Mitigation Checklist - Holiday Shutdown Period

Project Name/Address:	
Inspected by:	
Date:	

Perimeter Fencing and Hoardings	Yes	No	N/A
Perimeter fencing or hoardings adequately erected around boundary of site and firmly fixed			
Outriggers and counterweights adequately positioned to secure fencing to prevent movement in high winds			
Couplings adequately secured and positioned below the horizontal bars and fastening nuts on the inside to prevent removal by unauthorised persons			
Perimeter fencing and gates secured			
Gantries clean materials and equipment secured			
Anchoring blocks positioned and stable			
Water barriers. On hire / off hire			

Signage	Yes	No	N/A
Principal contractors name displayed (builders name)			
Contact person's name clearly visible and legible			
Contact phone number (contactable 24/7)			
ABN & licence number displayed, if applicable			
Is the information legible, so emergency services, regulators or neighbours can contact you?			
Has signage been erected to warn potential intruders of security measures that have been implemented on site			

Gas, Electricity & Water	Yes	No	N/A
Gas supply isolated at point of source and secured (locked)			
Electrical mains isolated at point of source and secured (locked)			
Water supply isolated at point of source and secured (locked)			
Perimeter lighting (public)			
Generators locked away			
Temporary switchboards padlocked shut			

Traffic Management Controls (Pedestrian & Vehicle)	Yes	No	N/A
Do the traffic control measures align to the traffic control plan			
Are traffic barriers adequately installed and secured (e.g., water/concrete)			

Mobile Plant (MP)	Yes	No	N/A
Has MP been minimised on site where practicable, i.e., removed from site			
MP has been parked in a central area on site			
MP hydraulics de-energised to prevent movement (e.g., buckets, rippers, booms, etc lowered to ground level)			
MP ignition keys removed and secured in a safe place			
Access doors closed and secured			
Security screens fitted adequately secured			
All EWPS elevated to prevent intruders climbing into the baskets			

Tower Cranes	Yes	No	N/A
Barricading erected at base of tower crane (e.g., minimum 1.8 meters to 3 meters) and access door adequately locked			
Suspended loads, lifting chains removed and secured			
Lifting hook raised & secured to prevent contact with powerlines			
Keys removed and adequately secured			
Cabin door closed and locked (optional security measure- barrier mesh/plate over glass)			
Crane in slew mode to allow movement in high wind conditions			
Have all maintenance checks been completed by the contractor/operator			
Secure Tower Crane at bottom - fence / board			
Ensure the crane base is locked shut e.g. digi lock, pad lock and chain etc to prevent unauthorised access			

Scaffolding	Yes	No	N/A
Access stairs at the base of the scaffolding has been barricaded off and locked to prevent unauthorised access			
All materials and scaffolding components removed from scaffolding structure			
All large gaps minimised (e.g., gap between structure and scaffold no greater than 225mm, etc)			
Planks adequately secured to prevent uplift from high winds			
Tie bars adequately positioned and secured to prevent movement, as per the scaffold design/plan			
Mesh and shade cloth has been adequately secured and shade cloth fixed as per the manufacturers specifications to minimise resistance from high wind conditions			

Common Area (Footpaths & Roads)	Yes	No	N/A
Free of building materials that obstruct access			
Free of building waste and materials that may cause injury			
Hazardous substances are stored in accordance with the manufacturer's safety data sheet recommendations			
The chemical register is current and easily accessible to allow emergency services to determine; where they are stored, types of chemicals, reactivity and quantity			
Crane bays swept and free of debris			
Empty acetylene cylinders removed off the workplace			
Empty oxygen cylinders removed off the workplace			

Fall Prevention	Yes	No	N/A
Has adequate edge protection (top rail, middle rail, kickboard or mesh) been installed to minimise the gap at deck level no greater than 225mm to prevent persons falling			
Have access points into the building (structure) been barricaded and locked off to prevent unauthorised access			
Have excavations been barricaded or covered (load bearing) to prevent persons falling into them			
Have extension, platform and A frame ladders been removed to prevent use by unauthorised persons			
All concrete penetrations have secured penetration covers that can withstand a load bearing weight of a person			
Ensure all ladders are locked up e.g. chain and pad lock to prevent unauthorised usage			

Tools & Equipment	Yes	No	N/A
Have trades removed all their power tools and electrical equipment			
Has all equipment on site (e.g., cement mixers, shovels, Lead stands etc) been removed from site or locked away in a secure location			
Have fire extinguishers and nurse call stations been removed and secured			
Bleed kits locked away / radios removed			
Timbers de-nailed and stacked neatly			
Ply board and form ply packs fixed as one solid pack			
Reo Bars re stacked neatly / in-situ reo bars capped			
Ensure all materials on the roof are stacked, strapped and secured			

Site Security	Yes	No	N/A
Has an inventory been completed to clarify what plant & equipment was left on site			
Has plant & equipment been moved away from the perimeter fence to prevent to minimise hiding places where unauthorised persons can hide			
Check to ensure the perimeter fence has not been compromised by trades or unauthorised persons			
Are access points kept to a minimum			
Can mobile plant be placed in front of shipping containers to restrict access to the container doors and locks			
Are mobile plant fitted with a tracking device			
Are motion sensor lights, CCTV and or alarms been installed and activated to cover key areas of the site to discourage unauthorised			
Will a principal contractor be organising random security checks or arrange a representative to inspect the site during the holiday period			
Has a crime prevention coordinator been designated to liaise with emergency services and regulators (SafeWork, Police, EPA, Maritime, Etc)			
Has the site office been adequately secured such as double locked doors, window shutters that can be locked from the inside and mesh installed on the roof to minimise risk of vandalism or arson			
Have site plans and key documentation been moved to a secure location to minimise disruption to production			
Locks and Chains			
Workplace security notified with correct contacts			
Workplace security guard booked (only if required)			
Emergency Contacts for Subcontractors i.e., Hydraulics / Electrical			
Apartments locked where applicable			
Computers / Laptops / Tablets secured in locked room			

Environmental (Impacts & Aspects)	Yes	No	N/A
Has all waste material been removed from site or placed in designated re-cycle bins and secured			
Has all soil, sand, cement, gravel, etc been adequately covered (plastic or geofabric, etc) and secured to minimise the foreseeable risk of high winds affecting air quality and silt barriers or bunding (earth bank) been installed or formed to prevent sediment entering adjoining properties (environmental complaints)			
Have fuels, oils, paints (water and oil based), etc been placed in a bunded storage area (110% of total volume), to prevent the hazardous substances breaching the perimeter fence and effecting fauna, trees, vegetation and natural water courses. Are safety data sheets (SDS's) and or chemical register readily available			
Has adequate signage (hazmat) been erected in close proximity to the hazardous materials to assist emergency services			
Have all drainage pits been secured (shade cloth, straw bale filters, etc) to prevent contaminants entering the stormwater and effecting the ecosystem			

Electric Vehicle/ Battery Charging Considerations	Yes	No	N/A
Unplug, disconnect, and if possible, remove EV's and or batteries from site			
Charging: Purchase a charging device that is certified by a nationally recognized testing laboratory. Plug Level I EV chargers directly into an outlet designed to handle the amperage of the charging device. Never use a multiplug adapter or extension cord. Install a residual current device with the charging unit.			
Overcharging: Can cause fire involving Lithium-ion batteries which release toxic and explosive gases			
Fire: Faults in electrical parts or short circuits occurring from damaged parts or unsafe work practices (especially related to battery circuitry of EVs) can cause fires and subsequent release of toxic gases, contaminants or explosion of battery cells which can cause injury or illness			
Toxic Gases: When a battery is damaged or heats up uncontrollably, this may lead to thermal runaway resulting in an uncontrolled explosion			
Stored or generated electrical energy: Arc flash may cause burns directly to the worker or through ignition of other materials			
Fire detection: Alarms and communication systems			
Fire suppression: System design			
Battery Electrolyte: Battery electrolytes in liquid form are highly flammable and can lead to fire risks that can cause injury or illness. Battery electrolyte can cause injury through skin or eye contact, ingestion or inhalation of vapours. This is particularly relevant following collisions or when dismantling vehicles			
Ventilation: Smoke and toxic gas mechanical and natural ventilation design			
Powerful magnets contained within EV components: Some EVs contain powerful magnets. If a person who is wearing a pacemaker or other medical device is close to these parts, the medical device may be affected by the magnets.			
Australian Standard AS 5732:2022 Electric vehicle operations – Maintenance and repair			
Australian / New Zealand Standard AS/NZS IEC 60903:2020 Live working – Electrical insulating gloves			
Environmental Conditions: Local conditions need to be considered Water Ingress, Vibration, Extreme Temperatures, Short Circuit			
Maintenance and repair: Weekly checks are recommended for Electric Vehicle and battery charging stations			

This document is practical advice to be used as guidance material and is NOT legal advice. This list is NOT exhaustive, legal advice should be sought prior to undertaking the risk that is involved with managing a "Construction Site".