — adapt to applicable project, contract, authority and jurisdictional requirements. | v1.0

1. PROJECT & OBSERVATION IDENTIFICATION

Project Name:					Project ID / Contract:				Observation ID:					
Obs. Date:			Time:			Shift:			Observation Type:			Weather / Lighting:		
Observer Name:					Observer Org.:				Contractor:			Consultant / Engineer:		
Road / Route:					Station / Chainage / Ref.:				Direction / Carriageway:			Lane / Work Area:		
Work-Zone Activity:					Work-Zone Area:				Traffic Conditions:					

2. IMMEDIATE SAFETY CONCERN

Immediate Safety Concern? YES / NO		Location / Condition:					Person Notified / Time:						
Immediate Action / Intervention Taken:													

3. RAPID OBSERVATION RECORD (Status: POS=Positive | SAFE | UC=Unsafe Condition | UB=Unsafe Behavior | HAZ=Potential Hazard | IO=Improvement Opportunity | ISC=Immediate Safety Concern | NA | NV)

Obs ID	Category	Location	Observed Condition / Behavior (Fact)	Concern / Why it Matters	Status	Priority	Action / Intervention	Photo	Follow-Up
OBS-01									
OBS-02									
OBS-03									
OBS-04									
OBS-05									
OBS-06									
OBS-07									
OBS-08									
OBS-09									
OBS-10									

Continue additional observations on next page if required. Record observed facts separately from concern/interpretation. Positive observations are encouraged.

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Project / Observation ID: _____ Date: _____ Location: _____

3. RAPID OBSERVATION RECORD (continued)									
Obs ID	Category	Location	Observed Condition / Behavior (Fact)	Concern / Why it Matters	Status	Priority	Action / Intervention	Photo	Follow-Up
OBS-11									
OBS-12									
OBS-13									
OBS-14									
OBS-15									
OBS-16									
OBS-17									
OBS-18									
OBS-19									
OBS-20									

CLAC360 — Work-Zone Safety Observation Sheet — CORRECTIVE ACTION / FOLLOW-UP REGISTER

Link each action to the originating Observation ID. | v1.0

Project Name / ID:		Observation ID / Date:								
Action ID	Obs ID	Location	Concern / Issue	Priority	Required Corrective Action	Responsible Party	Target Date	Action Status	Verified By / Date	Photo
ACT-01										
ACT-02										
ACT-03										
ACT-04										
ACT-05										
ACT-06										
ACT-07										
ACT-08										
ACT-09										
ACT-10										
ACT-11										

Action Status: Open | Action Initiated | Corrected | Verified | Deferred | Superseded | Not Verified. Priority: Immediate | High | Routine | Monitor (project procedures may override).

CLAC360 — Work-Zone Safety Observation Sheet — REMARKS, SIGN-OFF & LIMITATIONS

Project / Observation ID: _____ Date: _____ | v1.0

4. GENERAL REMARKS / CONTEXT / ADDITIONAL NOTES				

5. OBSERVER SIGN-OFF				
Observer Signature:		Printed Name:		Date:
Reviewed By (optional):		Signature:		Date:

6. PHOTO / EVIDENCE REFERENCE (optional)				
Photo No.	File / Reference	Linked Obs / Action ID	Location	Description
P-01				
P-02				
P-03				
P-04				
P-05				

LIMITATIONS: This CLAC360 resource is a general professional field-observation template. It does not replace applicable law, project specifications, approved safety plans, traffic-management plans, risk assessments, emergency procedures, formal inspections, incident investigations, competent-person determinations or other project-specific requirements. Users must adapt the resource to the applicable project, contract, authority, jurisdiction and work-zone conditions. Record observed facts separately from interpretation/concern. Positive observations are encouraged. Status and priority terms are generic; project procedures may override. This form records observations and does not constitute a formal inspection, compliance certificate or legal determination.