

CONTRACTOR PRE-START SITE SAFETY INSPECTION

Can be used for Contractor Monitoring (Pre-start & during a contract). *Alternative – Critical Risk Verification Tools*

Contractor: _____ Review Period: _____

Date of Evaluation: _____ File Reference: _____

Assessed by: _____ Location: _____

GENERAL	Y/N, n/a
Work methods are consistent with SSSP	
Evidence that SSSP is reviewed with workers	
SSSP is version approved by Contract Manager	
High risk work completed as detailed in SWMS or equivalent level of documentation	
Required PPE is available and correctly worn	
Risk register / Site hazard board readily available on site	
Formal process for hazard Identification – hazard/risk forms	
Written procedures to be used e.g SOP's, SWMS, JSA's,TA	
Consents and permits are in place and adhered to if applicable	
Templates for JSA's available	
There is a process where new hazards identified are risk assessed and included into the JSA or SWMS for sign off by workers	
Work site defined and gives adequate public protection	
Traffic management in place	
Any hire equipment has all relevant certification and checklists applicable to use	
Any isolations (fluid, electrical or mechanical) locked out, tagged and tested	
Warning signs or applicable signs in place	
Other – i.e. Notification to community or stakeholders' of execution of works	
CORRECTIVE ACTIONS*	

EMERGENCY PROCEDURES	Y/N, n/a
Emergency plan and equipment in place	
Assembly point identified	
Workers are familiar with evacuation signal	
First aid kit on site	
Fire extinguisher on site	
Site phone or other contact method available	
Cell phone coverage is adequate or alternative RT radio coverage	
Working alone procedures are in place	
Rescue procedures are in place for relevant risks –working at heights / confined space entry	
Staff emergency contact numbers are available	
Trained first aiders are available on remote sites	
Defibrillator on site	
Heat and fatigue – adequate drinking water on location	
Allergies and medical conditions of employees are accessible if required	
Escalation process includes notification to the Contract Manager. at Taupō District Council	
CORRECTIVE ACTIONS*	

EMPLOYEES / SUB-CONTRACTORS	Y/N, n/a
Signed induction completed for all workers	
Sub-contractors inducted in line with SSSP	
Sub –contractors have met an approved contractor pre-qualification status	
Qualifications & competencies listed in SSSP or SWSM	
Workers are trained & competent/licensed –Taupō District Council contract manager has been provided the current competency matrix of all workers including sub-contractors	
Any variation to the scope of work has been approved and discussed with contract manager. New risk assessment to be completed	
Safe manual handling practices are evident – mechanical aid or 2 person lifts	
Small tools and equipment are used safely and used for the intent the tool is designed for	
CORRECTIVE ACTIONS*	

HOUSEKEEPING	Y/N, n/a
Work areas tidy, secure and free of uncontrolled risks	
Material neatly stored	
Exclusion zones identified	
Temporary fencing and barriers in place	
Public safety has been risk managed	
Emergency access/egress is maintained	
Lighting in all workspace areas are acceptable	
Loose materials are secured from wind	
General waste is disposed of by the contractor	
Caps on star pickets and rebar	
CORRECTIVE ACTIONS*	



GENERATORS AND COMPRESSORS	Y/N
Hire equipment or contractor owned	
Generators and compressors are fit for purpose	
Safety guards are in place	
Refueling of plant is done to ensure no spills occur, adequate bunding / spill trays and emergency spill recovery material	
Noise is at an acceptable level or hearing protection worn	
CORRECTIVE ACTIONS*	

POWER TOOLS / ELECTRICAL EQUIPMENT	Y/N
Plant and equipment is in good condition, properly maintained, and checked daily	
Safety guards are in place	
Electrical Work is completed by a qualified electrician	
RCDs are used where required	
Earth stakes are in place where required	
Electrical equipment is tagged, and within date	
CORRECTIVE ACTIONS*	

HEAVY PLANT AND MACHINERY	Y/N
Seatbelts are used on slopes or where there is a risk of rolling	
Work on slopes is undertaken in a safe manner	
Roll over protection is in place	
Operator is protected from falling debris	
A clear swing/work area is maintained	
Strops and chains are inspected and certified	
Safety observer is used for reversing vehicles where risks to people / operator or plant is identified	
CORRECTIVE ACTIONS*	

NOTIFIABLE WORK - Particular Hazardous Work	Y/N, n/a
Working at Height – Over 5 metres	
Scaffolding –erecting or dismantling scaffolding with a risk of falling 5 meters or more	
Logging or tree felling for commercial purposes	
Lifting – where the appliance has a lift mas >500kg over a vertical distance Exclusions –work using an excavator, forklift or self-propelled crane	
Excavations – is it a confined space - reference controls for Confined Space 1 Work in any drive, excavation or heading in which any person is required to work with a ground cover overhead. 1. Work in any excavation in which any face has a vertical height > 5m and an average slope steeper than a ratio of 1 horizontal to 2 vertical. 2. Work in any pit, shaft, trench or other excavation in which any person is required to work in a space >1.5m deep and having a depth > the horizontal width at the top	
Explosives – work involving the use of explosives, or storage of explosives for use at the worksite.	
Confined Space- Work in which a person breathes compressed air, or a respiratory medium other than air.	
CORRECTIVE ACTIONS*	

OVERHEAD/UNDERGROUND WORK	Y/N
Required certifications are current for workers	
Plans are available that show location of services	
Local authorities – Chorus or Dial before you Dig have been contacted and identified on SWMS	
Safety Observers will be used when machinery or plant are in vicinity of overhead hazards and documented in risk assessment	
Safe working distances are maintained	
CORRECTIVE ACTIONS*	

WORKING NEAR/OVER WATER	Y/N
The level of risk is identified and adequate controls are in place	
Fall prevention is in place where required	
A JSA or SWMS is in place and personnel signed on.	
Personal floatation devices are readily available	
Minimum two person working where relevant	
A documented rescue plan in place	
CORRECTIVE ACTIONS*	

HAZARDOUS SUBSTANCES	Y/N
Are hazardous substances present – if yes identify class	
MSD Sheets are available for substances	
Is storage of chemicals locked or isolated from sources of fuel or public	
Hazardous Substance specific PPE is available on site	
Approved Handler is on site	
Transportation and storage of chemicals as per SDS (labelled containers, etc)	
Diesel / fuel stored in a double skinned vessel or have bunding adequate for the capacity of vessel	
Emergency preparedness for chemical fire or spill	
Suitable spill kit is readily available	
CORRECTIVE ACTIONS*	

ENVIRONMENTAL	Y/N, n/a
Is there a rubbish skip on site?	
Are recycling options available?	
Is the site stripped of soil where dust or runoff as a result of weather is possible?	
Is there & erosion and sediment plan in place with controls to mitigate run off – refer to Waikato Regional Council Guidelines	
Has the erosion and sediment control plan been submitted and approved by Waikato Regional Council if applicable	
Are there any other relevant consent conditions	
Does any equipment exceed the 85 dBa - statutory action noise threshold?	
Is there any risk of airborne dust or odour pollution?	
Storage of oily, greasy or contaminated equipment in outside areas is appropriately covered with tarpaulin or plastic to ensure impurities cannot be washed into storm water drains	
No washing, cleaning or servicing of equipment on roadways or areas where contaminants may be washed into storm water drains?	
Does any environmentally hazardous waste require waste transport certificates or waste tracking forms?	
CORRECTIVE ACTIONS*	



LIFTING WORK	Y/N
Where crane work is required – lift plan is in place	
Qualifications appropriate, sighted and current	
Load weight confirmed as tonnes	
Lifting equipment is used within safe working load limits	
Safe access and egress	
Electrical protection / overhead electrical power lines	
Dogman / Spotter in place with communications established	
Exclusion Zone properly defined and clear of unauthorized personnel	
A clear swing/work area is maintained.	
Ground stability & level – stabilizers in place	
Radio controlled equipment	
Emergency procedures and plan on site	
CORRECTIVE ACTIONS*	

WORKING AT HEIGHT - general	Y/N
Is work over 5 metres?– Notifiable to Worksafe Scope of work is clearly defined and a permit in place where required	
All height equipment is certified and within date – fall restraint equipment – 6 monthly certification	
Personnel are fully trained and competent in height work	
Fall arrest/restraint equipment. is used where required	
A JSA or SWMS supports Height Work – all risks associated to height work are documented	
Is there a rescue plan in place?	
An exclusion zone is established beneath height work where the potential for dropped objects.	
Specific precautions have been implemented and documented in relation to falling object hazards – ie tethered tools	
CORRECTIVE ACTIONS*	

WORKING AT HEIGHT from scaffolding	Y/N
Notifiable Work? (over 5 metres)	
Competency / supervision US 1352: national certificate in scaffolding (elementary) US 1463: national certificate in intermediate scaffolding US 1771: national certificate in suspended scaffolding	
General site plans	
Design drawings and specifications	
Physically fit for manual handling	
Erect, altered and dismantled compliant with Best Practice Programmes for Scaffolding , Access& Rigging in NZ (SARNZ)	
Visual tags in place	
Visual inspection for faults	
Emergency procedures and plan onsite	
CORRECTIVE ACTIONS*	

WORKING AT HEIGHT from ladders	Y/N
Is the ladder used as a work platform?	
Is the ladder used for access to a level or a roof?	
Ladders comply with 4:1 ratio & are tied off	
Ladders are in good condition with no damages	
Ladders are industrial ladders compliant to AS/NZ standard	
Ladders are in good condition & stays in place*	
Working with ladders comply with Taupō District Council Safe Work Procedures for Working at Heights. *	
Workers are not standing on top rung of ladder*	
Fall arrest/restraint equipment. is used where req.	
JSA or SWMS supports working off Ladders	
Rescue plans /two person activity is identified if potential of risk to person working or accessing ladder	
<p>Where height work is for a duration of time or the complexity of the work requires two hands, then alternative arrangements such as scaffolding, Elevated Work Platforms must be used.</p> <p>Refer to Taupō District Council Safe Work Procedures for Working at Heights *</p>	
CORRECTIVE ACTIONS*	

SITE SPECIFIC RISKS	Y/N
<i>E.g. Confined Space permit in place, training completed, atmosphere testing if appropriate.</i>	

CORRECTIVE ACTIONS*

As identified in the above sections

ISSUE / ACTION REQUIRED	RESPONSIBILITY	DUE DATE

CONTRACT MANAGER REVIEW

Name: _____ Signature: _____

Date: _____