

# Checklist for site visits

## Who will use this checklist?

Te Puna Hanganga, Matihiko personnel such as Delivery Managers, Construction Observers, School Property Advisors and external Project Managers undertake visits to school property works or project sites as part of their role. As the Ministry's (Te Puna Hanganga, Matihiko) representatives there is a need to ensure their personal safety and to monitor aspects of health and safety practices they may observe while on the site visit. Conduct a minimum of one checklist for each live site per month and email the completed checklist to [TPHM.healthandsafety@education.govt.nz](mailto:TPHM.healthandsafety@education.govt.nz)

## Important!

As a site visitor and worker your personal safety is important. You must take reasonable care for your own health and safety and that you don't put others at risk through your actions. Always:

- Use your PPE while on site
- Use the site visitor sign and induction procedure
- Follow any site procedures and rules

If you observe any situations or activities that may be unsafe on site report this to the Site Manager immediately.

<b>School / Project:</b>	<b>Capital Works Project No:</b>
 <b>Contractor:</b>	
 <b>Date:</b>	
/	/
DD	MM YY

### 1. Site Entry and Induction

**YES      NO      N/A**

Access to the site controlled ie gate/entrance with sign in procedures

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Sign in and induction procedure in place and being used

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Access and egress (emergency exits) points signposted and in working condition

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#### Comments

## 2. Site security

YES NO N/A

Site is adequately fenced and maintained

Safe access provided to enable delivery of materials ie pedestrian and vehicle delineation

### Comments

## 3. Site hazard board and signage

YES NO N/A

Site hazard board is updated and lists current hazards and controls

Signage in place eg emergency exits and evacuation or muster locations, notice boards, first aid information and warning signs

### Comments

## 4. Personal health and safety

YES NO N/A

PPE used on site by workers and visitors where required

PPE is appropriate for the hazard (if observable)

Site amenities adequate and maintained

### Comments

**5. Hazard Management**

**YES NO N/A**

Asbestos - Te Puna Hanganga, Matihiko management process applied and Asbestos Removal Control Plans accepted before commencing work

Are working surfaces and access paths in good condition - no obvious tripping hazard eg power leads

Floor openings and penetrations/excavations are covered or fenced off

Stairs, landings and working platforms (including scaffolds) are fitted with handrails, midrails and toeboards

Scaffolding is certified (tagged) and inspected weekly

Materials and rubbish stored safely

**Comments**

**6. Emergency plan in place**

**YES NO N/A**

Emergency procedures, muster locations and exits visible and available on site

First aid equipment and trained first aiders available

Fire extinguisher/hose reels available and locations visible

**Comments**

## 7. Incidents

YES

NO

N/A

Site incident and accident register maintained on site

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Incidents reported to Te Puna Hanganga, Matihiko

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**Comments**

## 8. Site Specific Safety Plans (SSSP)

YES

NO

N/A

SSSP available on site

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Are observable practices on site in line with the SSSP?

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**Comments**

## 9. General

YES

NO

N/A

Do you have any other notes or observations?

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**Comments**