

Planning for Safety – Site Establishment Worksheet



Project:

Address:

Site Supervisor:

Phone Number:

Site Rules (eg everyone on site must wear safety boots)

OHS / Hazard Reporting / HSR:

First Aid Contact:

Incident / Emergency Contact:

Nearest Medical Centre:

Site Plan (draw using legend)

Plan to be updated as changes occur

Legend			
AE Access/Egress	D Delivery	DW Drinking Water	EM Emergency Assembly Area
F Fencing/Site Security	FA First Aid	L Lunchroom	P Power/Mains
R Rubbish Storage/Skip	S Storage	SB Builder's Signage	SP PPE Signage
VP Vehicle Parking	WW Walkways/Clear Areas	US Underground Services	T Toilet

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Address:

Site Supervisor:

Phone Number:

Nearest Medical Centre:

Date: / /

Site Set-up	Y / N	Comments	Date to be completed
Builders power or alternative			
Fencing/site security			
Toilets			
Drinking water			
Lunchroom			
Washing area			
Rubbish removal			
Builders signage			
Personal Protective Equipment (PPE) signage			
First aid			
Adequate access and egress			

Does any work involve the following?	✓
Heights more than 2 metres	
Demolition	
Removal or disturbance of asbestos	
Trenches deeper than 1.5 metres	
Temporary support for alternations	
Powered mobile plant	
Explosives	
Confined space	
Tilt-up or precast concrete	
Work on or near	
Electrical installation or services	
Roadways in use by traffic	
Pools, spas or water tanks	
Pressurised gas mains or piping	

Potential Hazards	Y / N	Comments
Overhead services		
Underground services		
Hazardous substances		
Dangerous goods		
Soil contamination		
Structural inadequacy		
Services to be removed		
Other		

If you ticked any of these, review the contractors Safe Work Method Statement (SWMS)

If a SWMS is not required, ensure there are safe work procedures in place before work starts.