

Take 5 Pre-Start Checklist

Project Name:

Before commencing work:

1. Have you the required training/competencies/trade qualifications/licenses to complete the work?
2. Are you required to complete an induction/site familiarization/sign in procedure and do you need to be accompanied while on site?
3. Are you familiar with the site's health and safety rules and security arrangements and is there a system to report incidents/accidents/near misses and hazards?
4. Are there emergency facilities and an evacuation procedure/route for the site and do you have access to appropriate emergency equipment (such as first aid kits, fire extinguishers, spill kits etc.)?
5. Have you asked the person in charge if there are site hazards that you need to be aware of and have you reviewed the hazards and risks that are likely to be present?
6. If the work involves a high risk task (such as work at heights, hot-work, confined spaces), is a work permit/job safety analysis required and do you have the correct procedures and equipment to do the work safely?
7. Is there a requirement to lock/tag-out equipment or isolate/contain energy before commencing work?
8. Is there appropriate separation of vehicles and personnel during the proposed work?
9. Is all required electrical/mechanical equipment in a safe condition (guards in place, electrical cords in good condition)?
10. If hazardous/dangerous substances are to be used, are they in a safe condition (appropriately labelled and in proper containers) and do you have the appropriate material safety data sheets for the products you are using?

11. Is there a relevant safe work procedure or code of practice for the work you are doing?
(If so, obtain it and familiarize yourself and your fellow employees with the procedure before starting work).
12. Are all employees comfortable with the methods/procedures to be undertaken and have they been given the opportunity to ask questions/raise concerns relating to the proposed work?
13. Do you have all necessary PPE (such as hearing, eye protection, gloves, respirators, falls protection equipment etc.) to do the proposed work safely?
14. Have you a safe means of access/egress to the work area that is free from trip/fall hazards and is there appropriate lighting in the work area?
15. Will you be doing the job with a safe posture that avoids twisting/straining/over exertion where possible and are any manual handling risks minimized?
16. Have you taken steps to eliminate or isolate hazards associated with the work and is all equipment/plant secured from possible uncontrolled movement?

Note: If you answer "no" to any of those above, further follow up may be required with the person in charge before commencing work to help ensure your safety.

At completion of work:

1. Have you left the worksite in an appropriate condition free from hazards and risks? (Clean-up, tools put away, housekeeping etc.).
2. If required, have you signed out?

Comments:

Return this "Take 5" checklist to your Manager/Supervisor after work is completed.

Signature:

Sample

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Contact Person: JANERIVERS

Email: