

Quality Control Checklist – Site Set Up

PROJECT:			
ITEMS NOMINATED BELOW ARE TO BE ADDRESSED AND TICKED (✓) WHEN COMPLETED			
ITEM	CHK'D	ITEM	CHK'D
1. <u>Public Protection</u> - Fencing/Bunting/Barricades - Banner Mesh Installed - Hoardings/Gantry		10. <u>Recording and Notification Procedures</u> - Plant and Equipment Register - Certificate of Competency Register - Safety Data Sheet File & Register - Visitors Logbook - Site Specific Induction Register and Forms - Training/Toolbox Talk File - First Aid Register of injuries /Incident Reports - Subcontractor Pre-commencement/SWMS Checklist	
2. <u>Site Specific Health & Safety Plan Developed Including:</u> - Emergency Management Plan - Traffic Management Plan - Environmental Management Plan - Induction Register		11. <u>Site Signage Erected</u> - Safety Advisor/ Safety Representative displayed - Visitors & new employee "Direction where to go" signage erected at all site entry points. - PPE signs erected as required - Construction Site Signage - Site Office - First Aid Signage SIGNAGE PACKS ARE PREPARED BY PROJECT TEAM MEMBERS	
3. <u>Locate & document existing services Dial before you dig</u>			
4. <u>Site Access</u> - Check type, surface and capacities of roads - Check Traffic flow - Check number of entrances to site - Check condition of driveway - Check overhead electrical utilities - Check street signs and directions			
5. <u>Location for Site Office, Amenities, Temp Fencing</u> - Check location for site office - Check location for amenities - Check location for temp fencing if necessary - Check adequacy of parking spaces - Check availability of storage areas - Check areas for stock piling materials		12. <u>Safety Equipment (PPE) on site as required.</u> Personnel Protective Equipment Issued to all employees and recorded	
6. <u>Amenities</u> - Water coolers located as required on site. - Toilets as per legislation - Washing facilities as per legislation - Lunch Rooms as per legislation - Sunscreen Dispensers - Site Notice Board			
7. <u>Company Policies</u> - Company Policies posted in Site Office and Lunch sheds - Safety Posters posted in lunch shed and around site			
8. <u>First Aid</u> - Facility/Rooms/Boxes (as per Standard/C.O.P) - Attendant level of competency appropriate - Supplies - Signage posted (ie Gloves, First Aid Kit) - First Aiders Names Displayed		13. <u>Earth Leakage Devices</u> - E.L.C.B Checklist File created - RCD Test undertaken and recorded on Board maintenance Register	
9. <u>Emergency Procedures</u> - Emergency Services Notified of Site Commencement - Emergency evacuation Procedure Posted - Emergency Telephone Numbers. Displayed		14. <u>Subcontractor Safety Documentation issued in contract.</u>	
COMMENT REQUIRED ON ANY ITEM UNABLE TO BE TICKED:			
Project Team Signed:		DATE:/...../.....	