

SITE INSPECTION SHEET



PROJECT:	DATE: / /
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REVIEW PROMPTS*:** Indicate areas/activities inspected or review even if no issues were found (☑ Tick box).

EMERGENCY RESPONSE ☐	FALLS (ladders, scaffold) ☐	ACCESS & EGRESS ☐	ELECTRICAL ☐	PPE ☐	PLANT & EQUIPMENT ☐	EXCAVATION WORK ☐	WASTE ☐
HOUSEKEEPING ☐	COMPRESSED GASES ☐	PUBLIC PROTECTION ☐	MANUAL HANDLING ☐	WORK PERMITS ☐	DANGEROUS GOODS & HAZARDOUS SUBST. ☐	WATER ☐	
NOISE/VIBRATION ☐	LAND (Flora & Fauna) ☐	HERITAGE ☐	AIR QUALITY ☐	EROSION & SEDIMENT CONTROL ☐	COMMUNITY ☐	AMENITIES ☐	

SECTION 1 – SWMS REVIEW (Focus on High Risk Construction Work** activities)

COMPANY:	SWMS TITLE:	SWMS No.:	REVISION:	REVIEWED BY:
Requirement	Findings (Record your comments and finding)	Action Required (Record "Nil" where no issues are found)	Action By? (Lipman/ Trade)	Action Completed (Date / Initials)
SWMS has been established and accepted by Lipman. (Take a copy of the current SWMS with you to review compliance on site)				
SWMS has been communicated to all workers in the workgroup (i.e. all person present have signed off on the SWMS).				
SWMS is being followed as documented.				
SWMS is current and up to date (i.e. reflects current hazards. Refer to above Review Prompts for further considerations)				

<p>**High risk construction work Lipman is typically engaged in includes work;</p> <ul style="list-style-type: none"> • Involving asbestos; • Involving a risk of falling more than two metres; • Including building or demolition work involving: <ul style="list-style-type: none"> ○ tilt-up or precast concrete ○ structural alterations or repairs to a structure that requires temporary support to prevent collapse ○ the demolition of a load bearing part of a structure ○ the demolition of any part of a structure that is likely to affect its physical integrity. 	<p>It also includes work carried out in, on or near any:</p> <ul style="list-style-type: none"> • Confined space • Shaft or trench with an excavated depth greater than 1.5 metres or a tunnel • Energised electrical installations or services • Area that may have a contaminated or flammable atmosphere • Road, railway or other traffic corridor that is in use by traffic other than pedestrians • Area at a workplace in which there is any movement of powered mobile plant • Water or other liquid that involves a risk of drowning.
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SECTION 2 – HAZARD INSPECTION

INSPECTED BY (NAME):				
COMPANY:				

A hazard inspection has been conducted in the areas and/or activities identified in the **Review Prompts** above using the **HAZARD GUIDE**.
All hazards identified in this review have been recorded and actioned through the electronic **Site Works** tool as referenced below:

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***Refer to the **Hazard Guide** at the end of this form for guidance on what to check and consider.

HAZARD GUIDE The prompts below are provided as a guide only and may not cover all the existing site hazards and activities.

AMENITIES

- Toilets are in a clean and sanitary condition
- Female toilets are available, as required
- The lunch room is clean, tidy and adequate for the number of workers
- The shower, wash and change rooms are clean & tidy
- There adequate supply of clean, fresh drinking water
- The amenities are in good repair (no leaks, secure, etc)
- Appliances and electrical equipment tested and tagged every 3 months

FIRST AID

- A first aid room is available (where there are 100 workers or more)
- There is a suitable first aid kit and is adequately stocked
- Qualified first aiders are identified beside each kit
- Kits are clearly visible/accessible
- An injury notification system (e.g. nurse call, radios etc) is in place and tested monthly

EMERGENCY RESPONSE PREPAREDNESS

- Emergency response plan established, up to date and posted
- Sufficient and correct type of fire extinguishers provided [i.e. ABE dry chemical type]
- Fire extinguishers been tested every six months
- Signs indicating specific use of fire extinguishers in place
- Emergency evacuation system (Exelarm, air horns etc) are tested monthly
- Contact details of key personnel and authorities are posted
- There is easy access to fire fighting equipment
- Emergency service vehicles have clear access to the site

HOUSEKEEPING

- All work areas clean, tidy and free of obstructions or trip hazards
- General lighting is sufficient
- Storage areas are tidy

PERSONAL PROTECTIVE EQUIPMENT

- PPE is suitable for the task and being used correctly
- Hard hats, safety shoes and high visibility vests are worn
- Sunscreen is provided for personnel exposed to the sun
- PPE are worn as required by SWMS

FALLS (General)

- Penetrations are secured, mesh covered and marked with instructions
- Fall arrest systems in use by trained workers
- Handrails in place

WORK PERMITS

- Relevant work permit(s) have been issued for the work (e.g. Hot Work, Isolation, Excavation, Confined space).

COMPRESSED GASES

- Bottles are stored upright and secured
- Cylinders are turned off at the bottle and not the regulator
- Storage is adequate and ventilated
- All cylinders are fitted with flashback arresters at the blow pipe and regulator end.
- Oxy bottles are stored 3m from Acetylene bottles
- Compressed air hoses are in good condition and secured with pins/chains

DANGEROUS GOODS & HAZARDOUS SUBSTANCES

- There is a secure storage area for DG's & Haz. Substances
- There is adequate signage around the store
- A register of Hazardous Substances is maintained
- Material Safety Data Sheets are available for all hazardous chemicals on site and are less than 5 years old
- All containers are clearly labeled
- Fire extinguisher is in pace near the store
- MDF products are being cut in designated cutting room with signage (no unauthorized entry),
- Exhaust ventilation (away from other workers or public), closed doors.
- Power tools used on MDF has dust collection bag,
- MDF work area is vacuumed or wet swept daily. Dust double bagged and sealed prior to disposal in site bin.
- Ventilation and extraction system in place in enclosed areas containing dusts, fumes from chemicals and plant

EXCAVATION WORK

- Sides of excavations are shored or otherwise made safe.
- Access into excavations is suitable.
- Excavations are adequately barricaded, fenced and or sign posted.
- Existing underground services and other potential effects to surrounding structures are identified and controlled.

NOISE

- Workers are not exposed to noise peaking at 140db, or 85db for 8 hours without protection.
- Noise reading taken and recorded for noisy work or new plant and equipment on site.
- Suitable PPE used (Ear plug/muffs are correct type for the job).

LAND (Flora & Fauna)

- Protected trees are identified and fenced off as required.
- Materials are not stored under the drip line of trees (eg construction materials, chemical stores, parked cars, stockpiles etc.).
- Chemicals used to controls pests are carried out by licensed operators in approved areas only.

FALLS (Ladders)

- Only platform ladders with edge protections are being used to carry out work.
- All ladders stable and securely fixed at the top and bottom
- All rungs and stiles intact and in good condition
- The slope of the ladder at a safe angle 4:1
- The ladders are clear of doorways?
- Ladders extend at least 1m above the landing or working platform
- Only fiberglass or timber ladders used near electricity
- Ladders are protected from being hit by moving vehicles

FALLS (Scaffolds)

- Scaffolds inspected monthly by a competent/qualified person
- There are solid foundations under the scaffolding
- There are proper sole and base plates for the standards
- There safe access to the work platforms
- There's adequate bracing in all directions
- Handrails and kickboards are in place on all scaffolds over 2m
- All work platforms are fully decked out
- Scaffolding is tied to the structure at least every 3.6m vertically and horizontally

FALLS (Mobile Scaffolds)

- Mobile scaffolds have lockable castor wheels, and are locked when in use
- There's safe ladder access to the mobile scaffold
- Mobile scaffolds have outriggers in place (i.e. where the height is greater than 3 X Width)

ACCESS & EGRESS

- Access and egress paths are clear
- Access and egress paths are defined (signage, tape or other)
- Prohibited areas clearly sign posted and barricaded
- Lighting including emergency lighting adequate
- Traffic Management controls (outside the site) are in place

PUBLIC PROTECTION

- Site fences are adequately braced.
- Site gates are kept closed when not in use
- Fences/gates are clearly sign posted (warning, directions to site office etc)
- Overhead protection is provided
- Approved permit in place for public domain works

ELECTRICAL

- Portable electrical equipment/leads/RCDs are in good condition, tested & tagged 3 monthly.
- Fixed electrical equipment tested and tagged 6 monthly.
- RCD's are used with all portable electrical equipment
- Portable RCD's are trip time tested every 3 months.
- Fixed RCD's are trip time tested every 12 months.
- Extension leads supported above work and damp areas
- Leads not in contact with metal parts of supports/studs/hooks etc.

LAND (Waste)

- New building materials being stored separately to waste. Designated areas must be set aside for new material storage.
- Excess construction materials separated for reuse or recycling.
- All truck loads leaving site are covered and tailgates sealed.
- Waste is being removed weekly.
- Contaminated waste removed from site. Records are kept for the transport and disposal of the material at a licensed facility

LAND (Erosion & Sediment Control)

- Roads and path ways are clear of dust/mud tracked from the work site.
- Siltation control measures in place around internal drains (e.g. geo-fabric material under drain covers are clean, sand bags/hay bails are not damaged)
- Siltation control measures in place around external drains (e.g. geo-fabric material under drain covers are clean, sand bags/hay bails are not damaged)
- Siltation control measures in place at the site boundary (under hoardings) down hill from disturbed/exposed areas.
- Stockpiles are protected to prevent erosion and sediment leaving site. (ie covered with sediment traps around the stockpile)
- The erosion and sediment control plan remains relevant for the site conditions and activities.

HERITAGE

- Heritage structures are protected/fenced off
- Heritage items/materials removed from existing buildings stored and protected from damage or loss

NOISE AND VIBRATION

- Activities generating loud noise near a sensitive receiver. (e.g rock hammering or piling adjacent to community or building occupants)
- Construction activities and deliveries limited to approved working hours at all times (unless approved)
- Acoustic barriers/enclosures in place and in good condition
- Noise levels do not exceed allowable limits (as per DA/Contract) and records of noise monitoring kept.

WATER QUALITY & CONSERVATION

- Collected groundwater is tested and treated prior to discharge.
- Runoff from undisturbed areas are diverted around the site.
- Contaminated water (soil, construction waste etc) is collected in designated area on site and treated to remove solids prior to discharge.
- Contaminated water is not discharged into sewer (without a permit).
- Concrete wash down areas have been established and in good condition. Waste concrete is collected and recycled.
- Wash out facilities (for painters, renderers, gyprockers, etc) have been established and maintained to prevent discharge of contaminated water.
- Contaminated water removed from site for treatment and disposal.
- Records are kept for the transport and disposal of the material at a licensed facility

PLANT & EQUIPMENT

- Plant and Equipment registers available and current (e.g. Lifting gear, mobile plant, fall restraint equipment etc)
- Plant and equipment maintained and records available
- All plant is fitted with functioning reversing alarms and flashing lights
- Operators are ticketed/competency verified
- Extinguishers are installed and operable
- Traffic Movement controls (within site) are in place (Barricades, signs, barrier tapes) are in use as required
- Plant is working clear of overhead power lines
- All plant has the Safe Working Load (SWL) clearly displayed
- Daily log books are completed
- Faulty equipment and plant are identified and prevented from use

MANUAL TASKS

- Manual tasks are conducted as per approved SWMS
- Lifting equipment is available for heavy or awkward loads.

- Taps and hoses are not kept running or leaking

AIR QUALITY

- Exposed earth has been adequately moistened to prevent dust from escaping.
- Demolished material/excavated soil is stockpiled in designated temporary stockpile areas only.
- Stockpiles are covered in waterproof material.
- Plant and equipment on site are in good working order (noise, minimal exhaust fumes, no oil leaks)
- All loads leaving site are covered and tailgates sealed.
- Dust barriers (screening) are in a good and operable condition.
- Sewer access chambers and pipe work covered when not in use.

COMMUNITY (Liaison & Consultation)

- Neighbours are notified of upcoming construction activities that have the potential to impact their property. (eg. noise, vibration, temporary change of hours)
- Site contact details (name and number) in place at the site gate and up to date
- Hoardings free of graffiti and bill posters

HAZARDOUS SUBSTANCES & LIQUIDS

- All liquid storage containers are secure and in impervious bunds
- Acid Sulphate Soils, asbestos, contaminated material has been identified and controlled appropriately.
- The material is handled and stockpiled in accordance with relevant safety environmental legislation and approved project management plans.
- There is a spill kit on-site and personnel have been trained in its use
- Is there any evidence of spills on site?
- Have appropriate measures been taken to contain any spill?
- Spill kits are well stocked and available near 'active' work areas and storage bunds. Check stocks.