

 <p>ANGASTON BARRISSA IMPROVED GRADING GROUP BIGG</p>	ANGASTON AGRICULTURAL BUREAU CONSTRUCTION ACTIVITIES GUIDANCE CHECKLIST	Version No:	Version1
		Issued:	October 2017
		Next Review:	October 2022

1.	Overview
<p>The purpose of this checklist is to provide guidance and a tool, to confirm that the appropriate WHS legislative considerations relating specifically to construction have been made for current and planned construction activities.</p> <p>User Notes</p> <p>Construction Work Guidance Checklist contains three parts and various checklists It also has an associated Construction Work Activities Flowchart.</p> <p><u>Complete Part “A” first.</u></p> <p><u>Complete “Checklist “1”</u> to determine if the current or planned construction activity is, or is likely to be, Construction Work.</p> <p><u>If the activity is Construction Work</u>, complete <u>Checklist “2”</u> to identify if the construction work is High Risk Construction Work.</p> <p><u>If the activity is Construction Work, but not High Risk Construction Work</u>, complete <u>Checklist “1a”</u> to confirm which parts of the WHS legislative framework apply to that activity.</p> <p><u>If the activity is High Risk Construction Work</u>, complete <u>Checklist “2a”</u> to confirm which parts of the WHS legislative framework apply to that activity.</p> <p><u>If the activity is a Construction Project with a value of more than \$450,000</u> complete <u>Checklist 3</u> to confirm which parts of the WHS legislative framework apply to that activity. (In conjunction with checklists 1, 1a, 2 and 2a as appropriate).</p> <p><u>Complete Part B only</u> after checklists 1 to 3 have been completed. Part B is a tool for recording additional requirements and actions.</p> <p>Principal Contractors</p> <p>When a Construction Project is commissioned by Angaston Agricultural Bureau, we are automatically the <i>Principal Contractor</i> for the project unless:</p> <ol style="list-style-type: none"> 1. Angaston Agricultural Bureau appoints another person to be the principal contractor and 2. Authorises such person to have management or control of the workplace and discharges the duties of the principal contractor. <p>Review Part “C” WHS Management Plan Guidance Principal Contractors should have regard to the at</p> <p>A construction project has only one principal contractor at any one time.</p>	

2.	Definitions
Competent Person	<p>Competent person means –</p> <ol style="list-style-type: none"> (a) For electrical work on energised electrical equipment or energised electrical installations (other than testing (R150 and 165) – a person registered to undertake work under the <i>Plumbers, Gas Fitters and Electricians Act 1995</i>; (b) For general diving work – (R174 and 177) (c) For a major inspection and testing of mobile cranes and tower cranes (R235) (d) For inspection of amusement devices and passenger ropeways (R241) (e) For design verification – a person who has the skills, qualifications, competence and experience to design the plant or verify the design (R252)

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	<p>(f) For a clearance inspection (R473) – a person who has acquired through training or experience the knowledge and skills of relevant asbestos removal industry practice and holds</p> <ul style="list-style-type: none"> (i) A certification in relation to the specified VET course for asbestos assessor work; or (ii) A tertiary qualification in occupational health and safety, occupational hygiene, science, building, construction or environmental health <p>(g) For any other case – a person who has acquired through training, qualification or experience, the knowledge and skills to carry out the task</p>
Construction Work	<p>Means any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure [as defined by the WHS Regulations 2012 (289)(1)]</p> <p>But does not include the following:</p> <ul style="list-style-type: none"> (a) The manufacture of plant; (b) The prefabrication of elements, other than at a place specifically established for the construction work, for use in construction work; (c) The construction or assembly of a structure that once constructed or assembled is intended to be transported to another place; (d) Testing, maintenance or repair work of a minor nature carried out in connection with a structure; (e) Mining or the exploration for or extraction of minerals. <p>[as defined by the WHS Regulations 2012 (289(3))]</p> <p>‘In connection with’ means related to or associated with construction. Contracts covering a project are a good guide to what activities are done in connection with construction. Examples may include:</p> <p>Work by architects or engineers in on-site offices or conducting on-site inspections, but not architects or engineers working in offices away from the construction site.</p> <p>Work by a mechanic on an excavator on-site and not in an isolated service area.</p> <p>Delivering building materials to different points on the site, but not making deliveries to a single designated delivery area.</p> <p>Excavating for a basement garage.</p> <p>Testing fire equipment on the construction site.</p> <p>Supervisors and manager moving around the site to monitor work.</p> <p>Surveying a site after construction has started, but not surveying a Greenfield site before construction has started.</p> <p>Traffic control on a construction site.</p> <p>Source: COP: Construction Work July 2012, p 6</p>
Construction Project	<p>Is a project that involves construction work where the cost of the construction work is \$450,000 or more</p> <p>[as defined by WHS Regulations, 2012 (292), p.188]</p>

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Designers	Means a PCBU that designs a structure that is to be used as, or could reasonably be expected to be used as or at, a workplace. There may be multiple designers who are involved in the design of a structure and have the same duties, for example architects, civil engineers, electrical engineers, mechanical engineers, structural engineers and hydraulic engineers. A builder could also be considered to be a designer if they are involved in altering the design for a building, even after construction work has commenced [as defined by WHS Act 2012 (22) and explained in the COP: Construction Work July 2012, p.10]
Essential services	Means the supply of – (a) Gas, water, sewerage, telecommunications, electricity and similar services; or (b) Chemicals, fuel and refrigerant in pipes or lines;
General Construction Induction Training	Means training delivered in Australia by an RTO for the specified VET course for general induction training.
General Construction Induction Training Card	(a) In Division 2 of Chapter 6 Part 5 – a general construction induction training card issued under that Division; (b) In any other case – a general construction induction training card issued- (i) under Division 2 of Chapter 6 part 5 or under a corresponding WHS law; or (ii) by an RTO under an agreement between the regulator and an RTO or a corresponding regulator and an RTO Note: The SA Construction Industry Occupational Health and Safety Committee and the Construction Industry have expressed a strong view that online training for this course is not acceptable to the industry in South Australia. The Code states that the course <i>has a nominal duration of 6 hours face-to-face delivery and it is expected that the construction industry will comply with the Code.</i> Construction site managers in South Australia may choose to refuse entry to a person, or require a person to be re-trained if they decide that there is a need for re-training.
High risk construction work	Means construction work that: (a) Involves a risk of a person falling more than 3 metres; or (b) Is carried out on a telecommunication tower; or (c) Involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure; or (d) Involves, or is likely to involve, the disturbance of asbestos; or (e) Involves structural alterations or repairs that require temporary support to prevent collapse; or (f) Is carried out in or near a confined space; or (g) Is carried out in or near: (i) A shaft or trench with an excavated depth greater than 1.5 metres; or (ii) A tunnel; or (h) Involves the use of explosives; or (i) Is carried out on or near pressurised gas distribution mains or piping; or (j) Is carried out on or near chemical, fuel or refrigerant lines; or (k) Is carried out on or near energised electrical installations or services; or (l) Is carried out in an area that may have a contaminated or flammable atmosphere; or (m) Involves tilt-up or precast concrete; or (n) Is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians; or

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	<p>(o) Is carried out in an area at a workplace in which there is any movement of powered mobile plant; or</p> <p>(p) Is carried out in an area in which there are artificial extremes of temperature; or</p> <p>(q) Is carried out in or near water or other liquid that involves a risk of drowning; or</p> <p>(r) Involves diving work.</p> <p>[as defined by the Work Health and Safety Regulations 2012(291)]</p>
Principal Contractor	<p>A PCBU that commissions a construction project is the principal contractor for the project [as defined in the WHS Regulations, 2012 (293) p. 188].</p> <p>The person conducting a business or undertaking that commissions a construction project is the principal contractor, unless that PCBU engages another PCBU to be the principal contractor and authorises such person to have management or control of the workplace and discharge the duties of the principal contractor the person so engaged [as explained in the COP: Construction Work, July 2012, p.11].</p>
Safe Work Method Statement (SWMS)	<p>A document that records; the steps in an activity, the hazards associated with the activity, the controls required to conduct the activity safely and the method for employing such controls. (See One system model Contractor management procedure V3.0 for an example template SWMS)</p> <p>In relation to high risk construction work - a safe work method statement as referred to in Regulation 299 (as revised under regulation 302)</p>
Structure	<p>Means anything that is constructed, whether fixed or moveable, temporary or permanent, and includes—</p> <p>(a) Buildings, masts, towers, framework, pipelines, transport infrastructure and underground works (shafts or tunnels); and</p> <p>(b) Any component of a structure; and</p> <p>(c) Part of a structure.</p> <p>[as defined in the WHS Act, 2012 –s4.]</p> <p>Examples of structures include:</p> <ul style="list-style-type: none"> - A roadway or pathway. - A ship or submarine. - Foundations, earth retention works and other earthworks, including river works and sea defence works. - Formwork, falsework or any other structure designed or used to provide support, access or containment during construction work. - An airfield. - A dock, harbour, channel, bridge, viaduct, lagoon or dam. - A sewer or sewerage or drainage works.
WHS Management Plan	<p>A document which records the significant (Prescribed) information relating to WHS for a construction project. (See part C of this document for guidance on a WHS management plan)</p> <p>As required and prescribed under Chapter 6, Part 4 of the WHS Regulations 2012</p> <p>Note: this regulation commenced on 1 January 2014</p>

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3.	PART A
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Angaston Agricultural Bureau			
Person with responsibility for activity	Internal		
	External (this may be the nominated principal contractor)		
Description of activity being reviewed (include project name if applicable)		Location of activity	
Value of activity (or project)		Proposed dates for activity	
Person completing this review		Date of review	/ /
Location of reference documents (Insert Trim Record Numbers for documents that are used as reference in completing this checklist)			

4.	CHECKLIST 1: Construction Work
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<i>Do any of the following apply to this activity? Check box if undertaking any of the activities listed below and complete details.</i>	Yes	No	N/A
Is there any installation or testing carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure? <i>(Insert detail of intended activity that meets above requirement)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will there be removal from the workplace of any product or waste resulting from demolition? <i>(Insert details of waste from demolition)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will the prefabrication or testing of elements, at a place specifically established for the construction work, for use in construction work be done? (Note this only applies if, as part of your project, an area has been set up to prefabricate or test elements to be used in the project) <i>(Insert details)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there the assembly of prefabricated elements to form a structure, or the disassembly of prefabricated elements forming part of a structure? <i>(Insert details)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there installation, testing or maintenance of an essential service in relation to a structure? <i>(Insert details)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Is there any work connected with an excavation? (See <i>TBCPRO3808 - Excavation Process</i> for specifics on managing this type of work) <i>(Insert details)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there any work connected with any preparatory work or site preparation (including landscaping as part of site preparation) carried out in connection with any construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure? <i>(Insert details)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will any construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure be carried out on, under or near water, including work on buoys and obstructions to navigation? <i>(Insert details)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there any other activity being undertaken in connection with any construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure that has not been covered by the above? <i>(Insert details)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If any box above has been checked, the work is Construction Work and you should assess if it is High Risk Construction Work by completing Checklist 2 – High Risk Construction Work.

If the activity is not High Risk Construction Work, confirm that all appropriate considerations for Construction Work have been made by completing Checklist 1a: Construction Work.

5.	CHECKLIST 2: High Risk Construction Work
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Do any of the following apply to this activity? Check box if undertaking any of the activities listed below and complete details.	Yes	No	N/A
Does the work involve a risk of a person falling more than 3 metres? <i>(See TBCPRO3805 - Falls Prevention Process for specifics on managing this type of work)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the work carried out on a telecommunications tower?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does it involve demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does it involve, or is it likely to involve, the disturbance of asbestos?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does it involve structural alterations or repairs that require temporary support to prevent collapse?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is it carried out in or near a confined space?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is it carried out in or near:			
(i) a shaft or trench with an excavated depth greater than 1.5 metres; or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii) a tunnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Does it involve the use of explosives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is it carried out on or near pressurised gas distribution mains or piping?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is it carried out on or near chemical, fuel or refrigerate lines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is it carried out on or near energised electrical installations or services?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is it carried out in an area that may have a contaminated or flammable atmosphere?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does it involve tilt-up or precast concrete?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is it carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is it carried out in an area at a workplace in which there is any movement of powered mobile plant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is it carried out in an area in which there are artificial extremes of temperature?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is it carried out in or near water or other liquid that involves a risk of drowning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does it involve diving work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If any box above has been checked, the work is High Risk Construction Work and you should confirm that all appropriate considerations have been made by completing Checklist 2a.

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6. CHECKLIST 1a: Construction Work

Considerations and controls where there is <u>no High Risk construction work</u>			
Who has management control of the workplace? Angaston Agricultural Bureau project manager or contract manager External Persons Conducting a Business or Undertaking (PCBU)	<input type="checkbox"/>		
Who is the designer for this project? <i>(Insert name and details)</i>	<input type="checkbox"/>		
Who is responsible to consult with designer and provide any information Angaston Agricultural Bureau has in relation to the hazards and risk where the construction work is to be carried out? <i>(Insert name and details)</i> Designers Safety Report Received - - Date / /	<input type="checkbox"/>		
	Yes	No	N/A
Competent workers selected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Licences current and available including White Card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk Assessments/Job Safety Analysis (JSAs) completed, or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk Assessments/Job Safety Analysis (JSAs) obtained from contractor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk Assessments/Job Safety Analysis (JSAs) obtained have been checked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First aid provisions in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency plan developed and tested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Processes for consultation, cooperation and coordinating of activities with other duty holders is in place and agreed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Processes for consultation with workers and their representatives in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site secured from unauthorised access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workzone traffic management requirements determined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public safety issues managed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information available re underground essential services and provided to workers, principal contractor and subcontractors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information available re underground essential services available for inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written reports from geotechnical engineers or other competent persons obtained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permits for work required? <i>(List permits here)</i> Responsibility for obtaining permits <i>(Insert name and details)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Electrical equipment and installations comply with Australian Standard AS/NZS 3012:2010 <i>Electrical installations – Construction and demolition sites.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relevant signage is in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility allocated for checking that all persons have returned from their tasks at the end of the day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Processes in place for monitoring and review of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If any of the above considerations have not been addressed or documented appropriately, insert actions in Part B.

If the project is valued at over \$450,000 then complete Checklist 3

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7. CHECKLIST 2a: High Risk Construction Work

Considerations and controls where there is High Risk construction work			
What aspects of this construction work pose a high risk?			
What control measures are in place in respect of this risk?			
Who has management control of the workplace? Angaston Agricultural Bureau project manager or contract manager <input type="checkbox"/> External Persons Conducting a Business or Undertaking (PCBU) <input type="checkbox"/>			
Who is the designer for this project? <i>(Insert name and details)</i> <input type="checkbox"/>			
Who is responsible to consult with designer and provide any information Angaston Agricultural Bureau has in relation to the hazards and risk where the construction work is to be carried out? <i>(Insert name and details)</i> <input type="checkbox"/> Designers safety report received – - Date / /			
	Yes	No	N/A
Competent workers selected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Licences current and available including White Card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SWMS prepared, or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SWMS obtained from contractor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility allocated for making sure all SWMS' for high risk construction work developed by contractors are consistent with each other and appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers trained in SWMS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SWMS available to all persons carrying out high risk construction work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the SWMS is revised:			
Responsibility allocated to make sure all previous versions are retained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All persons advised that revision made to SWMS and how they can access the revised SWMS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy given to principal contractor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All workers provided with relevant information and instruction to enable them to understand and implement SWMS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SWMS easily accessible at workplace where work is being carried out or able to be promptly delivered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First aid provisions in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency plan developed and tested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Processes for consultation, cooperation and coordinating of activities with other duty holders in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Processes for consultation with workers and their representatives in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site secured from unauthorised access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WorkZone traffic management requirements determined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public safety issues managed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information available re underground essential services and provided to workers, principal contractor and subcontractor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information available re underground essential services available for inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written reports from geotechnical engineers or other competent persons obtained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permits for work required? <i>(List permits here)</i> Responsibility for obtaining permits assigned <i>(Insert name and details)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When excavation work is being undertaken, the frequency of inspections of soil condition and the state of shoring, battering and trench walls have been determined and documented as part of the risk assessment process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical equipment and installations comply with Australian Standards AS/NZS 3012:2010 <i>Electrical installations – Construction and demolition sites</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relevant signage is in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility allocated for checking that all persons have returned from their tasks at the end of the day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Processes in place for monitoring and review of work including making sure SWMS is complied with	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If any of the above considerations have not been addressed or documented appropriately, insert actions in Part B.

If the project is valued at over \$450,000 then complete Checklist 3

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8. CHECKLIST 3: Construction Project

Value \$450,000 or more, may or may not include high risk construction work			
Does anything in this project qualify as high risk construction work? YES/NO (If no ensure checklist 1a has been completed. If yes, included details and ensure checklist 2a has been completed)	1a <input type="checkbox"/>		
Who is the Principal Contractor (PC)? Angaston Agricultural Bureau project manager or contract manager <i>(Please note that if a Principal Contractor is not formally nominated then the Angaston Agricultural Bureau will be PC by default.)</i> <i>(Insert name)</i>	<input type="checkbox"/>		
External Persons Conducting a Business or Undertaking (PCBU) <i>(Insert name and details)</i>	<input type="checkbox"/>		
If external PCBU – contract specifies who is principal contractor	<input type="checkbox"/>		
Information has been given to principal contractor in relation to hazards and risks at or in the vicinity of the workplace?	<input type="checkbox"/>		
Who has management control of the workplace? Angaston Agricultural Bureau project manager or contract manager	<input type="checkbox"/>		
External PCBU	<input type="checkbox"/>		
Who is the designer for this project? <i>(Insert name and details)</i>	<input type="checkbox"/>		
Who is responsible to consult with designer and provide any information Angaston Agricultural Bureau has in relation to the hazards and risk where the construction work is to be carried out? <i>(Insert name and details)</i> Designers safety report received – - Date / /	<input type="checkbox"/>		
	Yes	No	N/A
WHS Management Plan prepared, or (See Part C: of this document for details required to develop a Construction WHS Management Plan)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WHS Management Plan prepared and obtained from contractor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility allocated for checking that all persons have returned from their tasks at the end of the day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>		

If any of the above considerations have not been addressed or documented appropriately, insert actions in PART B

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- The arrangements in place for managing any work health and safety incidents that occur.
- Any site-specific health and safety rules and the arrangements for ensuring that all persons at the workplace are informed of these rules, and
- The arrangements to collect and assess, monitor and review the SWMS.

The WHS management plan may include the following information:

- Details of the person commissioning the construction work, for example their name, ABN (if available) and address.
- Details of the principal contractor.
- Details of the construction project, for example address of the workplace, anticipated start and end date and a brief description of the type of construction work that the WHS management plan will cover.
- Details on how contractors and subcontractors will be managed and monitored, including how the principal contractor intends to implement and ensure compliance with the WHS management plan such as checking on the performance of contractors and subcontractors and how non-compliance will be handled.
- Details on how the risks associated with falls, falling objects and any high risk construction work that will take place on a construction project will be managed.

It may also include information on:

- The provision and maintenance of a hazardous chemicals register, safety data sheets and hazardous chemicals storage.
- The safe use and storage of plant.
- The development of a construction project traffic management plan.
- Obtaining and providing essential services information
- Workplace security and public safety.
- Ensuring workers have appropriate licences and training to undertake the construction work.