

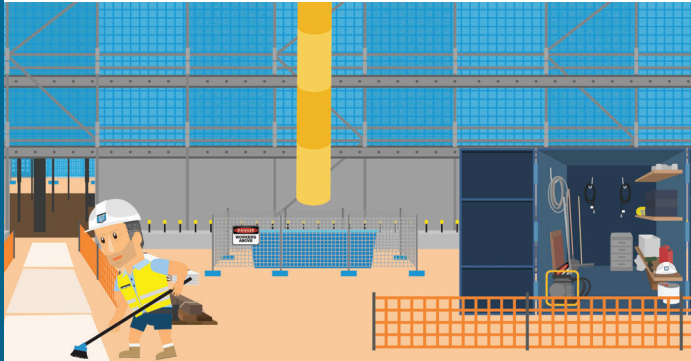
HUTCHIES' BIG 10 CHECKLIST

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 the Site Management Team so that it can be addressed.

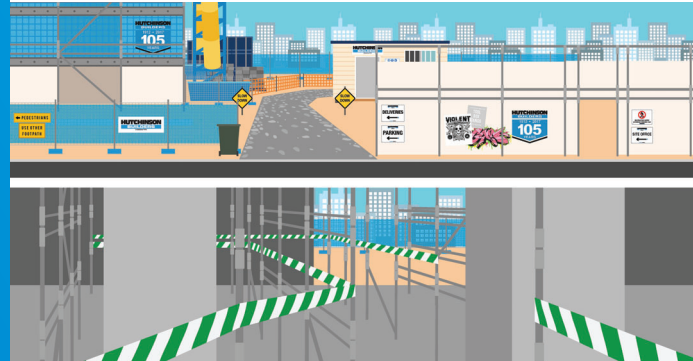
1 / HOUSE KEEPING



AIM
Maintain a clean site free from trip hazards.

HOW YOU CAN HELP
Use bins provided
If a bin needs to be emptied - let the Site Manager know
Keep trade storage areas tidy and organised
Ensure protruding objects are capped or excluded

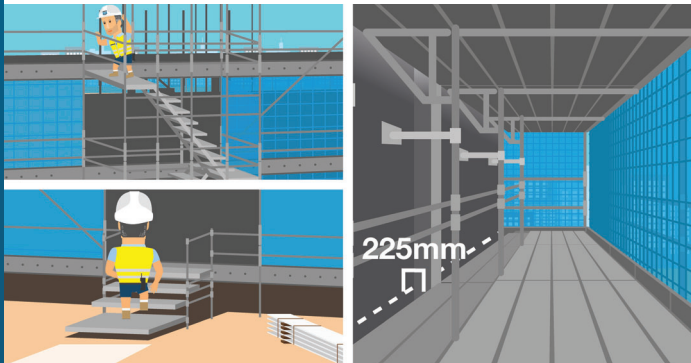
2 / ACCESS & EGRESS



AIM
Safe access and egress to all work areas is provided and maintained.

HOW YOU CAN HELP
Observe signed exclusion zones
Follow designated access and emergency pathways
Maintain perimeter fencing and hoarding - see Site Manager if changes are required

3 / SCAFFOLD

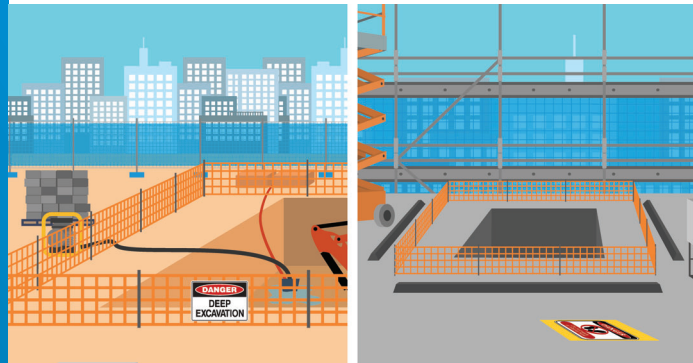


AIM
Scaffold is correctly assembled, easily accessible and free from debris and trip hazards at all times.

HOW YOU CAN HELP
No materials or rubbish is to be left on scaffold
Do not use scaffold signed 'incomplete'
Only licenced Scaffolders are permitted to adjust scaffold - see Site Manager if changes are required

MORE INFORMATION
Get in touch with Hutchies' Scaffold Yard on 1300 HUTCHIES

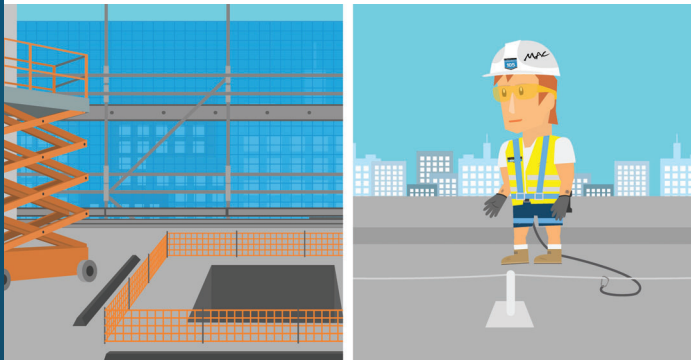
4 / PENETRATIONS



AIM
All penetrations greater than 100mm are to be protected to prevent falls and falling items.

HOW YOU CAN HELP
Ensure penetration covers are fixed to prevent removal
Penetrations not able to be covered are to be excluded
Do not remove another trade's penetration cover - see Site Manager if changes are required

5 / EDGE PROTECTION



AIM
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 Site Manager if changes are required
Be suitably trained to use fall protection PPE - Fall Restraint or Fall Arrest
Use only approved anchor points for Fall Restraint / Arrest PPE
Report uncontrolled live edges to Site Manager immediately

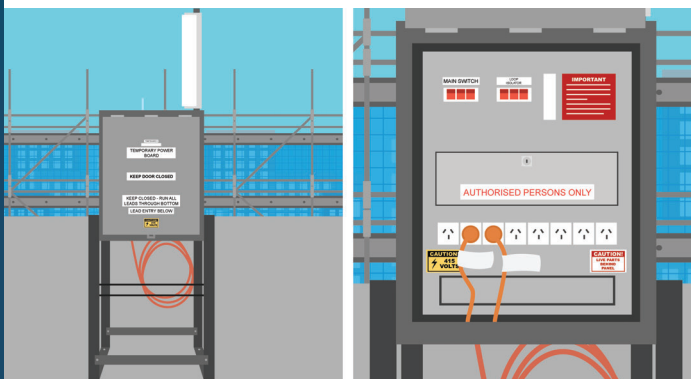
6 / AMENITIES



AIM
All offices, crib rooms and toilets are to be kept clean and tidy at all times.

HOW YOU CAN HELP
Use bins provided
All workers are to clean up after themselves
Keep access to amenities including water fountains clear and free of clutter
Use general / recycling / food scrap bins provided

7 / TEMPORARY POWER



AIM
Minimise the risk associated with temporary power.

HOW YOU CAN HELP
Only licenced electricians are to install, service or move temporary construction power on site
Ensure all electrical leads and tools are inspected and tested and tagged every 3 months
Run all leads to Temp Board through insulated access and keep door closed
Ensure leads have been run to prevent trip hazards and that they are protected from damage or weather

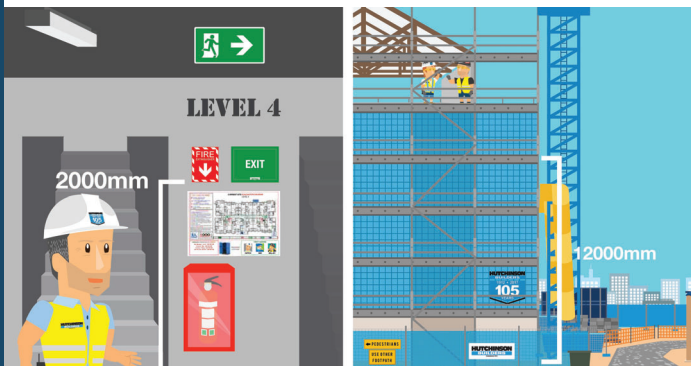
8 / LIGHTING



AIM
To provide adequate lighting for general access / egress, emergencies and task activities.

HOW YOU CAN HELP
Do not move lighting fixtures - see Site Manager if changes are required
If you notice a lighting fixture requires attention or maintenance - let the Site Manager know immediately
Trades are required to provide adequate task lighting of 160lux to work areas

9 / EMERGENCY RESPONSE



AIM
To have emergency equipment and signage in place and maintained for the duration of construction.

HOW YOU CAN HELP
If you see signage down or missing let Hutchies know immediately
Do not remove or alter emergency signage
Follow instructions in all emergency situations

10 / TRAFFIC MANAGEMENT



AIM
To protect members of the public and workers in construction zones at all times by implementing safe traffic management practices.

HOW YOU CAN HELP
Follow all directions of traffic controllers when entering and exiting sites
Do not move or adjust traffic devices or signage
If signage or devices are damaged or missing report this to the site management team immediately
Only licenced traffic controllers are permitted to perform control duties