

This checklist does not provide a complete hazard identification list. Use this checklist as additional considerations to your normal hazard identification, assessment, control and checking process for the work to be performed.

Date work begins		Date work complete	
Project/site address			
Description of work			
WorkSafe NZ notification required	Greater than 5m high Yes <input type="checkbox"/> WorkSafe NZ number:	Less than 5m high No <input type="checkbox"/>	

Permit required?	If the risk of falling has not been engineered out If relying on fall restraint or fall arrest equipment Yes <input type="checkbox"/>	If using an elevated work platform If working behind suitable edge protection or from complete scaffold platform If carrying out low risk (less than 1.5m high), short duration work (less than 10 minutes) No <input type="checkbox"/>
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You answer **NO** to any of the following questions, you must not continue without seeking sign-off from a Supervisor or Site Engineer before starting work.

Before works begin				
Item	Check	Yes	No	N/A
1	Do you have any special controls in place to protect against falling objects when working on plant/equipment (for example, barricading, sign posting, and exclusion zones below the work area, lanyards on tools)?			
	Is a means provided to restrain tools from falling? List in comments			
2	Has safety equipment been checked?			
	<ul style="list-style-type: none"> • Free of defects and faults • Compliant with current standards 			
3	If the area requires warning signs and barricades/exclusion zone to restrict unauthorised access, are they in place?			
4	When work involves working over water, have all risks been identified and assessed for the safety and rescue of workers should they fall into the water?			
5	Is temporary fixed scaffolding for work required?			
	If yes, all scaffolds less than 5m (at the working platform) must be assessed by competent persons to ensure compliance to AS/NZS1575 or Scaffolding in NZ Best Practice Guideline.			
	If scaffolding is 5m or higher, it must be erected and maintained by a Certified Scaffolder.			
6	Is a mobile scaffold in place?			
	If yes, does the scaffold provide safe entry and exit and edge protection?			
7	Is an elevated work platform (EWP) (for example, cherry picker, scissor lift, and			

Before works begin				
Item	Check	Yes	No	N/A
	so on) in place?			
	If yes, have appropriate controls such as suitable harness anchor point, traffic control, spotter, exclusion zone to prevent collisions been put in place?			
	Is EWP operator trained/competent to operate this type of equipment?			
8	Is fall arrest/restraint equipment (for example, harness, lanyard)?			
	If yes, is there a rescue/emergency plan, and are workers assessed as currently competent in safe operation of all fall arrest/restraint equipment?			
9	If a work positioning system is being used, are all staff trained or certified competent in abseiling procedures and rescue systems?			
	Is an experienced and competent person in charge of installing and checking anchor systems?			
10	Is there a work instruction and have all hazards associated with the job been identified with controls confirmed and communicated to all staff?			

Hazard isolation

The items ticked below have been isolated and made safe.

Check	Yes	No	N/A
Pipelines (water, steam, gas, fuel, and so on)			
Mechanical and/or electrical drives			
Traffic flow in work area suspended or controlled			
Electrical services			
Air-conditioning and exhaust ducting			
Warning notices, locks or tags have been fixed to all means of isolation			

General comments

Checklist receiver

Signed: _____

Date: _____

After works check (to be completed by the Checklist receiver)				
Item	Check	Yes	No	N/A
11	Has the site, plant, and equipment been returned in safe operating condition?			

Signed: _____

Date: _____

Name: _____

Position: _____