



INTERNAL REVIEW OF ON SITE ACTIVITIES

for

Site

**THIS INTERNAL REVIEW HAS BEEN DISCUSSED
ON SITE WITH THE SITE MANAGER BELOW**

NAME _____ SIGNED BY _____

DATE OF REVIEW _____

This series of checks are used to give an understanding of the level of compliance being used by WaterForce Ltd sites by Jeremy Palmer (NCHSIP, NCOHS – Workplace, NCOHS – Coordination). The main points being audited on the day relate specifically to safety and health for the site on the front cover, in regards to protection of the environment, the public, sub trades and employees. We should have identified the hazards, then assess and control the risks. This audit is designed to see if this has occurred.

Safe Access

- How are visitors and workers new to the site inducted? _____
- Can everyone reach their place of work safely? Are there safe roads, ladders and EWP?
- Are all walkways level and free from obstructions?
- Is protection provided to prevent falls, especially when more than 3 m?
- Are holes securely fenced or protected and clearly marked or covered?
- Is the site tidy and are materials stored safely?
- Is waste collected and disposed of properly?
- Are nails in timber packaging removed or hammered down?
- Is safe lighting provided for work in the dark or poor light?
- Are any necessary props or shores in place to make the structure safe?

Comments/observations _____

Mobile Plant and Machinery

- Are there any dangerous parts, e.g. exposed gears, chain drivers, projecting engine shafts?
- Are the dangerous parts adequately guarded? Are guards secured and in good repair?
- Are passengers prohibited from riding in dangerous positions on mobile plant?
- Does the mobile plant have operational amber flashing beacons?
trucks diggers rollers foreman's ute Other _____
- Is there a system to control on-site movements to avoid danger, including to pedestrians?
- If observed, if vehicles have to reverse are they controlled by properly trained persons following a safe system of work?
- Has mobile mechanical plant been fitted with roll-over protection or fall-on protective structures?
- Is it certified and by whom _____

Comments/observations _____

Noise

- Has an assessment been carried out of the noise risks?
- Are noisy plant and machinery fitted with silencers/muffs?
- Do workers wear ear protection if they have to work in very noisy surroundings?

Comments/observations _____

Risk to the public

- Have all risks to members of the public around the site been identified and managed, e.g. traffic management etc,
- Is the TMP approved, followed and on site? Who is the STMS? _____
- Are cones, signs, safety zones (longitudinal, lateral and overhead) in the right position & OK?
- Is site plant and equipment not in use stored more than 5m from edge of seal and is there sufficient room for road users to pass the works?
- Is there adequate site perimeter fencing to keep out the public and particularly children? Is the site secure during non-working periods?
- Are specific dangers on site made safe during non-working periods, e.g. excavations and openings covered/fenced, materials safely stacked, plant immobilised, ladders removed and equipment locked?

Comments/observations _____

Site Information

- Are there any apprentices/trainees on site?
- Are they being supervised?
- Are assessments / evaluations being recorded and signed off?
- Are the hazard identification and induction forms signed off?
- Have any incidents / non conformances been recorded on the accident forms?
- Have any accidents been reported?
- Are forms being completed correctly?
- Is first aid available?
- Has information on hazards been provided to subcontractors and employees?
- Have sub-contractor staff been trained to carry out their work?
-

Comments/observations _____

Manual handling

- Is it being avoided where there is risk of injury?
- If not, have the risks been assessed and reduced?

Comments/observations _____

Protective clothing

- Is suitable equipment provided to protect the head, eyes, hands and feet where appropriate?
- Do workers wear their protective equipment?
- Are high vis garments done up, clean and only branded on the front?

Comments/observations _____

Excavations

- Have all underground services been located, marked and precautions taken to avoid them?
- If the sides of the excavation are sloped back or battered, is the angle of batter sufficient to prevent collapse?
- Is there safe access to the excavation, e.g. by a ladder of suitable length?
- Are there barriers to stop people falling in?
- Is the excavation affecting the stability of neighbouring buildings?
- Is there risk of the excavation flooding?
- Are stacked materials, spoil or plant near the edge of the excavation likely to cause a collapse at the side?
- Is the excavation Notifiable – deeper than 1.5m **Yes / No** – if yes proceed
- Has an adequate supply of suitable timber, trench sheets, props or other supporting material been delivered to the site before excavation work begins?
- Is a safe method used for putting in and taking out the timbering, i.e. one that does not rely on people working within an unsupported trench?
- If vehicles tip into the excavation, are properly secured stop blocks used?

Comments/observations _____

Concrete & Site Work

- Are there sufficient pegs/pins used with the boxing?
- Is the boxing timber in good condition?
- Are the sub grade, basecourse etc compacted to the correct standard?
- Are seal edgcuts clean, no breaks, incorporating existing cutouts with minimal waste?
- Is it inspected by a competent person against the contract design before permission is given to fill trench / pour concrete / seal road?
- Are datums established on site and checked by surveyor/engineer that it's properly set out?
- Is the site in a tidy condition?

Comments/observations _____

Electricity

- Are all portable electric tools and equipment running through an ELCB or transformer?
- Have they all been tested and certified in the past 3 months? _____ (DATED)
- Who is the Registered Electrician on site for mains connections? _____
- Are there any signs of damage to or interference with equipment, wires and cables?
- Are connections to plugs properly made so that the cable grip holds the cable firmly and prevents the earth wire from being pulled out?
- Are there any overhead electric lines where anything might touch the lines or cause arcing? (cranes, tip-trucks, scaffolding etc.) Has the electricity supply been turned off, or have other precautions been taken?

Comments/observations _____

Fire

General

- Does your site have the right number and type of fire extinguishers?
- Are there adequate escape routes? Are they kept clear?
- Do workers know what to do in an emergency?

Flammable liquids

- Is there a proper storage area?
- Is the amount of flammable liquid on site kept to a minimum for the day's work?
- Is smoking prohibited? Are other ignition sources kept away from flammable liquids?
- Are properly constructed safety containers used?
- Is the spill kit on site? Where _____ location

Compressed gases, e.g. LPG, acetylene

- Are cylinders stored properly, tied or secured to prevent tipping?
- Is the cylinder valve fully closed when the cylinder is not in use?
- Are there 'hot work' procedures?

Site Management

- Have test results been kept, are they up to date with the works?
- Is the finished product tidy, to the correct finish as per contract?
- Have there been any NCR's issued by the Engineer to the contract?
- Have we issued any internal NCR's?
- Are NCR's resolved, rework minimised and quality improving compared to last audit/review?
- Are current issued drawings on site, where? _____
- Are relevant, current documents on site, including any variation orders?
- Are we on schedule as per the works program? _____
- Are we on budget and are payments up to date?
- Are claims from the client up to date and not in dispute?
- Have there been any variations and how have these been documented? _____
- Have there been any complaints from residents, what? _____
- Have there been any complaints from the client, what? _____
- How many accident free days have we experienced to date? _____
- Have we had any Lost Time Injuries?
- Have we been visited by DoL, who, when, why? _____

Comments/observations _____

Audit started : _____ Audit completed: _____

Signed by: _____ Name: _____

Position: _____ Dated: _____