

Appendix 3 Safe Site Delivery Checklist

Your Name: _____ Date: _____

Site Location: _____ Job #: _____

Docket #: _____ Truck #: _____ Time: _____

Take Five to Stay Alive

- 1 Stop, look, walk around
- 2 Think through the task
- 3 Identify hazards
- 4 Control and communicate
- 5 Do the job safely

	Y	N		Y	N
Site Access			Site Access		
Safe and legal entry to site eg clear visibility, traffic control, signage	<input type="checkbox"/>	<input type="checkbox"/>	Safe reversing eg spotter visible, clear access	<input type="checkbox"/>	<input type="checkbox"/>
Surface/grade of access safe eg loose material, steep, soft ground	<input type="checkbox"/>	<input type="checkbox"/>	Clear of overhead hazards eg power lines, workers above	<input type="checkbox"/>	<input type="checkbox"/>
Access clear and unobstructed eg trees, steel storage, width	<input type="checkbox"/>	<input type="checkbox"/>	Pump positioning safe eg clear working space to discharge	<input type="checkbox"/>	<input type="checkbox"/>
Overhead clearance adequate eg powerlines, scaffolding, roofs	<input type="checkbox"/>	<input type="checkbox"/>	Grate in place on hopper	<input type="checkbox"/>	<input type="checkbox"/>
Pedestrian accesses defined and safe eg clear visibility, signage, barricades	<input type="checkbox"/>	<input type="checkbox"/>	Hose joints have safety locks	<input type="checkbox"/>	<input type="checkbox"/>
Safe and legal exit from site eg clear visibility, traffic control, signage	<input type="checkbox"/>	<input type="checkbox"/>	Pump E-stop accessible	<input type="checkbox"/>	<input type="checkbox"/>
			Two truck feed setup safe (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Working Space			General (if applicable)		
Level ground provided eg potholes, rocks, loose materials	<input type="checkbox"/>	<input type="checkbox"/>	Adequate lighting provided	<input type="checkbox"/>	<input type="checkbox"/>
Fall protection provided eg barricades, open trenches, pits	<input type="checkbox"/>	<input type="checkbox"/>	Vehicle wash down area eg chute and wheel wash area	<input type="checkbox"/>	<input type="checkbox"/>
Clear of sharp objects/protrusions eg uncapped star pickets/reo bar, trip hazards	<input type="checkbox"/>	<input type="checkbox"/>			

List any other hazards you have identified that need to be rectified: _____

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**If you don't feel safe to work on this site then stop.
Immediately communicate any issues or changes on site to plant staff.**