

CAIRNS BUILDERS PTY LTD

Site Establishment Checklist

Lot 8 Rees Court, Palm Beach QLD 4212

To ensure all of our jobs begin smoothly, Cairns Builders have developed a useful site establishment checklist for our team, our clients and our contractors to refer to at the beginning of the project. For further information on any of the tasks contained herein, please contact your nominated Cairns Builders Project Manager.

- **Site security and access:**

- ☐ Access to the site is clearly identified and provides safe entrance and exit from the site.
- ☐ Secure the site (ie. hoarding, temporary fencing etc.) and ensure it is lockable when unattended to prevent unauthorised access and safe site for contractors and their belongings.
- ☐ Endure adequate signage is installed indicating access locations and key personnel.

- **Health and Safety:**

- ☐ First aid kit available and easily accessed.
- ☐ Emergency Procedures documentation available on site for all staff and contractors to access.
- ☐ Emergency Contacts signage clearly visible.
- ☐ Workplace Health and Safety measures in place – refer to Integrated Project Management Plan for further details.
- ☐ Ensure site induction documentation is available and completed as required.

- **Site facilities:**

- ☐ Rubbish and waste facilities provided and easily accessible.
- ☐ Amenities provided for staff and contractors.
- ☐ Drinking water available.
- ☐ Washing facilities available.
- ☐ Eating area and facilities available and clearly identified.
- ☐ Site office (if applicable to project) clean, tidy and easily accessible.

- **Notification:**

- ☐ Site specific project sign detailing project details, key contacts and site office location installed as per Work Health and Safety Act 2011 (QLD).
- ☐ Notification provided to neighbouring properties/businesses regarding proposed works, duration and key contacts.
- ☐ Ensure relevant Council approvals have been given and Council is notified prior to works commencing.

- **Underground Infrastructure**

- ☐ Dial Before You Dig must be contacted prior to any works commencing on site to confirm service locations on and adjacent to the site.

- **Connections**

- ☐ Plumber to be engaged to disconnect any existing water or gas services and make safe for works.
- ☐ Electrician to be engaged to disconnect any existing electrical services and make safe for works.