

Zafa Contracting Pty Ltd

ABN: 58 625 827 545


SITE SPECIFIC INDUCTION & TOOLBOX MEETING RECORD

Site Details:	SWMS:	Date:
Activity:		Supervisor:

- | | |
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| 1. SITE TO BE INSPECTED prior to commencing work to identify potential hazards.
2. RISK CONTROL MEASURES TO BE DISCUSSED with workers and implemented.
3. DISCUSS: •first aid provisions/emergency assembly •schedule of works •SWMS
•environmental issues •traffic management plans •equipment checks •PPE.
4. All workers to have construction induction card and relevant equipment licence/competency. | Emergency Assembly Area |
|--|--------------------------------|

HAZARD	✓	RISK CONTROL MEASURE	HAZARD	✓	RISK CONTROL MEASURE
Site plant/equipment.	<input type="checkbox"/>	• All plant pre-start checks completed.	Bitumen Burns	<input type="checkbox"/>	• Operator to wear all required PPE. • Long pants, long sleeves, safety boots, safety gloves, face shield & balaclava as a minimum.
External/Internal vehicular and pedestrian traffic	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	• Work site to be clearly defined. • Use appropriate traffic control as required - separate trafficable areas. • Plant/equipment with operational flashing amber lights & audible reversing beepers. • All workers wear hi visibility safety vest/clothing.	Emulsion product contact with eyes	<input type="checkbox"/>	• Operator to wear safety glasses when operating hand lance.
Operating powered plant or equipment & working around mobile plant	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	• Only competently trained persons to operate plant or equipment. • Operator wears seatbelts. • Check area behind before reversing.	Asphalt burns	<input type="checkbox"/>	• Operator to wear all required PPE.
Reversing trucks with restricted rear vision	<input type="checkbox"/>	• A 'truck controller' is appointed to guide reversing trucks on job site.	Underground assets	<input type="checkbox"/>	• "Dial Before You Dig"
Entanglement	<input type="checkbox"/> <input type="checkbox"/>	• Appropriate machine guarding. • Don't enter paver hopper if operating	Persons falling or tripping on site. Ground condition. Open excavation. Excavation cave in	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	• Maintain good housekeeping. • Barricade off unsafe areas & all battered excavations. • Clearly mark protruding objects using paint, cones or hazard tape. • Benching/shoring if 1500mm+.
Mobile phones	<input type="checkbox"/> <input type="checkbox"/>	• Crew - Use Only in Lunch Break • Foreman/Supervisor to step AWAY from work area when using phone.	Inhalation of dust	<input type="checkbox"/> <input type="checkbox"/>	• Face protection worn as required. • Suppress dust using water truck.
Plant roll over and contact with rotating / slewing plant	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	• Approach embankments/trenches from a 90 degree angle. • Operator to complete visual assessment of ground conditions. • Operator wears seatbelts when ROPS are fitted to plant.	Chemical or fume exposure. Welding or concrete burns	<input type="checkbox"/> <input type="checkbox"/>	• Store and handle chemicals in accordance with relevant SDS. • PPE provided should be worn.
Low overhead power lines	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	• Permit applied for if required. • A "spotter" is appointed to guide plant safely under low power lines. • Tiger tails fitted as required.	Noise	<input type="checkbox"/>	• Wear hearing protection where equipment is signed.
Using power tools	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	• Use battery powered tools first. • Use correct tool for task • Electric power tools tested & tagged.	Manual handling	<input type="checkbox"/> <input type="checkbox"/>	• Request assistance where required. • Correct manual handling techniques.
Ultra violet exposure	<input type="checkbox"/>	• Sun hats and sunscreen.	Heat stress	<input type="checkbox"/>	• Sufficient cool water/regular breaks.
			Bites & stings	<input type="checkbox"/>	• Watch for spiders, snakes & wasps.
			Falls from heights (above 2 metres)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	• Use approved ladder on level ground & tied off appropriately. • Wear safety harness. • Use scaffolding. Use scissor lift.
			Other hazards: (use other side if needed)	<input type="checkbox"/>	

Weather Conditions: ☐ Clear Sky ☐ Dull Sky ☐ Bright Sun ☐ No Wind ☐ Very Windy ☐ No Rain ☐ Light Rain ☐ Heavy Rain

		Worker Site Specific Induction & Toolbox Meeting Sign Off		Copyright © Smarter Safety All Rights Reserved	
Name and Signature:		Name and Signature:		Name and Signature:	
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