

A background image showing a person from the side, wearing a white hard hat and a high-visibility yellow-green vest over a grey long-sleeved shirt. They are holding a tablet computer and looking at the screen. The image is partially obscured by a green rectangular overlay containing the title text.

10-POINT SITE CHECKLIST RESTART

USE:

First day back on site (or
first toolbox talk)

TIME:

10 minutes

WHO SHOULD COMPLETE:

Site Supervisor /
OHS Officer

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HOW TO USE

- Walk the site and tick each item.
- If anything is No, log it under Actions, assign an owner and due date, and close it out with evidence.
- Use this checklist weekly in January to rebuild compliance discipline after shutdown.

WHAT YOU'LL CHECK

- Access control and sign-in process
- Emergency readiness and contact visibility
- First aid readiness (people, kit, register)
- Fire equipment access and compliance
- Housekeeping and waste removal
- PPE availability and correct use
- Tools, equipment and access gear condition
- High-risk hazards (heights, lifting, electrical, excavations)
- OHS file readiness (registers, appointments, close-outs)
- Toolbox talk completion and accountability

SITE DETAIL

Project/Site: _____

Date: _____

Completed by: _____

SITE DETAIL CHECKLIST (TICK EACH ITEM)

- ☐ Access control & sign-in working (visitors, contractors, inductions verified)
- ☐ Emergency readiness confirmed (evacuation plan, assembly point, contacts displayed)
- ☐ First aid checked (first aiders identified, kits stocked, register in place)
- ☐ Fire equipment checked (extinguishers in-date, accessible, signage visible)
- ☐ Housekeeping reset done (walkways clear, waste removed, storage tidy)
- ☐ PPE compliance confirmed (correct PPE available + worn; replacements ready)
- ☐ Tools & equipment inspected (guards, cords, ladders/scaffolding tagged/fit)
- ☐ Hazards reviewed (high-risk tasks, working at height, lifting, electrical, excavations)
- ☐ OHS file status confirmed (updated documents, appointments, registers, close-outs)
- ☐ Toolbox talk completed (key risks for the week + roles and responsibilities)

ACTIONS

Issue/Gap: _____ Owner: _____ Due: _____

Issue/Gap: _____ Owner: _____ Due: _____

Issue/Gap: _____ Owner: _____ Due: _____



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