

# Back to basics

## Planning for safety

### Are you a quality builder?

An injury-free job comes from one of two things – good planning or good luck. Which one would you rather stake your life on?

Quality builders rely on planning to deliver all aspects of a job. It gets the job done on time, on budget, and safely.

### Three steps to plan for safety

- 1** Establish the site
- 2** Schedule work and deliveries
- 3** Prepare site for each trade

#### Is your planning up to scratch?

Take a few minutes to go through the checklist (see over page) and see how you score on safety planning.

Plan every job carefully to maintain the standards you take pride in. Get back to basics – stop, think and prepare before you start.

## 1 Establish the site

### Before construction begins, do you:

- |   |  |
|---|--|
| <input type="checkbox"/> Appoint a site supervisor                                    | <input type="checkbox"/> Identify work that will require a Safe Work Method Statement (SWMS) |
| <input type="checkbox"/> Check that power, water, toilets and fencing are ready to go | <input type="checkbox"/> Look for any hazards above or below ground                          |
| <input type="checkbox"/> Prepare a safety plan/site safety rules and site induction   | <input type="checkbox"/> Plan vehicle access and parking                                     |
|   | <input type="checkbox"/> Plan delivery, storage and disposal areas                           |

## 2 Schedule work and deliveries

### When planning work and deliveries, do you schedule the work so that:

- |   |   |
|---|---|
| <input type="checkbox"/> Trades don't get in each other's way                       | <input type="checkbox"/> Scaffolds can be used by multiple trades       |
| <input type="checkbox"/> Trades can access their materials easily                   | <input type="checkbox"/> Materials are delivered just in time           |
| <input type="checkbox"/> Deliveries are unloaded nearest to where they will be used | <input type="checkbox"/> Regular clean-ups and site walks are conducted |

## 3 Prepare site for each trade

### Before a new trade starts work, do you:

- |   |  |
|---|--|
| <input type="checkbox"/> Check that the last trade has cleaned up   | <input type="checkbox"/> Review site work procedures including SWMS if required                                    |
| <input type="checkbox"/> Induct trades before they start work and check their construction induction cards and licences | <input type="checkbox"/> Check that each trade has the right equipment for the job and that it's in good condition |
| <input type="checkbox"/> Ensure that toilets and amenities are clean and ready for use                                  | <input type="checkbox"/> Check that they have suitable height access equipment                                     |
|   | <input type="checkbox"/> Give leading hands your phone number  |

So how did you score? If you didn't tick all the boxes, what can you change today to improve the quality of your job?

For help, useful tips or advice on planning for safety, take a look at WorkSafe's *Back to Basics – Planning for Safety Worksheets* by visiting:

[worksafe.vic.gov.au/construction](http://worksafe.vic.gov.au/construction) or call the WorkSafe Advisory Service toll-free on 1800 136 089.