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|  | ***Kick Off Safety Meeting Checklist*** |

The University’s nominated contractor supervisor and the contractor on-site should discuss the elements in the following checklist before commencing work.

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| **Company Name:**  **Company Contact:**  **Person Supervising Contractor:**  **Date:** | | |
|  | **Yes** | **No** |
| **Resourcing** | | |
| Are appropriate resources available to complete the job safely? (e.g. people, tools, equipment, barriers / separation) |  |  |
| If No, what actions have been agreed: | | |
| **Skills** | | |
| Do the people undertaking the work have the relevant skills, competency and licences? (sight licences where they are required) |  |  |
| If No, what actions have been agreed: | | |
| **Induction** | | |
| Have all team members completed the contractor and site-specific inductions? |  |  |
| If No, what actions have been agreed: | | |
| Have you informed the contractor of any local risks specific to your location and the controls in place? |  |  |
| If No, what actions have been agreed: | | |
| **Risk** | | |
| If the work is a construction project, is a Work Health and Safety Management Plan approved by the University in place? |  |  |
| If applicable, confirm it is in place. Otherwise, note that it is not applicable. | | |
| Is there a risk assessment on-site for the work about to be undertaken including Safe Work Method Statements for “High Risk[[1]](#footnote-1)” work? |  |  |
| If No, what actions have been agreed: | | |
| Does this risk assessment include the minimum controls defined in the University’s risk register for the identified risks? |  |  |
| If No, what actions have been agreed: | | |
| Are the controls specified in the risk assessment physically in place, including appropriate barriers to protect pedestrians (other users of the area)? |  |  |
| If No, what actions have been agreed: | | |
| **Emergency Management** | | |
| Does the contractor know who to contact in the event of an incident or emergency? |  |  |
| If No, what actions have been agreed: | | |

1. “High Risk” work is defined in the [Work Health and Safety Regulation 2012](https://www.legislation.tas.gov.au/view/whole/html/inforce/current/sr-2012-122#GS291@EN) (Tas) [↑](#footnote-ref-1)