

CONSTRUCTION WORK SITE CHECKLIST

Site Name:	DATE: / /
Project/Job:	Job No. or Contract No.: (if applicable)
Person carrying out site inspection (Name and Position (Print)):	
Contractor (if applicable):	
Contractor's Site Supervisor:	Telephone:

All non-conformances must be rectified immediately or date set for completion, and actions documented.

(Please place your initials in the boxes, DO NOT use ticks or crosses)

(References in brackets relate to clauses in WHS Regulations 2017 or Codes of Practice)

	YES	NO	N/A	COMMENTS & ACTIONS
DOCUMENTS				
Is there a Safety Management Plan, covering this work, on site? (if required)				
Are Safe Work Method Statements (SWMS) available on site for all site activities currently being undertaken assessed as having a high risk? (CL 291, 299)				Where are SWMS kept?
Does the SWMS identify site specific hazards and controls related to the work being carried out?				
Are workers on site working in accordance with their SWMS?				
(are they implementing the controls listed in their SWMS, and using the plant and equipment listed in their SWMS)				
List Name(s) of SWMS reviewed and comments:				
INDUCTION				
Are there Industry WHS Induction records on site?				White Card/certificate sighted
Have all workers undergone site specific induction training prior to starting work on site?				
CONSULTATION				
Are Toolbox Talks held prior to site works commencing, and then weekly, or more frequently as required?				
SITE AREA				
a) Security				
Is the site securely fenced / barricaded / site occupants isolated from any risk? (CL 298)				
Are all materials stored within the secured work site / site shed / vehicles?				

	YES	NO	N/A	COMMENTS & ACTIONS
b) Signage Are site safety rules available/displayed on site? (Principal Contractor site safety rules displayed when required)				
When fencing is erected, is there a clearly visible sign with the name & phone number, (including an after hours emergency telephone number) of the Principal Contractor (CL 308) and appropriate Construction & PPE signage displayed?				
c) Emergency /Incidents Where is the nearest phone in case of an emergency?				Location:
Is an emergency/incident procedure displayed on site and are workers aware of the procedure? (CL 43)				
Are there suitable fire extinguishers on site (guidance: eg. hot work minimum 4.5kg) & have fire extinguishers been serviced in last six months & tag stamped? (AS 1851.1 Maintenance of Fire Protection Equipment)				
Is there an adequately stocked first aid kit on site? (equivalent to Type B kit plus items identified as required from carrying out a risk assessment) (Code of Practice: First Aid in the Workplace–page 9)				
Is there a qualified first aid person on site? (one first aid person for up to 25 workers for high risk work)				Name/s:
Is there an accident/injury book/register on site?				
d) Amenities – (1 toilet per 20 workers) Are there washing facilities, adequate fresh cool drinking water, clean toilet, lunch and change rooms and bins available?				
e) Waste Disposal Is there a rubbish / waste container on site?				
Is the site area clear of rubbish/scattered materials?				
Is documentation available for any waste/hazardous material disposed of offsite? (eg. tip docket)				
WORKING AT HEIGHTS				
a) Prevention of falls if work area is above 2m and within 2m of the edge - are guard rails or Scaffolding or Harness being used? (harness must be attached) (CL79)				
Is area below (fall zone) fenced/barricaded with warning signage, or spotter below?				
Are tools secured?				
If team has installed Roof Safety Mesh, has a Roof Safety Mesh Handover Certificate been completed & copy left with site owner? (CoP Safe Work on Roofs Part 1)				
b) Ladders Are ladders in good condition, industrial rated with a visible rating sticker, secured top or bottom, extended at least 1 metre above top platform & are timber or fibreglass when working near electrical equipment? (AS1892.5 Portable ladders - Selection, safe use and care)				
c) Scaffolding (CL 225) If the scaffold is under erection, has a safety barrier been set up near the scaffolding base?				
Is proper ladder access provided to scaffold working decks (fixed top/bottom)?				
Is scaffolding secured against tipping?				
Are the planks secure/platforms fully decked?				
Has Scaffolding of 4m or more have a relevant scaff tag or handover certificate?				Monthly certification on site
Are handrails, midrails and toe boards in place along the full length of working deck of the scaffold?				

	YES	NO	N/A	COMMENTS & ACTIONS
d) Mobile Scaffold Do mobile scaffolds have lockable wheels & are the wheels locked? Is safe internal ladder access available above 2m? Is the height less than 3 times the width of the base?				
Do outriggers have to be used? Have overhead electrical hazards been considered?				
HAZARDOUS CHEMICALS / SUBSTANCES				
a) Is there a Hazardous Chemicals/Substances Register on site? (CL 346)				
b) Are copies of Safety Data sheets (SDS) available on site for all substances used/stored on site? (CL 344)				
c) Labelling Are all containers of chemicals adequately labelled? (Includes decanted materials that haven't been decanted for immediate use) (CL 342)				
d) Training Have site workers read SDS and controls listed in SWMS?				
e) Ventilation Is adequate ventilation provided when chemicals/gas bottles are stored in vehicles or in use?				
f) Are appropriate control measures in place for removal of lead based paint?				
g) Are appropriate control measures in place for asbestos removal, & work carried out by licensed person? (CL 458, CoP How to Safely Remove Asbestos)				
TOOLS / ELECTRICAL				
a) Guards Do the machines/tools on site have guards/handles fitted as per manufacturer's recommendations? (eg. grinder, circular saw)				
b) Electrical Are electrical leads, plugs & power tools in good condition & are they tested & tagged three(3) monthly? Are extension leads off the ground? Are all power supply outlets protected by earth leakage devices/RCD's? Sheds/builder's board tested on installation & then 6 monthly?				
c) When explosive powered tools are being used, are warning signs displayed?				
PLANT & EQUIPMENT				
a) Documentation Do plant operators have appropriate licences for licensed work? (Schedule 3) Does all machinery have registration/permits? (Schedule 4) Are Safety Check log books for machinery being completed?				
b) Specific Plant Is traffic control in place if required? Do backhoes/excavators/bobcats/cranes/boom pumps/EWP's have "Beware of Electrical Hazards" signs? Have existing services been verified & are workers aware of safe practices/regulations if working close to power lines &/or underground/hidden services? (eg. dial before you dig, service locator) Is plant in good order (visual inspection - no oil leaks, hydraulic hoses OK etc)? Is the Safe Working Load indicated on the boom of all cranes / EWP / lifts? (Division 1)				

	YES	NO	N/A	COMMENTS & ACTIONS
c) Excavation / Trenching Are silt fences & other sediment control measures in place & functional, if required? Are trenches filled in as soon as work is completed to minimise erosion? Is any surcharge on ground removed?				
d) Demolition works Are stockpiled materials covered to prevent erosion by wind & rain, or dampened with water to reduce wind-blown dust? If dust is a problem, does the fence installed around the site have a cloth barrier to act as a windbreak?				

Site Safety Instruction issued?	YES	NO	Inspecting Person (signature):
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Item No.	Non-Conformance Issue(s) <i>Items that can be rectified on the day of the inspection are to be listed on this form. For all other non-conformances, a Site Instruction is to be issued.</i>	Target Action Date	Sign Off when completed
Inspecting Person (Print Name):	Signature:		

DOC19/1023646