

KEEPING YOUR CONSTRUCTION SITE SAFE AND SECURE WHEN IT IS UNATTENDED - CHECKLIST

This checklist can be used by principal contractors or site supervisors to undertake basic checks to keep your site safe and secure when it is unattended.

Unauthorised access to your site could result in serious injuries or fatality, as well as theft and vandalism.

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

This includes ensuring the site or the work area is secure prior to leaving, especially if hazards are present.

For sites in close proximity to a route travelled by children, such as a school, park or recreational area, consider installing a perimeter fence if hazards cannot be removed or secured against unauthorised access.

Name: _____ Date: _____ Time: _____

Site address: _____

USE THIS SIMPLE CHECKLIST TO HELP PREVENT UNAUTHORISED ENTRY TO YOUR SITE AND TO MAKE SURE YOUR SITE IS SAFE.

SIGNAGE

Ensure you have signage at the perimeter of the site that includes:

Principal contractors name (builders name)

Contact person's name

Contact phone number (contactable 24/7).

Make sure:

the contact information is legible so emergency services, regulators or neighbours can contact you

warning signage has been erected to warn potential intruders of security measures that have been implemented on site.

FENCING

Check the fence:

is complete with no gaps or missing panels and joins any existing fencing or structures. Shrubs or trees are not acceptable fencing

has a minimal gap underneath, with no holes or depressions in the ground that would allow a child to crawl under it

has a chain and lock fitted at the gate. The chain should not be so long that gates can be opened enough to allow someone or a child to slip through

has fence panels that are securely clamped. Tie wire or cable ties should not be used to secure posts together

is constructed securely to prevent collapse in high winds or uneven ground. Use appropriate fencing configurations, counterweights and baseplates along with brackets or braces to ensure your site fence will not topple over. Consider the use of concreted posts and chain wire fence instead of temporary mesh fence if the installation needs to be more secure;

is constructed using appropriate material to prevent foot holds and deter climbing. That means no reo mesh and no mesh greater than 75mm wide (see Australian Standard 4687-2007). Also check to make sure nothing, such as pallets and or other construction materials, are adjacent to the fence which can be used to climb it

is appropriate for the site conditions, taking into account proximity to schools, houses, playgrounds and other public areas including pubs and clubs. Some sites are more likely to have unwanted visitors such as curious children or people wandering the streets after a night drinking. It is especially important that security in these areas is increased

has a fire-retardant mesh if required, to prevent the spread of materials, dust and debris outside the site.

CHEMICALS

Ensure chemicals are secured in appropriate storage lockers.

UTILITIES/SERVICES

Ensure all utility services (Gas, Water and Electricity) supply are isolated at the point of source and secured (locked) by a competent person.

FALLS AND FALLING OBJECTS

Secure access to the structure under construction, to ensure persons can't enter it and fall

barricade, cover (load bearing) or isolate excavations to prevent persons falling into them

remove extension, platform and A-frame ladders to prevent use by unauthorised persons

secure all voids and penetrations - cover or isolate

make sure the public is protected from objects which may fall outside the site.

PLANT

MOBILE PLANT

Ensure mobile plant, such as excavators or skid steers etc:

have been minimised on site or removed where practicable

are parked in a central area

have the hydraulics de-energised to prevent movement (e.g. buckets, rippers, booms, etc lowered to ground level)

are stored as per the manufacturers' instruction

have the ignition keys removed from operators' cabin and secured in a safe place

have the access doors closed and secured

have any security screens fitted adequately.

TOWER CRANES

Ensure you:

restrict access to a tower crane at all access points (e.g. plywood barricades at the base of the tower and anywhere else the tower may be accessed such as from a scaffold or slab penetrations) and lock any access doors

remove and secure any suspended loads and lifting chains

raise the lifting hook and secure it to prevent contact with powerlines

isolate, remove and secure any keys

close and lock the cabin door (consider additional security measure- barrier mesh/plate over glass)

put the crane in slew mode (as per manufacturer's' instruction) to allow movement in high wind conditions

have all maintenance checks completed by the contractor/operator.

SCAFFOLD

When you have a scaffold on site:

consider installing warning signage to prevent unauthorised access

remove loose materials from scaffolding structure and store securely

ensure scaffolds inspections are up to date and only conducted by a competent person, with any relevant documentation and inspection reports maintained

ensure planks are adequately secured to prevent uplift from high winds

ensure ties are adequately positioned and secured to prevent movement, as per the scaffold design/plan

ensure mesh and shade cloth have been adequately secured and fixed as per the manufacturers specifications to minimise resistance from high wind conditions.

TRAFFIC CONTROL AND SHARED PATHWAYS

Ensure:

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.

ONGOING CHECKS

Consider scheduling regular checks of the worksite to ensure the site fence and other controls are still secured and safe.

FURTHER INFORMATION

- [Code of Practice for construction work](#)
- [Code of Practice Excavation Work](#)

For more information on how to work safely and secure your site in construction see www.safework.nsw.gov.au or call 13 10 50.

Disclaimer

This publication may contain information about the regulation and enforcement of work health and safety in NSW. It may include some of your obligations under some of the legislation that SafeWork NSW administers. To ensure you comply with your legal obligations you must refer to the appropriate legislation.

Information on the latest laws can be checked by visiting the NSW legislation website www.legislation.nsw.gov.au

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