



HAZARDCO
HEALTH & SAFETY MADE SIMPLE

SITE SECURITY CHECKLIST

Make your site safe and secure for the shutdown period

Unauthorised access can cause accidents, theft, or damage to your site. It's important to secure the area, especially when there are hazards. Use this checklist to double-check your site is safe and locked up over the holiday period.

SIGNAGE

Displayed at the perimeter of the site including:

- Principal contractor name
- Clearly visible contact person's name & contact details - including out of hours
- Warning signs displayed

CHEMICALS

- Make sure chemicals are securely stored following the SDS (Safety Data Sheet) or removed from the site

FENCING

Check the fence is secure and:

- Has no holes or gaps anyone can crawl through
- Gate is tightly chained and locked
- Fencing panels are securely clamped together
- Soundly constructed to withstand high winds

UTILITIES & SERVICES

- Make sure all utility service supplies are isolated at the point of source and locked

TRAFFIC CONTROL & SHARED PATHWAYS

- Traffic control measures align to the traffic control plan for when the site is closed
- Traffic barriers are adequately installed and secured (e.g. water/concrete)
- Road plates are secured with non-slip surface provided
- Traffic signage is secured
- Footpaths are unobstructed to prevent people walking on the road

GENERAL

- All tools & equipment have been removed
- All rubbish has been emptied/removed



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MOBILE PLANT

Make sure mobile plant such as excavators, skid steers, etc.:

- Have been removed
- Are parked in a central area and wheels are chocked
- Have the hydraulics de-energised to prevent movement (e.g. buckets, booms, etc. lowered to the ground)
- Have the ignition keys removed and secured in a safe place
- Cabin doors and windows closed and locked
- Security screens securely fitted

SCAFFOLD

- Install warning signage to prevent unauthorised access
- Make sure scaffolds inspections are up to date and only conducted by a competent person, with any relevant documentation and inspection reports maintained
- Remove loose materials from scaffolding structure and store securely

- Make sure planks are adequately secured to prevent uplift from high winds
- Make sure ties are adequately positioned and secured to prevent movement, as per the scaffold design/plan
- Make sure mesh and shade cloth have been adequately secured and fixed as per the manufacturers specifications to minimise resistance from high wind conditions

FALLS & FALLING OBJECTS

- Secure access to scaffolds and roof
- Barricade, cover (load bearing), or isolate excavations to prevent falls
- Remove all ladders & cover all voids
- Make sure people are protected from anything that can fall outside of site

ONGOING CHECKS

- ✗ Think about scheduling regular checks of the site during the shutdown period to ensure the site fence and other controls are still in place



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