



# Refurbishment/New Site Spot Check Checklist

<b>Site:</b>	<b>Date:</b>
<b>Business / Brand Representative:</b>	
<b>Contractor's name:</b>	
Where the answer to a question or a number of questions is <b>No</b> , raise a Corrective Action Report (CAR). Include safety non-conformance details on the CAR. Only raise one CAR for each spot check.	

Checklist	Yes	No	N/A	Comments
<b>Work practices and systems</b>				
1	Is the contractor's Health and Safety Management Plan available and up to date?			
2	Are Work Method Statements (WMSs) available for all works?			
3	Are safety controls identified in the WMS in use, for example personal protective equipment and signage?			
4	Are the required work permits available and control measures implemented?			
5	Are all contractors appropriately inducted?			
6	Do all contractors sign in and out daily?			
<b>Public safety</b>				
7	Are customers alerted about refurbishment work, if applicable?			
8	Is site access controlled? Areas of the building where work is being conducted must be either securely boarded, wall to ceiling, with appropriately fire-rated material or sectioned off with bunting in unboarded areas.			
9	Are ceiling tiles in place over food preparation areas and other areas where customers and employees are present, for example checkouts?			
10	Is no overhead work conducted during trading hours unless the area below is sectioned off with bunting for customers and employees?			
11	Are all holes and deviations in the floor completely covered and signed where necessary to prevent tripping over or falling in?			



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<b>Public safety (continued)</b>					
12	Are all shop fittings and equipment covered, for example checkouts and fresh produce bunks?				
13	Are all building materials and equipment cleared from passageways, the shop floor, the stockroom and footpaths?				
14	Is the general selling area and entrance clear of building dust?				
15	Is there suitable lighting for public access?				
16	Are traffic and trolley control procedures in place?				
<b>Electrical hazards</b>					
17	Are control measures implemented as per the WMS?				
18	Are all electrical leads elevated to prevent a trip hazard and to reduce the risk of damage from drag, contact with a sharp object or being run over by mobile machinery?				
19	Are portable electrical equipment or tools: <ul style="list-style-type: none"><li>• tested</li><li>• tagged and current</li><li>• used in conjunction with a residual current device (RCD) or safety switch?</li></ul>				
20	Does a qualified technician, for example an A-Grade electrician, conduct works? Qualifications must be sighted.				
21	Is equipment without defects, for example no frayed leads, no exposed wires and no broken plugs?				
22	Are all switches and circuits identified?				
23	Are metal or aluminium ladders not used for any electrical work?				
24	Are lock-out tag procedures in place?				
25	Is no electrical wiring hanging from the roof?				
<b>Contractor plant and equipment</b>					
26	Are contractors using their own plant, equipment and tools? They must not be using the sites equipment unless authorised.				
27	Is all plant and equipment clean, tidy and free from grease?				



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<b>Contractor plant and equipment (continued)</b>					
28	Is all plant and equipment adequately guarded?				
29	Does all plant and equipment have warnings and instructions displayed?				
30	Are only licensed persons erecting scaffolding? Are certificates available on request?				
31	Are the contractors' tools and equipment appropriate for the task?				
32	Are ladders in good condition and used appropriately for the task?				
33	Do those working over two metres have: <ul style="list-style-type: none"><li>• a stable working platform</li><li>• a barricade to prevent falls</li><li>• the scaffolding insulated for electrical work?</li></ul>				
34	Are straight or extension ladders securely fixed at the top?				
35	Are registration and maintenance records available for all plant and equipment?				
<b>Chemicals</b>					
36	Are compliant Material Safety Data Sheets (MSDSs) available for all chemicals on site? MSDS must include Australian emergency contact details and be dated from within the last five years.				
37	Are controls, including controls for environmental risks, in place in accordance with MSDSs and WMSs?				
38	Are all containers appropriately labelled?				
39	Are chemical stored in accordance with the requirements of the MSDS? For example, non-compatible chemicals must be stored separately.				
40	Is the Chemical Register available and listing all chemicals used on site?				
<b>Welding</b>					
41	Are control measures implemented as per WMS?				
42	Are all gas bottles restrained, for example chained to a trolley or against a wall?				



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<b>Welding (continued)</b>					
43	Is additional ventilation available to disperse or control welding fumes or other contaminants?				
44	Are vision screens used for electric welding?				
45	Are hot work permits used?				
46	Are flashback spark arresters fitted?				
47	Is appropriate personal protective equipment (PPE) used?				
<b>Excavation</b>					
48	Is there an appropriate fire extinguisher near the work area?				
49	Are control measures implemented as per WMS?				
50	Is shoring in place and in good condition?				
51	Are banks battered correctly and spoil away from edge?				
52	Is appropriate signage displayed?				
53	Is the excavation well secured?				
54	Is there clear and safe access around the excavation?				
55	Is there controlled access to the excavation area, for example separate access and egress points from the excavation site?				
<b>Demolition</b>					
56	Are control measures implemented as per WMS?				
57	Is access to the demolition area restricted?				
58	Are protection measures for the general public in place?				
<b>Manual handling</b>					
59	Are mechanical aids provided and used?				
60	Are manual handling controls implemented in accordance with the WMS?				
<b>Emergency and First Aid</b>					
61	Is there awareness of emergency procedures?				



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<b>Emergency and First Aid (continued)</b>					
62	Are First Aid Attendant's names and contact details displayed?				
63	Are First Aid Attendant's available?				
64	Are First Aid Cabinets fully stocked?				
65	Is signage on fire hoses and extinguishers displayed and hoses connected at all times?				
66	Are fire panels, fire exits, extinguishers and hoses kept clear at all times?				
<b>Signage</b>					
67	Are fragile ceilings signed accordingly?				
68	Are appropriate safety signs used and displayed, for example 'Hearing protection required'?				
69	Is restricted access signed? Is unauthorised entry signage displayed where appropriate and observed?				
<b>Housekeeping</b>					
70	Do contractors leave the loading dock clean and free from obstruction?				
71	Do contractors leave the stockroom free of hazards, slip or trip hazards or falling objects?				
72	Do contractors leave the entry gates and emergency exits free from obstruction?				
73	Do contractors leave access to emergency equipment free from obstruction?				
74	Have contractors removed all rubbish?				
75	Have contractors left the toilets and staff rooms clean at all times?				
<b>Personal protective equipment (PPE)</b>					
76	Are contractors' employees provided with appropriate PPE?				
77	Do contractors' employees wear PPE that is in good condition?				
78	Are sunscreen and sunglasses provided where appropriate?				

**Business / Brand Representative's  
Signature:**