

# HAZARD PROMPT SHEET

<b>Work Order No:</b>		<b>Site/Location:</b>		<ul style="list-style-type: none"> <li>• Complete the Hazard Prompt Sheet BEFORE work is started</li> <li>• Place a Y or N in the corresponding boxes</li> <li>• Identified hazards MUST BE CONTROLLED and noted on your SWMS, or area of hazard is to be avoided</li> </ul>
<b>Date:</b>		<b>Completed By:</b>		

Hazard/Check	Y	N	Action
<b>If "Y" ticked then action is required, SWMS to be amended or the area to be avoided</b>			
Are entry routes to building or site unsafe			Select safest agreed route (sketch may be required and 'Stop Points' identified).
Water and water leaks			Avoid slippery, wet or boggy areas. Note Risk control in SWMS.
Inadequate lighting or visibility			Do not enter unless lighting and visibility is adequate. Seek appropriate lighting apparatus for work area.
Energised equipment etc. to be isolated prior to entry or close proximity visit			Ensure that they are isolated prior to inspection.
Loose/uneven surfaces			Avoid area. Note Risk control in SWMS.
Sharp edges			Avoid area. Note Risk control in SWMS.
Dusty conditions/loose airborne materials			Avoid area. Note Risk control in SWMS.
Other personnel in area			Avoid if activities puts anyone at risk.
Trip/fall/slip conditions			Avoid area. Note Risk control in SWMS.
Awkward access or inspection required			Avoid area. Note Risk control in SWMS.
Can tools, equipment, stored materials etc fall			Avoid area. Note Risk control in SWMS.
Vehicles/mobile plant in area			Give way to them until safe.
Doorways/aisles/walkways obstructed			Do not enter.
Roof/ceiling access required			Access prohibited unless walkways are present – this avoids slips, trips, falls and EMR emitters (aerials).

Hazard/Check	Y	N	Action
<b>If "Y" ticked then action is required, SWMS to be amended or the area to be avoided</b>			
Confined spaces access required (include cellars)			No confined space entry is permitted without specialist training and authorisation.
Is ventilation in the work area inadequate?			Seek appropriate ventilation apparatus for work area.
Risk of exposure to loud noise, asbestos, carcinogenic materials, chemicals, hazardous substances etc			Avoid area and mandatory contact with Total Group Service Desk (0800 858 800).
Chance of snake or insect bites / or attack by a dog or other animal			All animals should be restrained while you are working on site. Contact TG if the owner or site manager won't restrain an animal. List in SWMS.
Are any Hot Works required?			If Yes, no Hot Works are permitted without specialist training and a Hot Works Permit.
Is working at heights required?			If Yes, contact TG to seek permit (0800 858 800).
Is excavation or trenching required?			If Yes, contact TG to seek permit (0800 858 800).
Is electrical work required?			List in the SWMS document.
Is structural alterations, temporary support or demolition of structures required?			List in the SWMS document.
Are Services affected by your work (underground or overhead)?			If Yes, contact TG to seek permit (0800 858 800).
Is PPE required?			Only enter if PPE is suitable and you are aware of the hazard and correct way to use the PPE.
<b>If "N" ticked then action is required, address your safety actions in the SWMS document</b>			
Is fire safety equipment available in the vicinity?			If No, seek appropriate fire fighting equipment.
Ladders appropriate for use			If No, do not use these ladders.

<b>Hazardous Materials:</b>
<ul style="list-style-type: none"> <li>• All hazardous materials to be used in the completion of the job must be listed below</li> <li>• Material Safety Data sheets must be available on request</li> <li>• Ensure precautions taken in using these materials are documented in your SWMS document</li> </ul>

<b>Equipment</b>
<ul style="list-style-type: none"> <li>• All equipment utilised in the completion of this job must be listed below and must be in good working order, serviced regularly and free from non-manufacture modifications</li> </ul>

<b>List follow up action for attention by Manager:</b>
Follow up items acknowledged by Manager:

<b>Contractor Sign Off</b>
Name:
Signature: