Southern
PLANT HIRE SERVICES

WORKPLACE CHECKLIST

This checklist provides a template to raise awareness of critical risk considerations on construction sites. Please take 5 minutes to stop and consider the activity and the risks associated. More information can be found at www.southernplanthire.com.au.

No	Items Covered	Yes	No	N/A
1.	Are you and your operators/drivers aware of the task to be undertaken and have the appropriate verified competency to attempt?			
2.	Have you completed a pre-start daily check list?			
3.	Have you and your operators/drivers successfully completed Southern Plant Hire registration and induction?			
4.	Have you reported your presence to the site supervisor?			
5.	Do you have relevant Safe Work Method Statement? Link: http://www.southernplanthire.com.au/downloads/			
6.	Do you have correct PPE available? e.g. • Hard hat • Safety glasses • Steel cap safety boots • Long sleeve shirt • Long pants • Hi vis jacket/vest • Hearing protection • First aid kit • Gloves • Seat belt to be worn at all times			
7.	Are you aware of and complied with Fatigue Management recommendations e.g. • Prevention in the work place. https://www.worksafe.vic.gov.au/fatigue • NHVL fatigue management guidelines. https://www.nhvr.gov.au/safety-accreditation-compliance/fatigue-management/about			
8.	Are you aware of and comply to Chain of Responsibility requirements? (CoR) https://www.nhvr.gov.au/safety-accreditation-compliance/chain-of-responsibility/changes-to-cor			
9.	Are you aware of site-specific rules? (See site foreman)			
10.	Have you completed site specific inductions?			
11.	Are aware of emergency contact information? • Site contact and numbers: Refer Job sms sent to you by Southern • Southern Plant Hire Office 03 9769 0022 • Emergency 000 • Fire 000 • Dial before U dig 1100			
12.	Report all site hazards/incident/injuries to the site supervisor			
13.	Have current Insurances/PHA • Workcover • Public Liability • Plant/Truck Insurance • Risk Assessment (Less than 12 months old) • Service/Maintenance log			
14.	Have current Licence • Certificate of competency • Drivers/operator's license			

	• Industry OH&S Card • Operator tickets			
No	**Items Covered**	**Yes**	**No**	**N/A**
15.	Are there emergency facilities, evacuation route and designated assembly point?			
16.	Are you familiar with how to report hazards & incidents? • Incidents • Injuries • Hazards Forms available at http://www.southernplanthire.com.au/downloads/			
17.	Have available applicable Southern Plant Hire Policies: • Quality Policy • Safety Policy • Fit for Work Policy/Drug and Alcohol • Code of conduct Policies available at http://www.southernplanthire.com.au/downloads/			
18.	Machine/Truck has UHF or hand held two way radio			
19.	Have you considered/identified • Underground services • Obstacles • Overhead cables • Exclusion zones • Unstable ground			