

ABC CONSTRUCTION PTY LTD SITE ESTABLISHMENT CHECKLIST

Department/Contractor:		Project/Location:			
Inspector:		Date of Inspection:			
Item	REQUIREMENT/CRITERIA	YES	NO	COMMENTS	ACTION REQUIRED
1	SITE INDUCTION/TOOLBOX				
1.1	Has a site induction/toolbox talk been conducted and signed by all personnel involved in the task?				
2	DAILY RISK ASSESSMENT				
2.1	Is the Risk Assessment available on site?				
2.2	Is it site specific?				
2.3	Is it completed correctly for the worksite?				
2.4	Has it been signed and dated each day?				
2.5	Does it address pedestrian safety?				
2.6	Does it address vehicle safety?				
2.7	Does it address plant safety?				
2.8	If Dangeours Goods are in use, are there adequate safety controls in place?				
2.9	Is the Supervisor nominated?				
2.10	Is the First Aider nominated?				
2.11	Is the muster point nominated and is it suitable?				
2.12	Are environmental consideration addressed?				
2.13	Are all nominated controls in place?				
2.14	Are all nominated controls effective?				
3	SAFE WORK METHOD STATEMENT				
3.1	Is there a SWMS available on site?				
3.2	Is it site specific?				
3.3	Does it address all tasks & associated hazards?				
3.4	Have the non relevant steps been crossed out?				
3.5	Have the relevant legislation/standards/codes of practice been highlighted?				
3.6	Have the relevant work instructions/forms/risk assessment been identified?				
3.7	Are the relevant work instructions/forms/risk assessments on site?				
3.8	Does the workforce have the necessary training?				
3.9	Has plant and equipment been identified?				
3.10	Have environmental consideration been addressed?				
3.11	Has the SWMS been signed by all personnel involved in the task?				
3.12	Are all required controls in place?				
3.13	Are all required controls effective?				