



Fea Contractor HSE Management System
Guidelines

Fea Contractor General Health And Safety Checklist

Document No. HSE41C06

Contract Details

Contractor name: _____

Contractor address: _____

Contractor representative: _____

Fea Contract Manager: Joji Tawake

Contract description: Supply to Proposed Development for Waiqele Sawmill

Location of works: Ratu Dovi Rd. Nadera

Timing of works (approximate): Start date: 26/06/17 End date: 11/07/17

Instructions

This document is to be submitted as part of the HSE tender specification to potential bidders. They are ONLY to be submitted back to Fea upon request



Contractor General Health and Safety Checklist

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|--------------------------------------------|
| General Health and Safety Checklist |
| Contract Name:..... |
| Contract Description:..... |
| Contractor:..... |
| Worksite Location:..... Date:..... |
| Persons Completing inspection:..... |

| Indicate in the following manner. | | |
|----------------------------------------------------|----------------|--------------------|
| Acceptable | Not Acceptable | N/A Not Applicable |
| 1. Health and Safety Systems | | |
| 1.1 OH&S policy displayed | | |
| 1.2 Accident report book | | |
| 1.3 Induction records | | |
| 1.4 Workplace inspection records | | |
| 1.5 Emergency procedures | | |
| 1.6 Training records | | |
| 1.7 Documented safe work procedures | | |
| 1.8 MSDS Available | | |
| 1.9 Health & Safety system manual | | |
| 1.10 H&S representative appointed | | |
| 1.11 Management safety representative appointed | | |
| 1.12 Contract risk assessment available | | |
| 1.13 Contract health and safety plan available | | |
| 2. Housekeeping | | |
| 2.1 Work areas free from rubbish and obstruction | | |
| 2.2 Surfaces safe and suitable | | |
| 2.3 Free from slip/trip hazard | | |
| 2.4 Floor openings covered | | |
| 2.5 Stock/material stored safely | | |
| AISLES | | |
| 2.6 Unobstructed and clearly defined | | |
| 2.7 Adequate lighting | | |
| 2.8 Vision at corners | | |
| 2.9 Wide enough | | |
| 3. Electrical | | |
| 3.1 No broken pugs, sockets, switches | | |
| 3.2 No frayed or defective leads | | |
| 3.3 Power tools in good condition | | |
| 3.4 No work exposed near live electrical equipment | | |
| 3.5 Tools and leads inspected and tagged. | | |
| 3.6 No strained leads | | |
| 3.7 No cable trip hazards | | |
| 3.8 Switches/circuits defined | | |
| 3.9 Lock-out procedures in place | | |
| 3.10 Earth leakage system used | | |
| 3.11 Start/Stop switches clearly defined | | |
| 3.12 Switchboard secured | | |
| 3.13 Appropriate fire fighting equipment | | |
| 4 Mobile Plant & Equipment | | |
| 4.1 Plant and equipment in good condition | | |



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| 4.2 Daily safety inspection procedure/checklists | |
| 4.3 Fault reporting/rectification system used | |
| 4.4 Operators trained and licensed | |
| 4.5 Warnings and instructions displayed | |
| 4.6 Warning lights operational | |
| 4.7 Reversing alarm operational | |
| 4.8 Satisfactory operating practices | |
| 4.9 Fire extinguisher | |
| 4.10 Tyres satisfactory | |
| 4.11 SWL of lifting or carrying equipment displayed | |
| 4.12 Safe transportation system of mobile plant | |
| 5. Machinery and Workbenches | |
| 5.1 Adequate workspace | |
| 5.2 Clean and tidy | |
| 5.3 Free from excess oil and grease | |
| 5.4 Adequately guarded | |
| 5.5 warnings or instructions displayed | |
| 5.6 Emergency stop appropriately placed and clearly identifiable | |
| 5.7 Operated safely and correctly | |
| WORKBENCHES | |
| 5.8 Clear of rubbish | |
| 5.9 Tools in proper place | |
| 6. Hazardous Substance | |
| 6.1 Stored appropriately | |
| 6.2 Containers labelled correctly | |
| 6.3 Adequate ventilation/exhaust system | |
| 6.4 Protective clothing/equipment available/used | |
| 6.5 Personal hygiene – dermatitis control | |
| 6.6 Waste disposal procedure | |
| 6.7 Material Safety Data Sheet provided | |
| 6.8 Chemical handling procedures followed | |
| 6.9 Chemical register developed | |
| 6.10 Appropriate emergency/first-aid equipment – shower, eye bath, extinguishers | |
| 6.11 Hazchem signing displayed | |
| 7. Welding | |
| 7.1 Gas bottles secured to trolley | |
| 7.2 Welding fumes well ventilated | |
| 7.3 Fire extinguisher near work area | |
| 7.4 Only flint gun used to light torch | |
| 7.5 Flash back spark arrestors fitted | |
| 7.6 Vision screens used for electric welding | |
| 7.7 LPG bottles within 10 years stamp | |
| 7.8 PPE provided and worn | |
| 7.9 Hot Work permit system used. | |
| 8. Excavations | |
| 8.1 Shoring in place and in sound condition | |
| 8.2 Excavation well secured | |
| 8.3 Signage displayed | |
| 8.4 Clear and safe access around excavation | |
| 8.5 Separate access and egress points from excavation | |
| 8.6 Safe work procedures in place | |
| 9. Prevention of falls | |
| 9.1 All work platforms have secure handrails, guarding or fence panels | |
| 9.2 Harness and lanyards or belts provided | |
| 9.3 All floor penetrations covered or barricaded | |
| 9.4 Unsafe areas signposted and fenced | |
| 9.5 Safe work procedure in place | |
| 10. Stairs, steps and landings | |
| 10.1 No worn or broken steps | |



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| 10.2 Handrails in good repair | |
| 10.3 Clear of obstructions | |
| 10.4 Adequate lighting | |
| 10.5 Emergency lighting | |
| 10.6 Non-slip treatment/treads in good condition | |
| 10.7 Clear of debris and spills | |
| 10.8 Used correctly | |
| 11. Ladders | |
| 11.1 Ladders in good condition | |
| 11.2 Ladders not used to support planks for working platforms | |
| 11.3 Correct angle to structure 1:4 | |
| 11.4 Extended 1m above top landing | |
| 11.5 Straight or extension ladders securely fixed at top | |
| 11.6 Metal ladders not used near live exposed electrical equipment | |
| 12. Personal Protection | |
| 12.1 Employee provided with PPE | |
| 12.2 PPE being worn by employee | |
| 12.3 Sun protection provided (cream/glasses) | |
| 12.4 Correct signage at access points | |
| 13. Manual Handling | |
| 13.1 Mechanical aids provided and used | |
| 13.2 Safe work procedures in place | |
| 13.3 Manual handling risk assessment performed | |
| 13.4 Manual handling controls implemented | |
| 14. Workplace Ergonomics | |
| 14.1 Workstation and seating design acceptable | |
| 14.2 Ergonomic factors considered in work layout and task designs | |
| 14.3 Use of excessive force and repetitive movement minimised | |
| 14.4 Appropriate training provided | |
| 15 Material Storage | |
| 15.1 Stacks stable | |
| 15.2 Heights correct | |
| 15.3 Sufficient space for moving stock | |
| 15.4 Materials stored in racks/bins | |
| 15.5 Shelves free of rubbish | |
| 15.6 Floors around stacks and racks clear | |
| 15.7 Drums checked | |
| 15.8 Pallets in good repair | |
| 15.9 Heavier items stored low | |
| 15.10 No danger of falling object | |
| 15.11 No sharp edges | |
| 15.12 Safe means of accessing high shelves | |
| 15.13 Racks clear of lights/sprinklers | |
| 16. Confined Spaces | |
| 16.1 Risk assessment undertaken | |
| 16.2 Communication and rescue plan in action | |
| 16.3 Safety equipment in good working condition | |
| 16.4 Suitable training provided to employees | |
| 16.5 Confined space entry permit used | |
| 17. Lasers | |
| 17.1 Operator has laser operator licence | |
| 17.2 Signage displayed | |
| 17.3 Laser not used in a manner to endanger other persons | |
| 18 Demolition | |
| 18.1 Risk assessment undertaken in advance | |
| 18.2 Access prevented to demolition area | |
| 18.3 Overhead protection in place | |
| 18.4 Protection of general public | |
| 18.5 Safe work procedures | |



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| 19. Public Protection | |
| 19.1 Appropriate barricades, fencing, boarding, in place | |
| 19.2 Signage in place | |
| 19.3 Suitable lighting for public access | |
| 19.4 Footpath clean and free from debris | |
| 19.5 Dust and noise controls in workplace | |
| 19.6 Site access controlled | |
| 19.7 Traffic control procedures place | |
| 19.8 Public complaints actioned. | |
| 20. Amenities | |
| 20.1 Washrooms clean | |
| 20.2 Toilet clean | |
| 20.3 Lockers clean | |
| 20.4 Meal rooms clean and tidy | |
| 20.5 Rubbish bins available - covered | |
| 21. First Aid | |
| 21.1 Cabinets and contents clean and orderly | |
| 21.2 Stocks meet requirements | |
| 21.3 First aiders names displayed | |
| 21.4 First aiders location and phone numbers | |
| 21.5 Qualified first aiders | |
| 21.6 Record of treatment and of supplies dispensed | |
| 22 Lighting | |
| 22.1 Adequate and free from glare | |
| 22.2 Lighting clean and efficient | |
| 22.3 Windows clean | |
| 22.4 No flickering or inoperable lights | |
| 22.5 Emergency lighting system | |
| 23 Fire Control | |
| 23.1 Extinguishers in place | |
| 23.2 Fire fighting equipment serviced/tagged | |
| 23.3 Appropriate signing of extinguishers | |
| 23.4 Extinguishers appropriate to hazard | |
| 23.5 Emergency exit signage | |
| 23.6 Exit doors easily opened from outside | |
| 23.7 Exit pathways clear of obstruction | |
| 23.8 Alarm/communication systems adequate | |
| 23.9 Smoking/naked flame restriction observed | |
| 23.10 Minimum quantities of flammable at worksite | |
| 23.11 Flammable storage procedures | |
| 23.12 Emergency personnel identified and trained | |
| 23.13 Emergency procedures documented - issued | |
| 23.14 Emergency telephone numbers displayed | |
| 23.15 Alarms tested | |
| 23.16 Trial evacuation conducted | |
| 23.17 Personnel trained in use of fire fighting equipment | |
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