



Workplace Health and Safety Queensland

Construction safety plan assessment checklist

NOTE: *This list is not exhaustive and does not replace or reduce the obligation of the principal contractor, sub-contractors, workers or schools to undertake their own detailed risk and hazard identification and develop their own risk management plan.*

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Work safe. Home safe.



Queensland
Government

Administrative requirements (*s263 Workplace Health and Safety Regulation 2008*)

Principal contractor details					
<input type="checkbox"/>	Legal name				
<input type="checkbox"/>	Trading name				
<input type="checkbox"/>	ABN				
<input type="checkbox"/>	Site address				
<input type="checkbox"/>	Expected construction period	Start date		Estimated completion date	
<input type="checkbox"/>	Scope of work				

Construction safety plan (CSP) assessment checklist

Elements	Sub-element	Comments	
1.0 General/ Administrative	<ul style="list-style-type: none"> All foreseeable risks assessed and controls implemented specific to the scope of work undertaken 		<input type="checkbox"/>
	<ul style="list-style-type: none"> Risks assessments reflective of the scope of work 		<input type="checkbox"/>
	<ul style="list-style-type: none"> Control priorities based on risk levels 		<input type="checkbox"/>
	<ul style="list-style-type: none"> Controls for known and potential risks detailed 		<input type="checkbox"/>
	<ul style="list-style-type: none"> Risks to public included 		<input type="checkbox"/>
	<ul style="list-style-type: none"> Hierarchy of controls considered 		<input type="checkbox"/>
	<ul style="list-style-type: none"> Processes for monitoring and review of controls 		<input type="checkbox"/>
	<ul style="list-style-type: none"> Processes in place to ensure that WMS implemented, monitored and reviewed 		<input type="checkbox"/>
	<ul style="list-style-type: none"> Procedures considered for notifying WHSQ of incident/injury 		<input type="checkbox"/>
	<ul style="list-style-type: none"> Procedures developed for incident/injury investigation and reporting 		<input type="checkbox"/>
	<ul style="list-style-type: none"> System developed for undertaking internal safety inspections and audits 		<input type="checkbox"/>
2.0 Consultative arrangements	<ul style="list-style-type: none"> WHSO appointed if ≥ 30 employees (<i>record name and contact details</i>) 		<input type="checkbox"/>
	<ul style="list-style-type: none"> Process for forming WHS Committee outlined 		<input type="checkbox"/>
	<ul style="list-style-type: none"> Process for electing and appointing WHS representative outlined 		<input type="checkbox"/>
	<ul style="list-style-type: none"> OHS policy communicated to all employees and contractors 		<input type="checkbox"/>

	<ul style="list-style-type: none"> OHS related responsibilities and accountabilities clearly communicated 		<input type="checkbox"/>
3.0 Work method statements (high risk construction activities)	<ul style="list-style-type: none"> Developed for high risk construction activities (<i>s259 Workplace Health and Safety Regulation 2008</i>) 		<input type="checkbox"/>
	<ul style="list-style-type: none"> States the high risk construction activity 		<input type="checkbox"/>
	<ul style="list-style-type: none"> Specific control measures proposed to be used 		<input type="checkbox"/> <input type="checkbox"/>
	<ul style="list-style-type: none"> Means of performing activity outlined including how control measures will be used 		<input type="checkbox"/>
	<ul style="list-style-type: none"> How effectiveness of control measures will be monitored and reviewed 		<input type="checkbox"/>
	<ul style="list-style-type: none"> Licence required to undertake work identified 		<input type="checkbox"/>
4.0 Work method statements (Prescribed Activities)	<ul style="list-style-type: none"> Developed for high risk construction activities (<i>s261 Workplace Health and Safety Regulation 2008</i>) 		<input type="checkbox"/>
	<ul style="list-style-type: none"> States the prescribed activity being performed 		<input type="checkbox"/>
	<ul style="list-style-type: none"> Certificate number of certificate held to perform activity 		<input type="checkbox"/>
	<ul style="list-style-type: none"> Specific control measures proposed to be used 		<input type="checkbox"/>
	<ul style="list-style-type: none"> Means of performing activity outlined including how control measures will be used 		<input type="checkbox"/>
	<ul style="list-style-type: none"> How effectiveness of control measures will be monitored and reviewed 		<input type="checkbox"/>
	<ul style="list-style-type: none"> Arrangements for appropriate training to perform the activity 		<input type="checkbox"/>

	<ul style="list-style-type: none"> • Arrangements for supervision of activity by competent person 		<input type="checkbox"/>
5.0 General and site-specific WHS inductions	<ul style="list-style-type: none"> • Arrangements for maintaining records of induction – people and dates (i.e. template provided) 		<input type="checkbox"/>
	<ul style="list-style-type: none"> • Induction includes: <ul style="list-style-type: none"> – whether WHS committee exists – whether WHSO appointed – if WHSO appointed, name, contact details and information about the role of WHSOs provided – expected duration of construction work – process for monitoring and reviewing the effectiveness of control measures – site rules – emergency procedures including name and contact details of first aid officer – directions about how to use common plant 		<input type="checkbox"/>
6.0 Licences and certificates	<ul style="list-style-type: none"> • Relevant licences and certificates held 		<input type="checkbox"/>
7.0 Signage	<ul style="list-style-type: none"> • Plans for signage that reflect <ul style="list-style-type: none"> – nature of workplace – unauthorised entry to isolated areas of workplace – stated circumstances when the workplace or any adjoining area is not to be used 		<input type="checkbox"/>
8.0 Safe housekeeping	<ul style="list-style-type: none"> • Safe housekeeping practices outlined 		<input type="checkbox"/>
	<ul style="list-style-type: none"> • Effectiveness of practices monitored and reviewed 		<input type="checkbox"/>

	<ul style="list-style-type: none"> • Procedures to ensure that practices remain up-to-date 		<input type="checkbox"/>
	<ul style="list-style-type: none"> • Processes for instructing relevant persons performing work to follow practices 		<input type="checkbox"/>
	<ul style="list-style-type: none"> • Safe systems for collecting, storing and disposing of excess/waste materials 		<input type="checkbox"/>
9.0 Common plant	<ul style="list-style-type: none"> • Safe/fit for purpose 		<input type="checkbox"/>
	<ul style="list-style-type: none"> • Processes for maintenance 		<input type="checkbox"/>
	<ul style="list-style-type: none"> • Register maintained of common plant and intended use 		<input type="checkbox"/>
10.0 Hazardous substances and Dangerous goods	<ul style="list-style-type: none"> • WMS prepared for work relating to hazardous substances and dangerous goods 		<input type="checkbox"/>
	<ul style="list-style-type: none"> • Risk assessment for hazardous substances and dangerous goods undertaken 		<input type="checkbox"/>
	<ul style="list-style-type: none"> • Register maintained of hazardous substances and dangerous goods and intended use 		<input type="checkbox"/>
	<ul style="list-style-type: none"> • Persons using hazardous substances and dangerous goods nominated in register 		<input type="checkbox"/>
	<ul style="list-style-type: none"> • Appropriate training for persons using hazardous substances and dangerous goods considered 		<input type="checkbox"/>
	<ul style="list-style-type: none"> • Register includes copy of current MSDS for substance/good 		<input type="checkbox"/>
11.0 Underground	<ul style="list-style-type: none"> • Underground services at/near location where work to be undertaken identified 		<input type="checkbox"/>

services	<ul style="list-style-type: none"> • Prescribed information about each underground service from an appropriate source obtained 		<input type="checkbox"/>
	<ul style="list-style-type: none"> • Processes established to provide each relevant person with the information necessary to safely undertake excavation work at/near location of the underground service 		<input type="checkbox"/>
12.0 Falling objects	<ul style="list-style-type: none"> • Risk assessments documented 		<input type="checkbox"/>
	<ul style="list-style-type: none"> • Processes considered for implementing controls 		<input type="checkbox"/>
13.0 Amenities	<ul style="list-style-type: none"> • Processes in place to ensure appropriate number of toilets provided for workforce (<i>1 per 15 workers</i>) 		<input type="checkbox"/>
	<ul style="list-style-type: none"> • System for inspecting and cleaning amenities 		<input type="checkbox"/>
	<ul style="list-style-type: none"> • Provision for room/sheltered area for meals included 		<input type="checkbox"/>
	<ul style="list-style-type: none"> • Provision of drinking water considered 		<input type="checkbox"/>
14.0 Site rules	<ul style="list-style-type: none"> • Risks associated with site activities identified 		<input type="checkbox"/>
	<ul style="list-style-type: none"> • Site rules included 		<input type="checkbox"/>
	<ul style="list-style-type: none"> • Site rules address these risks 		<input type="checkbox"/>
15.0 Emergency procedures	<ul style="list-style-type: none"> • Potential emergency situations identified and included 		<input type="checkbox"/>
	<ul style="list-style-type: none"> • Processes for periodic testing, review and revision 		<input type="checkbox"/>
16.0 Areas adjacent to site and public safety	<ul style="list-style-type: none"> • Description of how safety ensured for activities at workplace and without risk to members of the public at/near workplace 		<input type="checkbox"/>
	<ul style="list-style-type: none"> • Written authorisation for closure obtained (including consent from neighbouring residents where relevant) 		<input type="checkbox"/>

17.0 Subcontractor management	• System developed and implemented for management of subcontractor OHS		<input type="checkbox"/>
18.0 Other			<input type="checkbox"/>