

## SITE BASED CHECKLIST

1. I am aware of the consultative process
2. I have been informed of the Hazard Reporting Procedure
3. I am aware all accidents must be reported immediately
4. I have been inducted on the site by an authorised representative and I have been made aware of all evacuation procedures
5. I have reviewed my office work area (if applicable) for lighting & glare
6. My work area is free of hazards due to obstructions
7. I have reviewed my workstation (if applicable) for:  
  - Correct height
  - Chair adjustment
  - Keyboard placement
  - Screen placement
  - Desktop layout
8. I have checked that all stored materials are safe
9. I have obtained a copy of the Site Safety Plan for this construction site and I have read and understood it. I have sent a copy to Conduit Recruitment for information.
10. I have obtained a copy of a relevant Safe Work Method Statement for this role and I have read and understood it. I have sent a copy to Conduit Recruitment for information.
11. I have reviewed my activities and believe they can be carried out safely

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_