

# Post Task Inspections: Final Check of the Worksite

Experience shows that a clean and tidy workplace is less exposed to dropped object risk than untidy or poorly managed work areas. It is therefore extremely important to have a good routine for end of shift and final checks of the worksite.



Always keep your worksite tidy, even small items can create unnecessary hazards.



Where there is potential for exposure to other concurrent activities, discuss the opportunities to join forces to perform pre and post task inspections of the working environment.



Ensure time is allocated in the task to perform worksite inspections and tidy up after each shift and on completion.



Ensure an inventory of all tools, equipment and materials taken to the worksite has been completed and approved.



If tools, equipment and materials are to be left at the worksite temporarily at the end of a shift, the method of securing and storage should be approved and recorded.

In worksites that are subjected to dynamic environmental factors such as wind, heave and helicopter downwash, ensure all tools and materials are always secured to work areas, mats, benches, scaffolding and racks to prevent unplanned movement.

On completion of the task, a final check and inventory count of all tools, equipment and materials should be carried out to ensure no items are left behind.

Check and verify that all equipment is installed, secured and returned to its operational state (e.g. correctly replace fastenings, latches, covers etc).

The worksite should be left in a clean and tidy state and all items returned to their designated storage places.



**Housekeeping** : WASTE is a hazard at every worksite and must be managed.

Particularly if working at height, identify the potential for generating waste or debris during the task. Ensure there are appropriate methods of retaining and removing/segregating waste safely and securely, and carefully inspect any bags or receptacles for damage. Consider the potential for damp, greasy or sharp waste to drop when being handled or transported.



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