

Summary

This is a **'TRADE IN / TRADE OUT'** worksheet that both builders and supervisors can use.

Use it to check that the site is **'TRADE READY'** for the next trade coming in and to ensure that any hazards are fixed.

TRADE IN

When a new trade arrives at site, the site supervisor can use this worksheet to:

- ensure that site inductions have been completed
- arrange housekeeping
- look for and fix any potential hazards
- review any Safe Work Method Statement (SWMS) or safe work procedures
- collect and exchange contact details with each leading hand.

During construction, the site supervisor can also use the worksheet to ensure that contractors have:

- the right tool for the job (including height access equipment)
- tools that are tested and tagged where needed.

Trades can use this worksheet to check they have:

- been inducted
- read the site rules
- a clean site and amenities.

TRADE OUT

As each trade leaves the site, the site supervisor can use this worksheet to ensure that:

- the site and amenities have been left clean
- all building waste has been left in the designated collection areas
- all hazards have been identified and controlled.

For information on controlling OHS hazards and risks go to [worksafe.vic.gov.au/construction](https://www.worksafe.vic.gov.au/construction)

Planning for Safety - Trade Ready Worksheet



Trade			
Contact Person			
Phone Number			

TRADE IN	OK	Comments	OK	Comments	OK	Comments
Work area is clean						
Amenities are clean and ready						
Site induction completed						
SWMS or safe work procedures provided						
Contact details provided						
Suitable site power available						
Electrical equipment tested and tagged						
Tools are industrial grade						
Personal Protective Equipment (PPE) is suitable						
Height access equipment is suitable						

TRADE OUT	OK	Comments	OK	Comments	OK	Comments
Site supervisor advised job is complete						
Building waste placed in collection areas						
Site is left clean						
Amenities are left clean						