

# Site Establishment Guidelines



This guideline provides a general overview of considerations for site establishment and the processes that should be documented. This guide will identify the concept and considerations however given the diverse operations in regard to equipment, activities, legislation and other circumstances, your business will ultimately have to determine what is required for your Site Establishment Checklist.

## What is a Site Establishment Checklist?

A site establishment checklist is a document that sets out the minimum requirements your business has stipulated for sites it works on. It is a form of risk management to highlight and rectify any shortcomings the worksite may have. Depending on your operations, you may choose to nominate minimum standards for safety, security, emergency response, amenities or signage to name a few.

## When is it used?

The checklist should be completed for every site that you undertake work on. It should be simple enough to be applicable across all your worksites whilst also enabling effective risk mitigation.

## What if a site can't conform?

The checklist should also consider the fact there may be a site in the future that can't meet these minimum requirements. Your company may or may not be the first ones on site so, or you may not have the authority to implement controls listed. There should be clear instructions on what actions should be undertaken and what level of risk is deemed acceptable, along with steps to escalate with site owners or management.

## Site Establishment Considerations

- **Access and Egress** – Is it safe, practical and efficient to enter or leave the site. Do any additional controls need to be implemented? Is there sufficient separation for personnel and mobile plant?
- **Layout** – Depending on your operations you may need to separate different activities on site. This could be a lay down yard, hot works area and carpark. Try to think ahead and apply logic to this decision making process.
- **Signage** – Is there adequate signage indicating traffic control, hazard identification, amenities, muster points etc...
- **Access restrictions** – Does entry to the site require specific qualifications or inductions
- **Security** – Is the site secure? Consideration needs to be given to keeping members of the public out whilst work is undertaken whilst also ensuring assets on site after hours are suitably safe.
- **Amenities** – What is expected or legally required for your site? This covers items like toilets, break areas, first aid provisions and emergency response planning.
- **Procedures** – Every business has procedures for their operations, the best ones know they need to be accessible for their workers when they need them most. Having a central area these are kept onsite ensures they are used. Examples of this could be hot works, emergency response, ground breaking or fitness for work.
- **Hazard Awareness** – It is wise to consider what dangerous substances, areas and substances and – could be on your worksites. This is your chance to identify them and apply controls to manage them best.
- **Controls** – What is expected on each site? This can relate to plant requirements (beacons, radios, signage or reverse alarms) or PPE, risk assessments or drug/alcohol/fatigue.
- **Contact lists** – This could be for frequent suppliers, health & safety representatives, neighboring properties or emergency contacts.

*This Form is a **guide only** and does not contain a definitive list of legal or regulatory requirements. To meet your legal obligations, you are required to seek independent advice to assess your circumstances.*



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