



Field Guide to Working Safely on Site

This minimum good practice guide is for individuals who work on sites, to utilise as a minimal self-check to maintain their safety on sites other than their normal working site/ environment

1. Pre-Site Preparation

Establish any required Personal Protective Equipment that will be required at site and ensure this is taken or supplied at site.

Ensure all persons including contractors have sufficient training/ competency for job tasks.

Take personal training certification in case of on-site vetting requirements.

Refer to Travel safety guide for pre travel safety/ security considerations.

2. First Day on Site

On site orientation/ induction should be obtained prior to starting work and include the following:

Emergency procedures including physical familiarisation with location of alarms, emergency contact and assembly points in relation to work area.

Procedure for medical assistance, first aider identification on site and emergency communication for assistance.

Familiarisation of reporting procedures for near miss, incidents and hazard identification.

Meet the key site contacts for communication.

Job site evaluation to include hazard identification, energy isolation and control evaluation risk assessment review

3. Competency Assessment

Define and assess competency for site personal according to job requirements. Where required assess sub contract workers training/ competency and obtain relevant certification.

*Individual to take training certificates/ competency assurance with them on site.

4. Reporting

Near misses, accidents, risk assessment and behavioural based reporting as per site requirements.

5. Toolbox Talks & HSE Communication

HSE communication/ meeting schedule and attendance.

Job Safety Environmental Analysis and communication.

6. Verification of Isolation

Verification of isolation daily prior to starting work.

7. Subcontractors

Define and assess competency for site personal according to job requirements. Where required assess sub contract workers training/ competency and obtain relevant certification.

*Recommend for Individuals to take their training certificates/ competency assurance confirmation with them on site.

Safety induction and update of site organisation chart for subcontractors.

8. Non-Compliance of customer with HSSE standards

Individual should 'Stop Work' where high risk safety issues arises and escalate through the local required procedure.