Planning for Safety – Site Establishment Worksheet

Work	
	VICTORIA

Project:	Address:	Address:			
Site Supervisor:	Phone Number:	Phone Number:			
Site Rules (eg everyone on site must wear safety boots)	Site Plan (draw using legend)				
OHS / Hazard Reporting / HSR:					
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First Aid Contact:					
		Plan to be updated			
Incident / Emergency Contact:		as changes occur			
includint, Emolycondy contact					
Nearest Medical Centre:	Legend D Delivery DW Drinking Water EM Emergency Assembly Area F Fencing/Site Security FA First Aid L Lunchroom NP No Parking	P Power/Mains SP PPE Signage			
	AE Access/Egress D Delivery DW Drinking Water EM Emergency Assembly Area F Fencing/Site Security FA First Aid L Lunchroom NP No Parking R Rubbish Storage/Skip S Storage SB Builder's Signage SO Site Office VP Vehicle Parking WW Walkways/Clear Areas US Underground Services Site Office	P Power/Mains SP PPE Signage T Toilet			

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Project:	Address:
Site Supervisor:	Phone Number:
Nearest Medical Centre:	Date: / /

Site Set-up	Y/N	Comments	Date to be completed	Does any work involve the following?	1
Builders power or alternative				Heights more than 2 metres	
Fencing/site security				Demolition	
Toilets				Removal or disturbance of asbestos	
Drinking water				Trenches deeper than 1.5 metres	
Lunchroom				Temporary support for alternations	
Washing area				Powered mobile plant	
Rubbish removal				Explosives	
Builders signage				Confined space	
Personal Protective Equipment (PPE) signage				Tilt-up or precast concrete	
First aid				Work on or near	
Adequate access and egress				Electrical installation or services	
		· · · · · · · · · · · · · · · · · · ·		Roadways in use by traffic	
Potential Hazards	Y / N	Comments		Pools, spas or water tanks	
Overhead services				Pressurised das mains or piping	

Overnead services	Pressurised gas mains or piping	
Underground services		
Hazardous substances		
Dangerous goods	If you ticked any of these, review the contractors Safe Work Method Statement (SWMS)	
Soil contamination		
Structural inadequacy	If a SWMS is not required, ensure there are safe work procedures in place before work starts.	
Services to be removed	procedures in place before work starts.	
Other		