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| **Conducted By** |  | **Pre-Start Date** |  |
| **Contractor Name** |  | **Client** |  |
| **Address** |  | **Location** |  |
| **Activity / Task** |  | **Work Order** |  |

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| Pre-start General Items | |
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| Induction/ familiarisation of worksite for new workers has taken place | Yes  No |
| Scope of work and responsibilities discussed and understood | Yes  No |

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| Every Job Every Time | |
| Fit for Work – confirm all workers are fit to undertake work activities | Yes  No |
| Hazards & Controls - SWMS/JSEA/SOP etc. for works reviewed and approved by all workers; line of fire hazards and hazardous manual tasks identified and controlled; new hazards identified from yesterday or today | Yes  No |
| Competencies – confirm all workers are competent and hold correct licences | Yes  No |
| PPE - task specific PPE is available and in good condition | Yes  No |
| Tools & Equipment - checked before use to ensure they are in good working order & current test & tag for electrical equipment | Yes  No |

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| Safe Work Essentials | |
| Safe Work Essentials that apply to the work have been discussed and relevant controls understood | Yes  No |
| Adjacent Work Activities - impact and co-ordination requirements discussed | Yes  No |
| Required Permits - in place and understood i.e., hot work/ confined space/ excavation/ work at heights/ client permits etc. | Yes  No |
| Isolating Energy Sources – Isolations and lockouts in place and communicated including any shift hand-over requirements | Yes  No |
| Access/Egress - requirements identified | Yes  No |
| Vehicles and Mobile Plant - Traffic management pedestrian and mobile plant interactions/ roads/footpaths etc. considered and plans in place | Yes  No |
| Environmental Factors – weather/ waste/ noise/ spills/ dust/ run-off etc. considered | Yes  No |
| Emergency Response plans - and relevant contact details communicated | Yes  No |
| Communications – i.e., from customer/client/ recent safety alerts/ findings from incident investigations etc. discussed | Yes  No |
| Please scan in and upload this Engagement evidence (Minutes, agenda, attendance sheet, photos) | Upload Field |
| Was a safety alert or bulletin discussed | Yes  No |
| **Issues arising from the previous day** | Yes  No |
|  | |
| **Improvement opportunity discussed** | Yes  No |
|  | |
| **Positive / Customer Feedback** | Yes  No |
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| Attendees | | | |
| Name | Signature | Name | Signature |
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