	<h1>WHS Construction Activities Guidance Checklist</h1>	Version No:	2.0
		Issued:	28 May 2015
		Reviewed:	31 May 2017
		Next Review:	30 May 2020

1. OVERVIEW

The purpose of this checklist is to provide guidance and a tool, to confirm that the appropriate WHS legislative considerations relating specifically to construction have been made for current and planned construction activities.

User notes

This Guidance Checklist is comprised of various parts and sub-checklists.

Complete Part "A" first.

Complete Part B only after the checklists (1-3) have been completed. Part B is a tool for recording additional requirements and actions.

Complete "Checklist "1" to determine if the current or planned construction activity is, or is likely to be, construction work.

If the activity is construction work, complete Checklist "2" to identify if the construction work is **high risk construction work**.

If the activity is construction work, but not high risk construction work, complete Checklist "1a" to confirm which parts of the WHS legislative framework apply to that activity.

If the activity is high risk construction work, complete Checklist "2a" to confirm which parts of the WHS legislative framework apply to that activity.

If the activity is a construction project with a value of more than \$450,000 complete checklist 3 to confirm which parts of the WHS legislative framework apply to that activity (in conjunction with checklists 1, 1a, 2 and 2a as appropriate).

2. PRINCIPAL CONTRACTORS

When Council commissions a **construction project** Council will be the *Principal Contractor* for the project unless:


- a) Council appoints another person to be the Principal Contractor and
- b) Authorises such person to have management or control of the workplace and discharges the duties of the Principal Contractor.

Principal Contractors should have regard to the WHS Management Plan Guidance at **Part "C"**.

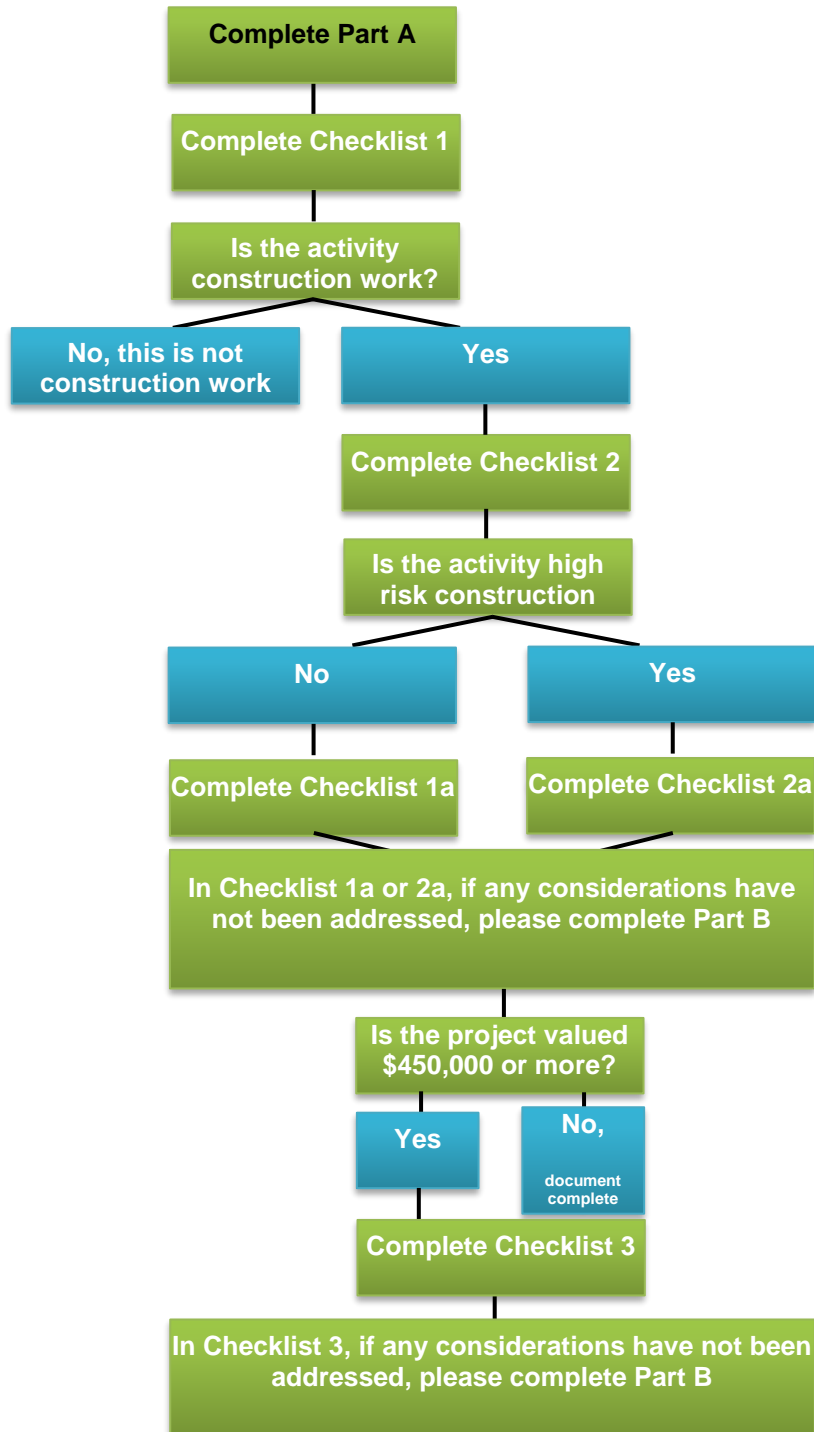
A construction project has only one Principal Contractor at any specific time.

NOTE


This Guidance Checklist is provided as a template support tool. As an example method for Council to confirm that appropriate considerations regarding the proposed activities and their status as construction work have been made. This template is provided for guidance only, and it remains Councils obligation to ensure all WHS considerations have been identified and addressed.

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3. PROCESS FLOWCHART




Acknowledgement; Flowchart is the product of the Barossa WHS team.


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4. DEFINITIONS


Competent Person	<p>Competent person means –</p> <ul style="list-style-type: none"> (a) For electrical work on energised electrical equipment or energised electrical installations (other than testing (R150 and 165) – a person registered to undertake work under the <i>Plumbers, Gas Fitters and Electricians Act 1995</i>; (b) For general diving work – (R174 and 177) (c) For a major inspection and testing of mobile cranes and tower cranes (R235) (d) For inspection of amusement devices and passenger ropeways (R241) (e) For design verification – a person who has the skills, qualifications, competence and experience to design the plant or verify the design (R252) (f) For a clearance inspection (R473) – a person who has acquired through training or experience the knowledge and skills of relevant asbestos removal industry practice and holds: <ul style="list-style-type: none"> (i) A certification in relation to the specified VET course for asbestos assessor work; or (ii) A tertiary qualification in occupational health and safety, occupational hygiene, science, building, construction or environmental health (g) For any other case – a person who has acquired through training, qualification or experience, the knowledge and skills to carry out the task
Construction Work	<p>Means any work carried out “in connection with” the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure [as defined by the WHS Regulations 2012 (289)(1)]</p> <p>But does not include the following:</p> <ul style="list-style-type: none"> (a) The manufacture of plant; (b) The prefabrication of elements, other than at a place specifically established for the construction work, for use in construction work; (c) The construction or assembly of a structure that once constructed or assembled is intended to be transported to another place; (d) Testing, maintenance or repair work of a minor nature carried out in connection with a structure; (e) Mining or the exploration for or extraction of minerals. <p>[as defined by the WHS Regulations 2012 (289(3))]</p> <p>NOTE: ‘In connection with’ means related to or associated with construction. Contracts covering a project are a good guide to what activities are done in connection with construction.</p> <p>Examples may include:</p> <ul style="list-style-type: none"> (a) Work by architects or engineers in on-site offices or conducting on-site inspections, but not architects or engineers working in offices away from the construction site. (b) Work by a mechanic on an excavator on-site and not in an isolated service area. (c) Delivering building materials to different points on the site, but not making deliveries to a single designated delivery area. (d) Excavating for a basement garage. (e) Testing fire equipment on the construction site. (f) Supervisors and manager moving around the site to monitor work. (g) Surveying a site after construction has started, but not surveying a Greenfield site before construction has started. (h) Traffic control on a construction site.
Construction Project	<p>Is a project that involves construction work where the cost of the construction work is \$450,000 or more</p>

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	[as defined by WHS Regulations, 2012 (292), p.188]
Designers	Means a PCBU that designs a structure that is to be used as, or could reasonably be expected to be used as or at, a workplace. There may be multiple designers who are involved in the design of a structure and have the same duties, for example architects, civil engineers, electrical engineers, mechanical engineers, structural engineers and hydraulic engineers. A builder could also be considered to be a designer if they are involved in altering the design for a building, even after construction work has commenced. [as defined by WHS Act 2012 (22)]
General Construction Induction Training	Means training delivered in Australia by an RTO for the specified VET course for general induction training.
General Construction Induction Training Card	(a) In Division 2 of Chapter 6 Part 5 – a general construction induction training card issued under that Division; (b) In any other case – a general construction induction training card issued- (i) under Division 2 of Chapter 6 part 5 or under a corresponding WHS law; or (ii) by an RTO under an agreement between the regulator and an RTO or a corresponding regulator and an RTO Note: The SA Construction Industry Occupational Health and Safety Committee and the Construction Industry have expressed a strong view that online training for this course is not acceptable to the industry in South Australia. The Code states that the course <i>has a nominal duration of 6 hours face-to-face delivery and it is expected that the construction industry will comply with the Code</i> . Construction site managers in South Australia may choose to refuse entry to a person, or require a person to be re-trained if they decide that there is a need for re-training.
High Risk Construction Work	Means construction work that: (a) Involves a risk of a person falling more than 3 metres; or (b) Is carried out on a telecommunication tower; or (c) Involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure; or (d) Involves, or is likely to involve, the disturbance of asbestos; or (e) Involves structural alterations or repairs that require temporary support to prevent collapse; or (f) Is carried out in or near a confined space; or (g) Is carried out in or near: (i) A shaft or trench with an excavated depth greater than 1.5 metres; or (ii) A tunnel; or (h) Involves the use of explosives; or (i) Is carried out on or near pressurised gas distribution mains or piping; or (j) Is carried out on or near chemical, fuel or refrigerant lines; or (k) Is carried out on or near energised electrical installations or services; or (l) Is carried out in an area that may have a contaminated or flammable atmosphere; or (m) Involves tilt-up or precast concrete; or (n) Is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians; or (o) Is carried out in an area at a workplace in which there is any movement of powered mobile plant; or (p) Is carried out in an area in which there are artificial extremes of temperature; or

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	<p>(q) Is carried out in or near water or other liquid that involves a risk of drowning; or (r) Involves diving work. [as defined by the Work Health and Safety Regulations 2012(291)]</p>
Principal Contractor	<p>A PCBU that commissions a construction project is the principal contractor for the project [as defined in the WHS Regulations, 2012 (293) p. 188]. The person conducting a business or undertaking that commissions a construction project is the Principal Contractor, unless that PCBU engages another PCBU to be the Principal Contractor and authorises such person to have management or control of the workplace and discharge the duties of the Principal Contractor the person so engaged.</p>
Safe Work Method Statement (SWMS)	<p>A document that records; the steps in an activity, the hazards associated with the activity, the controls required to conduct the activity safely and the method for employing such controls. (Refer Safe Work Method Statement for High Risk Construction Work (Document # 12.3.35.13.2)) In relation to high risk construction work - a Safe Work Method Statement as referred to in Regulation 299 (as revised under regulation 302)</p>
Structure	<p>Means anything that is constructed, whether fixed or moveable, temporary or permanent, and includes— (a) Buildings, masts, towers, framework, pipelines, transport infrastructure and underground works (shafts or tunnels); and (b) Any component of a structure; and (c) Part of a structure. [as defined in the WHS Act, 2012 –s4.] Examples of structures include:</p> <ul style="list-style-type: none"> – A roadway or pathway. – A ship or submarine. – Foundations, earth retention works and other earthworks, including river works and sea defence works. – Formwork, falsework or any other structure designed or used to provide support, access or containment during construction work. – An airfield. – A dock, harbour, channel, bridge, viaduct, lagoon or dam. – A sewer or sewerage or drainage works.
WHS Management Plan	<p>A document which records the significant (Prescribed) information relating to WHS for a construction project. (See part C of this document for guidance on a WHS Management Plan) As required and prescribed under Chapter 6, Part 4 of the WHS Regulations 2012 Note: this regulation commenced on 1 January 2014</p>

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Part A	
Council Name:	
Department initiating activity:	
Person/s responsible for activity:	
Internal:	
External (This may be the nominated Principal Contractor):	
Descriptor of activity being reviewed (Include project name if applicable)	Location of activity:
Value of activity (or project):	Proposed dates for activity:
Person completing this review:	Date of review:
Location of reference documents (Insert file name and path or physical locations of any documents (Such as project files etc.) that are used as reference in completing this checklist)	

Part B
Outcome of review (Provide the key information here that has come out of the review i.e. whether the activity is construction work, high risk construction work or construction project)
Identify the major safety risks & corresponding control measures
Identify additional training needs, licences & competent training personnel
Summary of next steps and person responsible. (Document here the actions identified from completion of the appropriate checklists in this document that need to be completed in order to safely manage the activity, who is responsible for the action and when it needs to be completed by). (Actions may be included in the organisations Corrective and Preventative Action Registers CAPA).

Action required	Person responsible	Completion date

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PART C: WHS Management Plan

All construction projects must have a written WHS Management Plan prepared by the Principal Contractor.

The WHS Management Plan must include:


- The names, positions and health and safety responsibilities of all persons at the workplace whose positions or roles involve specific health and safety responsibilities in connection with the construction project.
- The arrangements in place between any persons conducting a business or undertaking at the workplace for consultation, cooperation and coordination of activities in relation to compliance with their duties under the WHS Act and Regulations.
- The arrangements in place for managing any work health and safety incidents that occur.
- Any site-specific health and safety rules and the arrangements for ensuring that all persons at the workplace are informed of these rules, and
- The arrangements to collect and assess, monitor and review the SWMS.

The WHS Management Plan may include the following information:

- Details of the person commissioning the construction work, for example their name, ABN (if available) and address.
- Details of the Principal Contractor.
- Details of the construction project, for example address of the workplace, anticipated start and end date and a brief description of the type of construction work that the WHS Management Plan will cover.
- Details on how contractors and subcontractors will be managed and monitored, including how the principal contractor intends to implement and ensure compliance with the WHS Management Plan such as checking on the performance of contractors and subcontractors and how non-compliance will be handled.
- Details on how the risks associated with falls, falling objects and any high-risk construction work that will take place on a construction project will be managed.

It may also include information on:

- The provision and maintenance of a Hazardous Chemicals Register, safety data sheets and hazardous chemicals storage.
- The safe use and storage of plant.
- The development of a construction project Traffic Management Plan.
- Obtaining and providing essential services information
- Workplace security and public safety.
- Ensuring workers have appropriate licences and training to undertake the construction work.

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CHECKLIST 1: CONSTRUCTION WORK

Do any of the following apply to this activity? Check box if undertaking any of the activities listed below and complete details.

Is there any installation or testing carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure?	<input type="checkbox"/>
<i>(Insert detail of intended activity that meets above requirement)</i>	
Will there be removal from the workplace of any product or waste resulting from demolition?	<input type="checkbox"/>
<i>(Insert details of waste from demolition)</i>	
Will the prefabrication or testing of elements, at a place specifically established for the construction work, for use in construction work be done? (Note this only applies if, as part of your project, an area has been set up to prefabricate or test elements to be used in the project)	<input type="checkbox"/>
<i>(insert details)</i>	
Is there the assembly of prefabricated elements to form a structure, or the disassembly of prefabricated elements forming part of a structure?	<input type="checkbox"/>
<i>(insert details)</i>	
Is there installation, testing or maintenance of an essential service in relation to a structure?	<input type="checkbox"/>
<i>(insert details)</i>	
Is there any work connected with an excavation? <i>(See Excavation and Trenching Procedure for specifics on managing this type of work)</i>	<input type="checkbox"/>
<i>(insert details)</i>	
Is there any work connected with any preparatory work or site preparation (including landscaping as part of site preparation) carried out in connection with any construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure?	<input type="checkbox"/>
<i>(insert details)</i>	
Will any construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure be carried out on, under or near water, including work on buoys and obstructions to navigation?	<input type="checkbox"/>
<i>(insert details)</i>	
Is there any other activity being undertaken in connection with any construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure that has not been covered by the above?	<input type="checkbox"/>
<i>(Insert Details)</i>	

If any box has been checked, the work is construction work and you should assess if it is high risk construction work by completing Checklist 2

If the activity is not high risk construction work, confirm that all appropriate considerations for construction work have been made by completing Checklist 1a


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CHECKLIST 2: HIGH RISK CONSTRUCTION WORK

Do any of the following apply to this activity? Check box if undertaking any of the activities listed below and complete details.

Does the work involve a risk of a person falling more than 3 metres? <i>(See Prevention of Falls Procedure for specifics on managing this type of work)</i>	<input type="checkbox"/>
Is the work carried out on a telecommunication tower?	<input type="checkbox"/>
Does it involve demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure?	<input type="checkbox"/>
Does it involve, or is it likely to involve, the disturbance of asbestos?	<input type="checkbox"/>
Does it involve structural alterations or repairs that require temporary support to prevent collapse?	<input type="checkbox"/>
Is it carried out in or near a confined space? <i>(See Confined Space Procedure for specifics on managing this type of work)</i>	<input type="checkbox"/>
Is it carried out in or near— (i) a shaft or trench with an excavated depth greater than 1.5 metres; or (ii) a tunnel? <i>(See Excavation and Trenching Procedure for specifics on managing this type of work)</i>	<input type="checkbox"/>
Does it involve the use of explosives?	<input type="checkbox"/>
Is it carried out on or near pressurised gas distribution mains or piping?	<input type="checkbox"/>
Is it carried out on or near chemical, fuel or refrigerant lines?	<input type="checkbox"/>
Is it carried out on or near energised electrical installations or services? <i>(See Electrical Safety Procedure for specifics on managing this type of work)</i>	<input type="checkbox"/>
Is it carried out in an area that may have a contaminated or flammable atmosphere?	<input type="checkbox"/>
Does it involve tilt-up or precast concrete?	<input type="checkbox"/>
Is it carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians? <i>(See Work Zone Traffic Management Procedure for specifics on managing this type of work)</i>	<input type="checkbox"/>
Is it carried out in an area at a workplace in which there is any movement of powered mobile plant? <i>(See Plant Procedure for specifics on managing plant)</i>	<input type="checkbox"/>
Is it carried out in an area in which there are artificial extremes of temperature?	<input type="checkbox"/>
Is it carried out in or near water or other liquid that involves a risk of drowning?	<input type="checkbox"/>
Does it involve diving work?	<input type="checkbox"/>


If any box has been checked, the work is High Risk Construction Work and you should confirm that all appropriate considerations have been made by completing Checklist 2a

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CHECKLIST 1a: CONSTRUCTION WORK

Considerations and controls where there is no high-risk construction work

Who has management control of the workplace? Council project manager or contract manager <input type="checkbox"/> External PCBU <input type="checkbox"/>																																																									
Who is the designer for this project? (insert name and details – this could be internal or external) Regulation 294 of the SA WHS Regulations 2012 requires the person who commissions construction work to consult with the designer about how to ensure that risks to health and safety arising from the design, during construction work are eliminated so far as is reasonably practicable or if that is not reasonably practicable, to minimise the risks so far as is reasonably practicable).																																																									
Who is responsible to consult with designer and provide any information Council has in relation to the hazards and risk where the construction work is to be carried out? (insert name and details) (Regulation 295 of the SA WHS Regulations 2012 requires the designer of the structure or any part of a structure that is to be constructed to provide the PCBU who commissioned the design, a written (safety) report that specifies the hazards relating to the design of the structure. If the PCBU who commissions a construction project did not commission the design of the construction project, the person must take all reasonable steps to obtain the written (safety) report in relation to that design. Regulation 296 of the SA WHS Regulations 2012 also requires any information the person who commissions the project has in relation to hazards and risks at or in the vicinity of the workplace where the construction work is being undertaken to be provided to the Principal Contractor).	<input type="checkbox"/>																																																								
Designers safety report received	Date: <input type="checkbox"/>																																																								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33.33%;"></th> <th style="width: 33.33%; text-align: center;">Yes</th> <th style="width: 33.33%; text-align: center;">No</th> <th style="width: 33.33%; text-align: center;">N/A</th> </tr> </thead> <tbody> <tr> <td>Competent workers selected</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Licences current and available including general construction induction training card (white card)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Risk assessments completed, or</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Risk assessments obtained from Contractor</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Risk assessments obtained have been checked</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>First aid provisions in place</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Emergency Plan developed and tested</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Processes for consultation, cooperation and coordinating of activities with other duty holders is in place and agreed</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Processes for consultation with workers and their representatives in place</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Site secured from unauthorised access</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Work zone traffic management requirements determined</td> <td 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obtained from Contractor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Risk assessments obtained have been checked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	First aid provisions in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency Plan developed and tested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Processes for consultation, cooperation and coordinating of activities with other duty holders is in place and agreed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Processes for consultation with workers and their representatives in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site secured from unauthorised access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work zone traffic management requirements determined	<input type="checkbox"/>	<input type="checkbox"/>	<input 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CHECKLIST 1a: CONSTRUCTION WORK

Considerations and controls where there is no high-risk construction work

Information available re underground essential services and provided to workers, principal contractor and subcontractors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information available re underground essential services available for inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written reports from geotechnical engineers or other competent persons obtained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permits for work required? <i>(List permits here)</i> Responsibility for obtaining permits <i>(insert name and details)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Electrical equipment and installations comply with Australian Standard AS/NZS 3012:2010 <i>Electrical installations - Construction and demolition sites.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Relevant signage is in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility allocated for checking that all persons have returned from their tasks at the end of the day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Processes in place for monitoring and review of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other <i>free text insertion</i>	<input type="checkbox"/>		

If any of the above considerations have not been addressed or documented appropriately, insert an action in Part B

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CHECKLIST 2a: HIGH RISK CONSTRUCTION WORK

Considerations and controls where there is high risk construction work

<p>What aspect of this construction work poses a high risk?</p> <p>What control measures are in place in respect of this risk?</p>																													
<p>Who has management control of the workplace?</p> <p>Council Contract Superintendent or Project Manager</p> <p>External PCBU</p>	<input type="checkbox"/> <input type="checkbox"/>																												
<p>Who is the designer for this project?</p> <p style="color: red;">(insert name and details – this could be internal or external)</p> <p>(Regulation 294 of the SA WHS Regulations 2012 requires the person who commissions construction work to consult with the designer about how to ensure that risks to health and safety arising from the design, during construction work are eliminated so far as is reasonably practicable or if that is not reasonably practicable, to minimise the risks so far as is reasonably practicable).</p>																													
<p>Who is responsible to consult with designer and provide any information Council has in relation to the hazards and risk where the construction work is to be carried out?</p> <p style="color: red;">(insert name and details)</p> <p style="color: red;">(Regulation 295 of the SA WHS Regulations 2012 requires the designer of the structure or any part of a structure that is to be constructed to provide the PCBU who commissioned the design, a written (safety) report that specifies the hazards relating to the design of the structure.</p> <p style="color: red;">If the PCBU who commissions a construction project did not commission the design of the construction project, the person must take all reasonable steps to obtain the written (safety) report in relation to that design.</p> <p style="color: red;">Regulation 296 of the SA WHS Regulations 2012 also requires any information the person who commissions the project has in relation to hazards and risks at or in the vicinity of the workplace where the construction work is being undertaken to be provided to the principal contractor).</p> <p>Designers safety report received Date:</p>	<input type="checkbox"/>																												
<p>Competent workers selected</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;"></th> <th style="width: 33%; text-align: center;">Yes</th> <th style="width: 33%; text-align: center;">No</th> <th style="width: 33%; text-align: center;">N/A</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		Yes	No	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<p>Licences current and available including general construction induction training card (white card)</p>	<input type="checkbox"/>																												
<p>SWMS prepared, or</p>	<input type="checkbox"/>																												
<p>SWMS obtained from Contractor</p>	<input type="checkbox"/>																												
<p>Responsibility allocated for making sure all SWMS' for high risk construction work developed by contractors are consistent with each other and appropriate</p>	<input type="checkbox"/>																												
<p>Workers trained in SWMS</p>	<input type="checkbox"/>																												
<p>SWMS available to all persons carrying out high risk construction work</p>	<input type="checkbox"/>																												



WHS Construction Activities Guidance Checklist


Version No:	2.0
Issued:	28 May 2015
Reviewed:	31 May 2017
Next Review:	30 May 2020

CHECKLIST 2a: HIGH RISK CONSTRUCTION WORK

Considerations and controls where there is high risk construction work

	Yes	No	N/A
If the SWMS is revised:			
Responsibility allocated to make sure all previous versions are retained	<input type="checkbox"/>		
All persons advised that revision made to SWMS and how they can access the revised SWMS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy given to Principal Contractor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All workers provided with relevant information and instruction to enable them to understand and implement SWMS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SWMS easily accessible at workplace where work is being carried out or able to be promptly delivered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First aid provisions in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Plan developed and tested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Processes for consultation, cooperation and coordinating of activities with other duty holders in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Processes for consultation with workers and their representatives in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site secured from unauthorised access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work zone traffic management requirements determined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public safety issues managed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information available re underground essential services and provided to workers, principal contractor and subcontractors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information available re underground essential services available for inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written reports from geotechnical engineers or other competent persons obtained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permits for work required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>(List permits here)</i>			
Responsibility for obtaining permits assigned	<input type="checkbox"/>		
<i>(insert name and details)</i>			
When excavation work is being undertaken, the frequency of inspections of soil condition and the state of shoring, battering and trench walls have been determined and documented as part of the risk assessment process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical equipment and installations comply with Australian Standard AS/NZS 3012:2010 <i>Electrical installations - Construction and demolition sites.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relevant signage is in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility allocated for checking that all persons have returned from their tasks at the end of the day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Processes in place for monitoring and review of work including making sure SWMS is complied with	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other <i>free text insertion</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If any of the above considerations have not been addressed or documented appropriately, insert an action in Part B.


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CHECKLIST 3: CONSTRUCTION PROJECT

Value \$450,000 or more, may or may not include high risk construction work

<p>Does anything in this project qualify as high risk construction work? YES / NO (If no, ensure Checklist 1a has been completed. If yes, include details and ensure checklist 2a has been completed)</p>	<p>1a <input type="checkbox"/></p> <p>2a <input type="checkbox"/></p>						
<p>Who is the Principal Contractor? Council Project Manager or Contract Superintendent (insert name)</p> <p>External PCBU (insert name and details)</p> <p>If external PCBU – contract specifies who is Principal Contractor</p> <p>Information has been given to Principal Contractor in relation to hazards and risks at or in the vicinity of the workplace?</p>	<p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p>						
<p>Who has management control of the workplace? Council Project Manager or Contract Superintendent</p> <p>External PCBU</p>	<p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p>						
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<p>WHS Management Plan prepared, or (see page 6 for details of what is required within a WHS Management Plan)</p> <p>WHS Management Plan prepared and/or obtained from Contractor</p>	<table style="width: 100%; text-align: center;"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<p>Other free text insertion</p>	<p style="text-align: center;"><input type="checkbox"/></p>						

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5. REVIEW HISTORY

Document History:	Version No:	Issue Date:	Description of Change:
	1.0	Oct 2013	New Document, Oct 2013
	1.1	July 2014	Minor document control changes. Draft watermark removed from last 3 pages. Update release dates for last 3 pages. Update version number to 1.1 and issue dates.
	1.2	July 2014	Additional of 'essential services' to definition. Update of version number and release date.
	2.0	May 2017	Updated Construction project definition to reflect change in regulations from \$250,000 to \$450,000. Inclusion of the Barossa Council Flowchart Format Change to header and footer