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| **Zafa Contracting Pty Ltd**  ABN: 58 625 827 545  **Site Specific Induction & Toolbox Meeting Record** | | | | | | | | | |
| **Site Details:** | | | **SWMS:** | | **Date:** | | | | |
| **Activity:** | | | **Supervisor:** | | | | |
| 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.   1. **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.** |  | * All plant pre-start checks completed. | **Bitumen Burns** | |  | * 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** |        | * 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** | |  | * Operator to wear safety glasses when operating hand lance. | | |
| **Asphalt burns** | |  | * Operator to wear all required PPE. | | |
| **Underground assets** | |  | * “Dial Before You Dig” | | |
| **Operating powered plant or equipment & working around mobile plant** |      | * Only competently trained persons to operate plant or equipment. * Operator wears seatbelts. * Check area behind before reversing. |
| **Persons falling or tripping on site. Ground condition. Open excavation. Excavation cave in** | |        | * Maintain good housekeeping. * Barricade off unsafe areas & all battered excavations. * Clearly mark protruding objects using paint, cones or hazard tape. * Benching/shoring if 1500mm+. | | |
| **Reversing trucks with restricted rear vision** |  | * A ‘truck controller’ is appointed to   guide reversing trucks on job site. |
| **Inhalation of dust** | |    | * Face protection worn as required. * Suppress dust using water truck. | | |
| **Entanglement** |    | * Appropriate machine guarding. * Don’t enter paver hopper if operating |
| **Mobile phones** |    | * Crew - **Use Only in Lunch Break** * Foreman/Supervisor to step **AWAY**   from work area when using phone. | **Chemical or fume exposure. Welding or concrete burns** | |    | * Store and handle chemicals in accordance with relevant SDS. * PPE provided should be worn. | | |
| **Plant roll over and contact with rotating / slewing plant** |      | * 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. | **Noise** | |  | * Wear hearing protection where equipment is signed. | | |
| **Manual handling** | |    | * Request assistance where required. * Correct manual handling techniques. | | |
| **Heat stress** | |  | * Sufficient cool water/regular breaks. | | |
| **Low overhead power lines** |      | * Permit applied for if required. * A “spotter” is appointed to guide   plant safely under low power lines.   * Tiger tails fitted as required. |
| **Bites & stings** | |  | * Watch for spiders, snakes & wasps. | | |
| **Falls from heights (above 2 metres)** | |      | * Use approved ladder on level ground & tied off appropriately. * Wear safety harness. * Use scaffolding. Use scissor lift. | | |
| **Using power tools** |      | * Use battery powered tools first. * Use correct tool for task * Electric power tools tested & tagged. |
| **Other hazards:**  (use other side if needed) | |  |  | | |
| **Ultra violet exposure** |  | * Sun hats and sunscreen. |
| **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: | | | | | |
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| Name and Signature: | | | SF-35 Revision Date 2/10/2023 | | | | | | |