



REFERENCE

Pre-entry hazard assessment for third-party worksites including bulk vessels (Take 5 checklist)

Use of this document

This checklist is completed by inspection Authorised Officers (AOs) if no site escort or induction is provided, or before they enter any third-party worksite or board a vessel that they:

- have not previously visited or inspected
- have visited or inspected previously but not in the past 12 months
- are aware of previously reported safety issues concerning the premises or vessel.

Site or vessel details

Name	
Location	
Date	

Before entering site or boarding the vessel answer the following questions

Assessment checklist	Yes	No
Does the vessel/site have a site induction or provide an escort?	<input type="checkbox"/>	<input type="checkbox"/>
Does a Chief or Master or site supervisor know of my attendance?	<input type="checkbox"/>	<input type="checkbox"/>
Do I feel safe boarding and working on the vessel/site?	<input type="checkbox"/>	<input type="checkbox"/>
Do I: <ul style="list-style-type: none">• know the emergency procedures for the vessel/site?• have safe access and egress to the work areas on the vessel/site?	<input type="checkbox"/>	<input type="checkbox"/>
Am I protected from other work being carried out in the area?	<input type="checkbox"/>	<input type="checkbox"/>
Do I have the correct personal protective equipment for the task?	<input type="checkbox"/>	<input type="checkbox"/>

Note: A 'No' answer to any of the above questions indicates that the worksite is unsafe and corrective actions are required before it is safe to proceed with your inspection.

Actions taken

Use the following table to record actions taken to address identified hazards.

Hazard details	Action taken

Note: Reporting requirements for hazards, incidents or near misses, and corrective actions are outlined in the relevant guidelines and work instructions on the [Plant Export Operations Manual](#).

What happens to the checklist?

- Worker/manager/supervisor enter a soft copy in the department's electronic records management system.
- If the checklist has been completed by a departmental employee, the work group chair and management appointee liaise with the local safety advisor and report on assessments to their work group and regional WHS committee.
- If the checklist has been completed by a person who is not a departmental employee, a copy of the complete checklist is kept along with any paperwork for the associated job in accordance with the record-keeping requirements outlined in guidelines and work instructions on the [Plant Export Operations Manual](#).

Signature

Worker name	
Signature	
Date	
Manager/Supervisor name *Departmental employees only	
Signature	
Date	

Related material

- *Work Health and Safety Act 2011* and subordinate legislation
- [Plant exports operations manual \(PEOM\)](#)
 - Guidelines
 - Work instructions
 - Reference: *Plant exports guide – Equipment*
 - Reference: *Work health and safety in the plant export environment.*
- [Instructional Material Library](#) (departmental AOs only)
 - Guideline: *Managing fatigue*
 - Guideline: *Managing hazardous manual tasks*
 - Guideline: *Personal protective equipment*
 - Work instruction: *How to report a health and safety hazard.*

Document information

The following table contains administrative metadata.

Instructional Material Library document ID	Instructional material owner
IMLS-12-3063	The Director, Authorised Officer Program, Plant Export Operations Branch

Version history

The following table details the published date and amendment details for this document.

Version	Date	Amendment details
1	6/11/2017	First publication of this reference.