

Issue 15 of 2022 – 19 December

HOLIDAY SHUTDOWN PERIOD - MITIGATION CHECKLIST

Members are advised that during the Christmas holiday shutdown period, under the Work Health and Safety Regulation 2017, a person with management or control of a workplace has an obligation to secure the workplace, as outlined in “*Part 6.3 Duties of Person Conducting Business or Undertaking, clause 298 Security of Workplace*”.

The person with management or control of a workplace is also obliged under the Safe Work Australia “*Construction Work Code of Practice*” August 2019, persons who have management or control of a construction workplace as well as Site Security Requirements page.

298 Security of Workplace

- (1) A person with management or control of a workplace at which construction work is carried out must ensure, so far as is reasonably practicable, that the workplace is secured from unauthorised access.

Maximum penalty:

- (a) in the case of an individual - \$3,600, or
- (b) in the case of a body corporate - \$18,000.

- (2) In complying with subclause (1), the person must have regard to all relevant matters, including:
 - (a) risks to health and safety arising from unauthorised access to the workplace, and
 - (b) the likelihood of unauthorised access occurring. Example - the proximity of the workplace to places frequented by children, including schools, parks and shopping precincts.
 - (c) to the extent that unauthorised access to the workplace cannot be prevented - how to isolate hazards within the workplace.

As a proactive precaution for members, Master Builders has developed a shutdown period checklist that can be used prior to leaving the workplace and again upon returning to the workplace to identify any anomalies that may have taken place during the break.

Items covered in the following checklist include, but not limited to:

- Perimeter Fencing
- Signage
- Gas / Electricity / Water
- Mobile Plant
- Tower Cranes
- Scaffolding

Members with questions are encouraged to contact the Master Builders Safety department on safety@mbansw.asn.au or 02 8586 3555.



Mitigation Checklist Holiday Shutdown Period

Project Name/Address:	
Inspected by:	
Date:	

Perimeter Fencing and Hoardings	Yes	No	NA
Perimeter fencing or hoardings adequately erected around boundary of site			
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			

Signage	Yes	No	NA
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	NA
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)			

Mobile Plant (MP)	Yes	No	NA
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			

Tower Cranes	Yes	No	NA
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			



Tower Cranes	Yes	No	NA
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			

Scaffolding	Yes	No	NA
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	NA
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			

Fall Prevention	Yes	No	NA
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			

Tools & Equipment	Yes	No	NA
Have trades removed all their power tools and electrical equipment			
Has all equipment on site (e.g., cement mixers, shovels, etc) been removed from site or locked away in a secure location			
Have fire extinguishers and nurse call stations been removed and secured			



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

Site Security	Yes	No	NA
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			

Environmental (Impacts & Aspects)	Yes	No	NA
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			

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”.