

**STOP BEFORE YOU START!
PLEASE ANSWER ALL QUESTIONS BELOW BEFORE
PROCEEDING WITH WORKS ON SITE!**



ARE YOU ON RAPID?

Have you completed a site client & AWB induction?

NO

Don't start work. Ask your AWB Administrator to induct you. You will need to complete all inductions relevant to this site before starting. This is inclusive of: Site Induction- Follow procedure in SMP under site induction procedure. Client and AWB Induction- Call 08 9472 9449 .

ARE YOU CERTIFIED?

Are you trade qualified for the works you are required to undertake? Do you have a working at heights, white card, police clearance and other site specific certificates?



NO

You will need the following to work on this site: White Card / Working at Heights (if working over 1.8m) / Police Clearance (must be within 12 months) / Trade Certification (if relevant to your line of work) / Other Certs (relevant to your line of work, eg. EWP Ticket if working in an EWP, High Risk Licence).



ARE YOU AUTHORISED?

Have you been granted permission by your AWB Supervisor to start on site?

NO

Call your AWB Supervisor prior to starting.

ARE YOU UNDERTAKING ANY HIGH RISK WORK?

IF YES, DON'T START WORK!



YES

Have you advised your AWB Supervisor you're doing high risk work? / Do you have a SWMS that is site specific? / Have you completed a High Risk Checklist and emailed it to AWB prior to starting? / Are you trained and competent to do the work?



HAVE YOU SIGNED IN?

Have you signed in at reception/admin? Have you signed in on site?

NO

Prior to starting you must sign in at reception/admin and sign in on site.

DO YOU REQUIRE A PERMIT?

Do you require a permit for the works you are about to undertake? Is it a requirement of AWB's client?



YES

Check with your site contact. Refer to the contact list in from the site folder for site specific contact details.



HAVE YOU COMPLETED A JSA /SWMS?

A JSA is mandatory for all sites prior to undertaking works. A SWMS is mandatory for all high risk works. Complete a SWMS for high risk activity and don't start work until approved by AWB.

NO

Complete a JSA prior to starting work. Complete a SWMS for any high risk works.

ARE YOU WEARING CORRECT PPE?

Are you wearing correct PPE for the site you are working on? Long and longs is mandatory.



NO

You should be wearing: long and longs, steel caps boots, high visual clothing, safety glasses and/or gloves (if required by your field of work).



HAVE YOU CHECKED YOUR PLANT & EQUIPMENT?

Is your plant and equipment safe to use? Have you undertaken a pre-start checklist? Are all electrical items test and tagged? Do you have the MSDS sheets for hazardous substances with you?

NO

Follow manufactures instructions where applicable. / Ensure electrical items are test and tagged. / Complete a pre-start checklist. / Keep MSDS sheets with you on site.

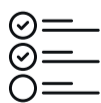
HAVE YOU SET UP AN EXCLUSION ZONE?

Barricade area and make safe for public. Do you need a spotter? Are you working in an EWP or Boom Lift? Are you working at heights or on a roof? If so you will need a spotter.



NO

Get a spotter before commencing works. The spotter must hold a Working at Heights certificate.



IS IT SAFE TO WORK?

Before commencing any works, do a visual inspection of the site. Has anything changed from your last visit? Is it safe to work? Are appropriate safety measures in place?

NO

Ensure fencing, bunting, etc erected. / Check site signage is present. / Confirm location of first aid kit and fire extinguisher on site.

START WORK.