



Solutions for better living

Health and Safety Pre-start Assessment Form

(to be completed on arrival and before undertaking any work)

Customer Details				
Customer Name		Date		
Site Address		Work Order No.		
Assessment item	Assessment Procedure	Answer	*Can the Hazard be managed, isolated, minimised?	Hazard Identified but not managed
Review work order notes for detail of Red flag client or H&S warning. Are these present?	Without placing individual at risk complete an external, and if required on-site assessment of the detailed hazard(s)	Y/N	Y/N	If required, leave property immediately. Advise administration support team e.g. CS repairs
Is there a dog on site?	From the outside of the property: <ul style="list-style-type: none"> Look for evidence e.g. toys, faeces Rattle the gate, call out and wait 30 seconds 	Y/N	Y/N	Do not proceed onto property. Advise Administration support team e.g. CS repairs
Are there any site or access issues that would affect your ability to complete the work safely?	Complete visual inspection of the property for: <ul style="list-style-type: none"> building work access issues Potentially unsafe work space 	Y/N	Y/N	Advise client Advise administration support team e.g. CS repairs
Are there person(s) onsite that you consider presents a personal risk e.g. aggressive behaviour, appears to be in an altered state	Assess demeanor and immediate threat risk of person	Y/N	Y/N	Leave property immediately and Advise administration support team e.g. CS repairs
Is the person(s) displaying health symptoms different to information recorded in work order notes that would lead you to believe that they should be considered a higher level of risk e.g. coughs, fever etc.	Re assess work environment and current site PPE level protocol	Y/N	Y/N	Advise client, leave property immediately Advise administration support team e.g. CS repairs

Covid19 Specific Question	
Have any people present been notified of a positive contact or been required to self-isolate due to Covid19	<p>Move to a safe location but remain onsite contact</p> <ul style="list-style-type: none"> • Contact CS repairs team immediately to complete information assessment protocol <p>A comprehensive account must be obtained including contact details of the people, what the circumstances are, interactions/physical contacts/durations, what PPE equipment was been worn at the time</p>
Identified Hazard	Management Plan
<p>Example – Hole in the deck</p> <p>Un-secured dog on site</p> <p>The only safe work area is where customer has car parked</p>	<p>Isolate - Place cones around the area to prevent accidental contact with the area</p> <p>Isolate - Request the dog owner to secure the animal before entering the site</p> <p>Eliminate - Request client to move vehicle to provide safe work area</p>