

HUTCHIES' BIG 10 CHECKLIST

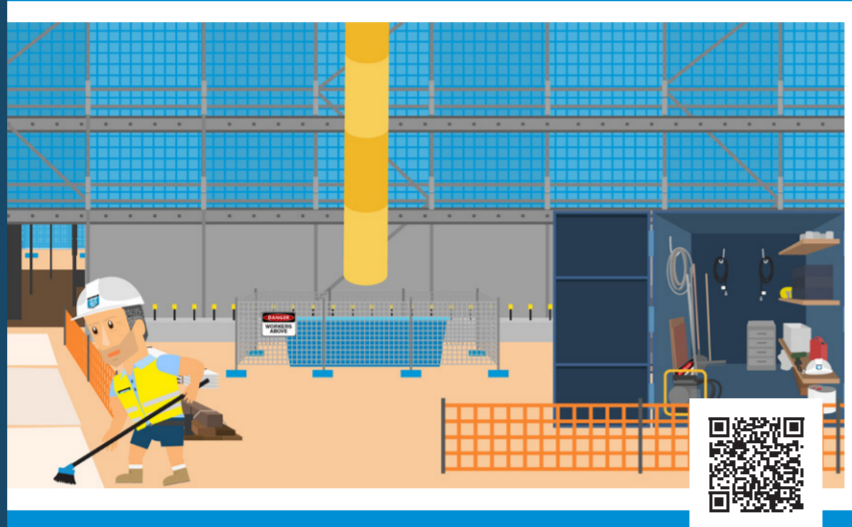
Hutchies strives for all of our projects to be run safely and efficiently. We believe that if we can get the BIG 10 right, many other aspects of the project will also be right. If you see anything on a Hutchies job that could be improved, you are encouraged to raise it with Hutchies' Site Management Team so that it can be addressed.

1 / Housekeeping

Maintain a clean site free from trip hazards

HOW YOU CAN HELP

- Trades are responsible for maintaining a clean work area
- Designated storage areas are to be tidy and organised
- Use the bins provided
- Let Hutchies know if bins need emptying or more are required

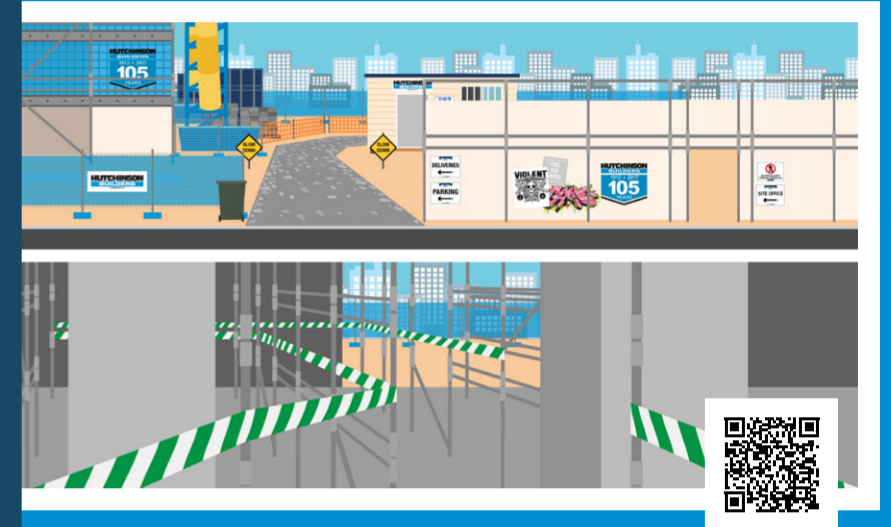


2 / Access & Egress

Provide and maintain safe access to work areas

HOW YOU CAN HELP

- Follow designated access and emergency paths
- Observe exclusion zones
- Maintain perimeter fencing & hording – see the site management team if it changes or needs to be altered
- Protruding objects are to be capped or excluded

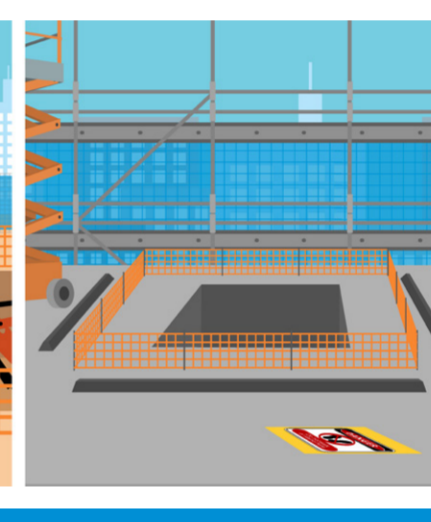
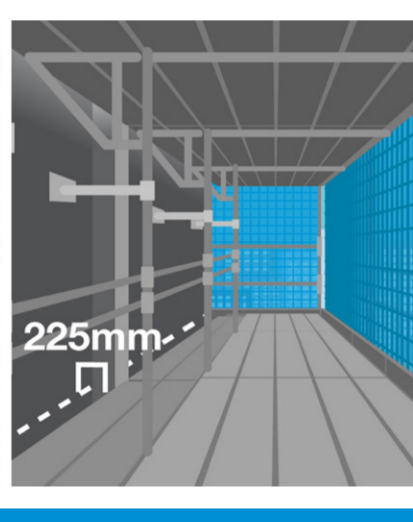
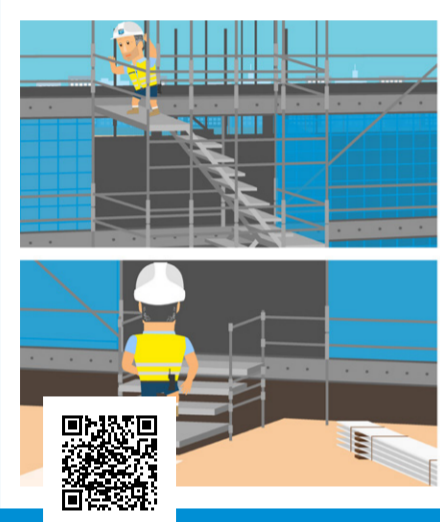


3 / Scaffold

To be compliant, free of debris & trip hazards

HOW YOU CAN HELP

- Only licensed scaffolders are permitted to adjust scaffold – see the Site Manager if changes are required
- No material or rubbish is to be left on scaffold
- Do not use scaffold signed 'scaffold incomplete'



4 / Penetrations

Penetrations are to be protected to prevent falls and falling items

HOW YOU CAN HELP

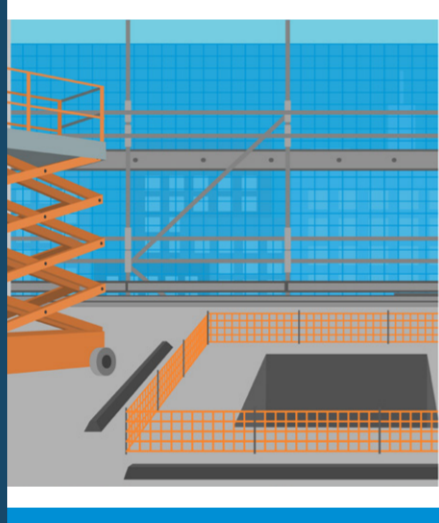
- Secure all penetration covers
- Exclude penetrations that cannot be covered
- Do not remove another trade's penetration cover without consultation

5 / Edge Protection

Exposed edges are to be identified with suitable controls in place to prevent falls or falling objects

HOW YOU CAN HELP

- Do not adjust any edge protection barriers – see the Site Manager if changes are required
- Report uncontrolled live edges to the Site Team immediately



6 / Amenities

All offices, crib rooms & toilets are to be kept clean & tidy at all times

HOW YOU CAN HELP

- All workers are to clean up after themselves
- Be respectful of the hydration stations, keep these clean

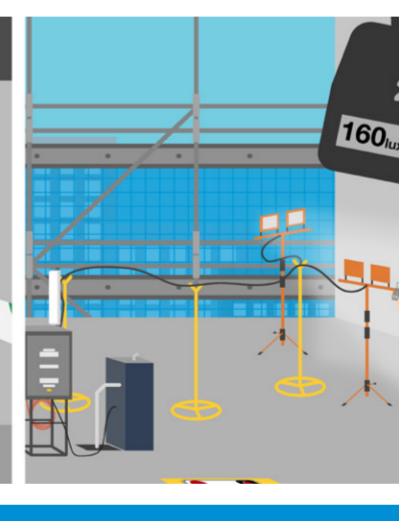
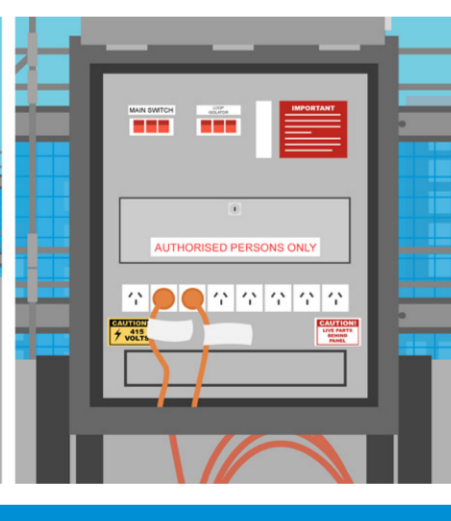
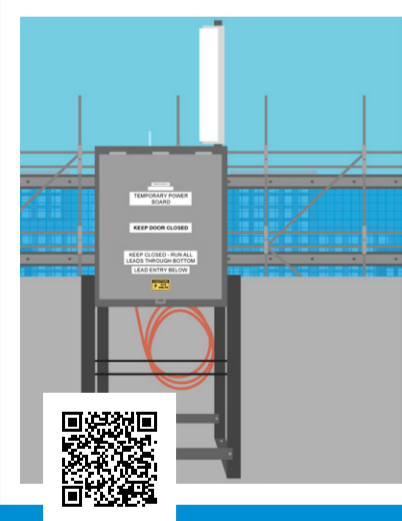


7 / Temporary Power

Minimise the risk associated with temporary power

HOW YOU CAN HELP

- Only licensed electricians are to move temporary power boards on site
- All electrical items to be inspected, tested & tagged every 3 months
- All leads to be run in a safe manner free of mechanical damage



8 / Lighting

Maintain suitable lighting for general access / egress and emergency situations

HOW YOU CAN HELP

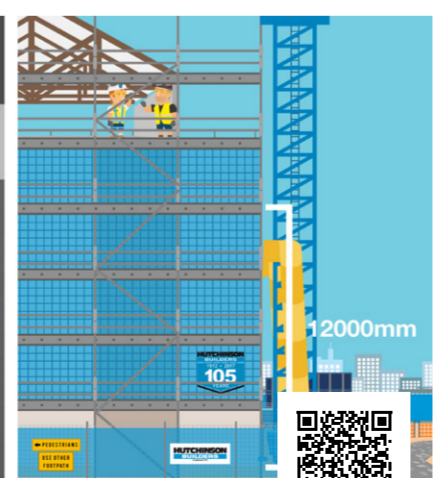
- Do not move lighting fixtures
- Trades are required to provide adequate task lighting

9 / Emergency Response

Emergency equipment and signage is in place and maintained

HOW YOU CAN HELP

- Do not remove or alter emergency or exit signage
- Do not move emergency equipment
- Follow instructions in all emergency situations



10 / Traffic Management

Manage the risks of traffic movement on site by implementing safe traffic management practices

HOW YOU CAN HELP

- Use provided pedestrian access points
- Follow all directions of traffic controllers in and around site
- Do not move or adjust traffic devices or signage

