



MULTI DWELLING RESIDENTIAL BUILD CHECKLIST

Check you've done these things before the project starts:

✓ **Contractor Management**

Collect and review contractor health and safety information, including:

- Methods for managing and controlling on-site risks.
- Training records.
- Plans and rescue strategies for high-risk work.
- Information on any hazardous substances brought on-site.
- Health monitoring procedures for workers.
- Emergency and incident procedures.
- Public liability insurance details.

✓ **Site Preparation**

- Conduct a site review to identify potential hazards such as unstable ground, proximity to utilities, and environmental issues.
- If demolition is planned, check for asbestos and obtain an Asbestos Clearance Certificate if necessary.
- Ensure all necessary permits are obtained and construction adheres to local building codes and regulations.

✓ **Project Planning**

Create a Site Specific Safety Plan (SSSP) that includes the following:

- Health & Safety Policy
- Project details
- Contractor list
- Emergency procedures
- Site plan
- Hazardous work identification
- Site rules
- Roles and responsibilities
- Induction and training requirements
- Site hazard controls
- High-risk tasks
- Hazardous substances
- Communication plan
- Inspection schedule
- Environmental considerations
- Share the SSSP with contractors before work starts and ensure it is accessible on-site. Complete site inductions for all workers before they begin work, ensuring awareness of daily hazards

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Check you've done these things before the project starts:

✓ Construction Site Management

- Display a Hazard Board at each site entrance/exit.
- Secure the site with appropriate fencing and signage to prevent unauthorized access.
- Designate an area for proper storage of hazardous substances, following safety data sheet (SDS) guidelines.
- Implement a system for safe disposal and recycling of construction waste.
- Provide and maintain on-site amenities, including drinkable water, toilets, and hand washing facilities.
- Set up traffic management for delivery drop-offs and parking.
- Implement lift plans if cranes are used on-site.
- Set up permit-to-work systems for tasks like welding, grinding, or electrical work.
- Ensure the site electrical switchboard adheres to AS/NZS 3012 (2019) standards.

✓ Worker Safety

- Identify required PPE for workers, such as hard hats; gloves, safety glasses, high-visibility clothing, and steel-toed boots.
- Ensure workers have knowledge and understanding of site safety.

- Verify daily that workers are fit for work, (both mentally and physically), especially if operating heavy machinery.

✓ Equipment Safety

- Ensure scaffolding is erected and inspected by qualified workers. Use ladders of good quality and correctly.
- Install guardrails, safety nets, or personal fall arrest systems where there is a risk of falling from heights.
- Regularly maintain and inspect all machinery and equipment to ensure they are safe to use.

✓ Environmental and Health Hazards

- Control dust with water suppression or vacuum extraction and provide ear protection in high-noise areas.
- Ensure proper ventilation when using materials that emit fumes or dust, and monitor air quality to prevent respiratory issues.
- Use less hazardous materials when possible, ensuring proper ventilation and protective measures when handling chemicals.

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Check you've done these things before the project starts:

✓ Emergency Preparedness

- Report and record near misses, injuries, incidents, or illnesses in an incident register. Investigate as needed and follow notifiable incident protocols with WorkSafe NZ.
- Provide accessible first aid kits and ensure some workers are trained in first aid.
- Develop and communicate an emergency plan for situations like fires, chemical spills, or severe weather.
- Install fire extinguishers and ensure all workers know how to use them. Store flammable materials safely.

- Hold regular Toolbox Meetings to communicate and record health and safety information, including hazards, incidents, and corrective actions. Share important information with contractors.
- Complete Task Analysis (TA, JSA, or SWMS) for all high-risk work. Review contractor's TA's and stop work if the TA is not being followed due to work variations or contractor changes, until the TA is reviewed and updated.

✓ Monitoring and Review During Project

- Implement good communication procedures for the site to share information or raise concerns.
- Conduct weekly site reviews or post-incident reviews to assess and monitor risks and controls, such as scaffolding, ladders, mobile plant operations, excavations, dust, hazardous substances, electrical safety, hot works, equipment, fencing, traffic management, training, documentation, and emergency planning. Share relevant information with contractors.

✓ Completion of Project

- Ensure all construction debris and waste materials are removed from the site.
- Ensure water and gas connections are secure, tested, and free from leaks.
- Confirm that the electrical system is fully functional, with no exposed wires or faulty connections.
- Review contractors health and safety and quality of work from the project and provide constructive feedback to help them improve their safety practices (if needed).

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