Facilities Management Pre-Start Safety Checklist

HiFlex Physio

Safety documentation that must be completed and lodged with the Head Office of HiFlex Physio

Project No:		Project Name:	
Date:		Principal:	
File No:		Client:	
Project Leader:		Responsible Officer:	

Safety documentation that must be sighted and/or completed and provided to the Responsible Officer at the commencement of each new construction job at a HiFlex Physio site.

Document	Requirement:		Action	
	Sighted	Filed	Sighted	Filed
HiFlex Physio Contractor Safety Induction Card (supervisor and site personnel)				
Construction Safety Awareness Training Card				
Safety Management Plan / Job Safety Analysis				
Current operational certification (personnel) and certificates (as required)				
Material safety data sheets (as required)				
Relevant Permits (permit to work, hot work, confined space)				
Construction Sign				
Parking Permit Applications				
Current Workers Compensation Insurance Policy				

Document	Requirement:		Action	
	Sighted	Filed	Sighted	Filed
Current Public Liability Insurance Policy (minimum of $20 million)				
Details of any prosecutions under safety or related legislation				

I, _____, have sighted and/or received the Pre-Start Safety Documentation.
(name of Responsible Officer)

_____ _____

Signed Date

Note: Currency of insurance certificates is listed under Resources / Companies.