	Pre-Task Planning Checklist – Line Construction; Substation Works and Telecommunication Projects	Document Identifier	559-1432317009	Rev	1
		Effective Date	August 2024		
		Next Review Date	August 2027		
		Project Delivery			


Project / Site (full name)					
Description of Powerline Activities (e.g. Bush clearing, foundations, assembly, erection, stringing & regulation, etc.)	Description of Substation Activities (e.g. Bush clearing, earthworks/civil works, electrical works, commissioning, etc.)		Description of Telecommunication Projects: (e.g. foundation, erection, commissioning etc.)		
Administration & Controls:	Yes	No	In case of Emergency/Supply Interruption Notify:		
Daily Activity Record (Reference No, Date, Signed) – Contractor Construction Manager			Full Name:		
Daily Activity Record (Reference No, Date, Signed) - Client Site Manager			Contact (Land line and Cell No.):		
Change Management					
	Yes	No		Yes	No
Any change of Scope of Work (Planned Work/Scheduled Work?)			Any change in the SWP/MS?		
Any change of key personnel on site (Construction Manager, Supervisors, OHS Officer etc)			Were the changes discussed with everyone?		
Comments					

Pre-task Planning							
Resources (Employees):	Yes	No	N/A	Documentation:	Yes	No	N/A
Correct no. of People Assigned for the Job				Authorized Construction designs / drawings			
Competence & Experience (certificates)				Method Statement & Safe Work Procedure			
Medical Certificate of Fitness				Fall Protect Plan & Rescue plan			
Valid Authorisations, Permits / Licences				Risk Assessments & Daily Site Task Instructions (DSTI)			
Plant, Machinery & Equipment:				Planned Task Observations (PTO's)			
	Yes	No	N/A		Yes	No	N/A

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Construction Vehicles (licences)				Environmental Authorisations			
Machinery (test certificates)				Environmental Management Plan (EMP)			
Lifting Machine & Tackle (cranes, slings, etc.)				Environmental Permits & Licences			
Tools & Equipment				Contract Quality Plan (QCP)			
Personal Protective Equipment (PPE)				Inspection & Test Plans (ITP's)			
Rescue Kit				Security Management Plan			
First Aid Equipment				Registers:			
					Yes	No	
Fire Equipment				Employees' breathalyzer results			
Waste bins and Toilets				Issue based risk assessment in place?			
Drip trays and Spill kit				Risk Assessment (DSTI)			
Emergency Preparedness and Response (EP&R)							
				Yes	No		
Emergency numbers displayed in strategic areas?						Emergency Preparedness and response Plan available and authorised?	
Were the employees made aware about the EP&R for the site and work area position?						Are drills being conducted as per schedule and record available and shared with respective committees?	
Comments							
Authorised by: Contractor – Construction Manager CR8(1) or/and {Supervisor CR8(7)/CR8(8)}		Signature:		Acknowledged by: Client Site Manager or {Client Site Representative}		Signature:	
Full Name:		Date:		Full Name:		Date:	

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