

8 REES CRT Site inspection Audit

Job Name: 8 Rees Crt

Date:21/5/2021

Person Completing: Paul Newton

Subcontractor Completing:

***C – Compliant NI – Needs Improvement NC – Not Compliant N/A – Not Applicable

KEY ITEMS		C	NI	NC	N/A
Housekeeping					
1.1	Is there an adequate waste removal process in place (i.e. enough bins that are emptied regularly)?	x			
1.2	Is there designated areas to store tools, equipment, materials, plant etc.?	x			
1.3	Are stacking / storage areas tidy and organised?	x			
1.4	Have work areas been kept clean, uncluttered and free of waste?	x			
1.5	Are all starter bars capped?	x			
1.6	Is dust being controlled during clean up? (Vacuum / misting / sweepers etc.)		x		
Access, Egress and Public Protection					
2.1	Are there at least 2 forms of access to the working area?	x			
2.2	Are designated access ways free of any protruding objects, water hazards, rock, materials, trip hazards etc.?	x			
2.3	Are all areas affecting the public free of trip hazards and protruding objects (e.g. footpaths)	x			
2.4	Are their walkways to clearly separate workers from plant?		x		
2.5	Are exclusion zones in place for work occurring overhead? (E.g. formwork, EWP, scaffold erection etc.)	x			
2.6	Are designated access and emergency paths defined (e.g. tape/flagging/ barricade/signage)?		x		
2.7	Is the site perimeter secured and appropriate fencing/hoarding/gantries and signage maintained?	x			
Scaffold					
3.1	Are scaffolds easily accessible and free of debris?	x			
3.2	Has the gap between the scaffold stairs or other designated access path to the structure been covered (covering any trip hazard or gap for falling objects)?	x			
V3.3	Are the gaps between the scaffold and adjacent structure in general work areas less than 225mm?	x			
3.4	Are lap boards mechanically fixed where the overlap onto the scaffold is less than 300mm?	x			
3.5	Are kickboard / toe boards installed continuously with no gaps and fixed mechanically?	x			
3.6	Are scaffold deck heights not greater than 300mm above or below floor / soffit level?	x			
3.7	Has the containment screening been installed correctly to prevent falling objects with no gaps and not higher than 2m past the last tie point?	x			
3.8	Has the scaffolds handover and monthly inspection been completed (& the records on site)?	x			
Penetrations					
4.1	Are all penetrations 100mm and over fitted with appropriate covers?		x		

Workplace Inspection Checklist

KEY ITEMS		C	NI	N C	N/A
4.2	Are any penetrations that are impracticable to cover surrounded by full edge protection?				x
4.3	Are all lift shafts fitted with lockable gates / cages?				x
Edge Protection					
5.1	Are physical barriers installed and secure for any exposed edges?	x			
5.2	Where an exclusion zone is established is it 2 metres back from the live edge?				x
5.3	Are toe/kick boards in place on all live edges?	x			
5.4	Are wheel stops/ bump rails / visual barricades installed where EWP's & forklifts are being used near live edges?				x
5.5	Has screening been implemented to ensure the protection of public and workers below?	x			
5.6	Where edge protection is impractical is a system in place for use of harnesses and attachment points and are these certified by a competent person?	x			
Amenities					
6.1	Are amenities always clean, sealed and vermin proof with adequate appliances?	x			
6.2	Is there suitable toilets and crib area on site for all workers?	x			
6.3	Are toilets located separately from the crib room, working, cleaned regularly and easily accessible?	x			
6.4	Is drinking water provided and accessible on all levels?	x			
6.5	Are first aid facilities available, stocked, accessible and with adequate signage and trained person (s) on site?	x			
Temporary Power					
7.1	All switchboards have a weatherproof door free of damage that is lockable, secured to the ground, post or wall and do not have live parts exposed, or unnecessary gaps/ holes/ openings in the enclosure?	x			
7.2	All switchboards have an insulated entry and tie bar that is large enough to loop cables through	x			
7.3	Are the circuit breakers within the switchboard lockable and only accessibly by electricians?			x	
7.4	All switchboards have a clearly defined numbering system and location of where the board is distributed displayed on the board.	x			
7.5	Switchboards are accessible and not obstructed by plant or equipment	x			
7.6	Switchboard is located adjacent to emergency lighting or fitted with a tested emergency light	x			
7.7	Are electrical leads and tools tested and tagged to suit state requirements (3 monthly), no piggy backed or damaged leads in use?		x		
7.8	Cables and leads are hung from insulated hooks or lead stands and protected against mechanical damage?	x			
Lighting					
8.1	Has access lighting has been installed to all levels and at minimum 40 lux with records?	x			
8.2	Emergency backup lights installed to provide a min 20 lux with 6 monthly test records on site?	x			
8.3	Are trades are providing adequate task lighting of 160 lux to all work areas?	x			
8.4	Are all stairwells lit with the minimum emergency lighting?	x			
8.5	Are luminaires are protected against mechanical damage?	x			
Emergency Response					
9.1	Are running man signs in place at all exit points?			x	
9.2	Are there emergency evacuation diagrams on all floors?			x	

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9.3	Are emergency contacts on display?				
9.4	Are fire extinguishers located at all exits with signs erected at 2000 mm and tagged 6 monthly?	x			
9.5	Are fire boosters / hydrants / hose reels as per design operational from 2 levels below the working deck once the building is at an effective height of 12 metres? (**effective height is the height from the emergency exit point)				x
Traffic Management					
10.1	Does the project have one or more approved Traffic Management Plan/s (TMP) on display?				x
10.2	Is there a council and/or police permit required (for road and footpath) & on display?				x
10.3	If there are devices to be temporarily installed as per TMP is there a suitably licenced traffic controller on site?				x
10.4	Are all devices set out in accordance with the TMP?				x
10.5	Are daily pre-starts / SWMS / checklists / toolboxes for traffic controllers completed?				x
10.5	Is there a suitable number of licenced traffic controllers on the projects as per the TMP?				x
10.7	Are all traffic controllers wearing the necessary PPE?				x
10.8	Is there separate entry/exit points for vehicles and people?				x

WEEKLY HEALTH AND SAFETY AND ENVIRONMENTAL ITEMS		C	NI	NC	N/A
S1	Formwork & falsework – Falls managed, exclusion signs & zones in place' joists placed from below, single leading edge	x			
S2	Ladders and trestles - Suitable for the task, correct setup inspected prior to use, removed from service if damaged	x			
S3	Precast Panels – Exclusion zones in place, documentation received, rigger in control of work.				x
S4	Excavations – Collapse controlled, barricades in place, safe access, stockpiles away from trenches				x
S5	Cranes & Lifting - Safe lifting practices near workers, warnings processes or exclusion zones in place, tag lines,				x
S6	Masonry Walls – free standing walls braced where practical or excluded	x			
S7	Concrete pumps / trucks set up – Set up in agreed area clear of trenches and clear of obstructions, exclusion zones in place	x			
S8	Haz Chemicals stored and maintained properly				x
S9	High Risk Work Activities – all workers completing high risk work have completed Permit for activity and suitable controls are in place.	x			
E1	Noise and Vibration controlled - - Ensure that noise and vibration is monitored, PPE being worn & working hours abided by.				xx
E2	Dust - Monitor dust emissions visually and apply water for dust suppression	x			
E3	Concrete Washout areas- maintained and not overfilled		x		
E4	All Bunded areas empty of water -Remove ponded water from area	x			
E5	Spill kits on site and maintained – Contents are maintained and adequate, spills cleaned up and waste disposed of correctly	x			
E6	Sediment Control - none leaving site - Sediment fences erected & maintained, no soil on roads or in gutters, Installed as per Civil DWG's	x			
E9	Weed removal – Weeds are maintained on a weekly basis to prevent spreading	x			

Workplace Inspection Checklist

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Name and position of person closing out inspection: **Builder -Paul Newton**

Date:21/5/21