



HAZARDCO
HEALTH & SAFETY MADE SIMPLE

2024 TRADIE HEALTH & SAFETY CHECKLIST



Setting up Health and Safety for your trade business

If you're the business owner or sole trader, make sure you have processes in place for the following areas

- ✓ Hazards and risks
- ✓ Training and competency
- ✓ Emergencies and incidents
- ✓ Plant, machinery, and equipment
- ✓ Hazardous substances
- ✓ Health monitoring
- ✓ Consulting and sharing information with workers

Arriving at a construction site

- ✓ **Read the Site Specific Safety Plan:** A Site Specific Safety Plan* outlines what hazards have been identified for the site, what control measures the builder has put in place, key emergency arrangements, and any site-specific rules.
- ✓ **Complete the site induction:** Inductions contain important information you need to know about the site and also record you have acknowledged and understood the site conditions.
- ✓ **Sign onto site if required by the builder:** You may be required to sign in and out of the site so that the builder can keep a record of who is on-site.

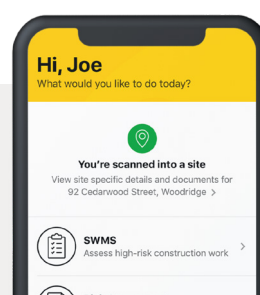
Working on site

- ✓ **Start off on the right foot with a Risk Assessment prior to starting a new task or activity:** Check your work site is safe and any new hazards are identified and managed.
- ✓ **Complete a SWMS before performing high-risk construction work:** You may need to provide a copy of the SWMS to the Builder, so check with them before starting work.
- ✓ **Consult and communicate with a Toolbox meeting once a week/fortnight:** Share and capture what's happening on-site, including hazards, incidents and corrective actions.
- ✓ **Report all incidents as they happen, including near misses:** Reporting and investigating incidents helps you take action to minimise the chance of it happening again. If you're working on a construction site, make sure you notify the builder as soon as possible.
- ✓ **Check your vehicle once a month:** Check when your service is due, check the emergency equipment such as the first aid kit and fire extinguisher and the condition of the vehicle.
- ✓ **Review and monitor:** Regularly take stock of your site or work area by completing a Site Review. You may also be asked to join in on an inspection or audit with the builder.

*Note: The Site Specific Safety Plan is also known as a Health and Safety Coordination Plan (HSCP) in Victoria or WHS Management Plan in other states/ territories.

Want an easier way to stay on top of health and safety?

Contact us for a free trial



1800 954 702



HAZARDCO
HEALTH & SAFETY MADE SIMPLE