

**PRINCIPAL CONTRACTOR CONTROLLED SITE WHS
OBSERVATION CHECKLIST**



HSE-PRO-016a

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Note: JCU demonstrates commitment and leadership to Work Health and Safety by supporting the activities of contractors commissioned to undertake work. Participating in site observations and discussing good performance as well as questioning areas of concern with the Principal Contractor is one way in which JCU provides this support. The Principal Contractor Site Observation Checklist is not intended to be an exhaustive checklist, though prompts aspects of the project which may be observed and records the outcomes. The frequency of site observations will be established during consultation and agreement between JCU and the Principal Contractor.

Contractor Details

Company/ Business Name:	
Contractors Site Contact Person:	Date of audit:
Campus:	Project:

Criteria

Evidence of Induction			
Has the contractor been through the JCU induction process?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Has the contractor received their induction card from the Estate Directorate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Organisation of the site			
Observations indicate that:			
<ul style="list-style-type: none"> Where work is in an area accessed by JCU staff, students and others, there are appropriate controls in place to prevent access by unauthorised persons (including when site workers aren't present). This may include hoarding, barricading, cones, and warning/restriction signage. 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<ul style="list-style-type: none"> Clear access/egress is available around work area. 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<ul style="list-style-type: none"> Site/work area is free from rubbish and obstructions. 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<ul style="list-style-type: none"> Openings in floors, trenches etc. are covered or barricaded. 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<ul style="list-style-type: none"> Agreed dust, noise and fumes controls are in place and these are appropriate and effective. 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Work Method			
Observations indicate that:			
<ul style="list-style-type: none"> Relevant Permit to Work and associated control documentation (SWMS etc) are available at the work location where work is being performed and work practices are in accordance with this documentation. 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<ul style="list-style-type: none"> Where works are on or adjacent to a roadway, including pedestrian access way, a traffic management plan has been developed. 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Electrical			
Observations indicate that:			
<ul style="list-style-type: none"> Electrical equipment - power tools, leads etc. are tested and tagged. 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<ul style="list-style-type: none"> Portable RCD's are used, where required. 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<ul style="list-style-type: none"> Leads, plugs, sockets and switches appear to be in good condition (no exposed wires, no mechanical damage). 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<ul style="list-style-type: none"> Insulated ladders are used near live exposed electrical equipment. 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Prevention of falls from height			
Observations indicate that:			

<ul style="list-style-type: none"> Where workers are operating out of a boom lift or other EWP, check: - fall protection is worn - protective screening is in place to protect people below (e.g. from falling/dropped objects). 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<ul style="list-style-type: none"> Where work is being performed on a roof: fall protection is worn - people below are protected from falling objects. 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<ul style="list-style-type: none"> Where scaffolding (mobile or otherwise) is used: - it is rated and approved - it is stable and secure - people below are protected from falling objects. 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Material storage			
Observations indicate that: <ul style="list-style-type: none"> Building materials are stored within the confines of work area. 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Plant			
Observations indicate that <ul style="list-style-type: none"> Where mobile plant is being used, there is evidence of: separation of paths of travel - daily/pre-start inspection – speed limits being adhered to and warning lights/alarms operational – all plant has a registration certificate. 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<ul style="list-style-type: none"> Where non-mobile plant is used, check guarding is in place and PPE and public protection mechanisms are being used. 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Licences			
Observations indicate that <ul style="list-style-type: none"> Relevant personnel have current licences to carry out prescribed work 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Hazardous Chemicals			
Observations indicate that <ul style="list-style-type: none"> Safety Data Sheets (SDS) are available for all hazardous chemicals and the storage, ventilation, PPE requirements are being followed as directed by the SDS. 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Site Safety Management Plan

Are there site specific items in the site safety management plan that are not on the above list?
If YES list them:

Is the contractor working in conformance to the SSMP? Yes No N/A

Comments:

Evaluation

In your observations is the contractor meeting their obligations as assessed in these criteria? Yes No

Have identified non-conformance(s) observations been discussed with the contractor? Yes No N/A

Comments:

Observation completed by: (Print Name) _____ Date: _____

Signed: _____