

**USE:**

First day back on site (or first toolbox talk)

TIME:

10 minutes

**WHO SHOULD
COMPLETE:**

Site Supervisor /
OHS Officer

CONTACT:

info@diba.co.za
012 658 0722
www.diba.co.za

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: _____