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		Review Date	December 2029		
TITLE: Site Shutdown Checklist					


Contractor Name:	
Package No. (if applicable):	
Scope of Work:	
Area of work/Inspection:	
Date:	

#	Item Description	Yes	No	NA
A. Communication & Emergency preparedness				
1	Site shut down meeting held, and issues communicated to the workforce			
2	Emergency telephone contact shared, and list displayed in appropriate area?			
3.	Fire fighting equipment is serviced and in good condition			
B. Security				
4	Security is available and present during the shutdown period?			
5	Responsible Supervisor contact details submitted and posted at the laydown access gate			
6	List of employees on standby and their contact details (attach)			
7	All site facilities locked and secured?			
8	All offices and stores locked and secure?			
C. Housekeeping				
9	Clean and disinfect all eating facilities and remove all food waste to skip			
10	Empty all rubbish bins to skips			
11	Remove all full skips from site			
12	Empty, clean and disinfect all toilets			
13	All work areas cleaned up; rubbish removed?			
14	Water mains closed and secured?			
15	All unused formwork and scaffolding stored securely and safely?			
16	All lightweight material should be tied down to prevent be blown away?			
17	Remove all loose materials from the deck levels and sheeting is properly lashed.			
18	Waste bins are provided and arrangement for removal made for security personnel/skeleton team remaining during the break?			

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D. Lifting operations and equipment				
19	Cranes parked in designated area			
20	Ensure cranes are in free slew mode for inclement weather conditions where applicable			
21	Cranes only accessible to competent personnel			
22	No crane must be left with a suspended load			
23	Remove all loose slings, shackles, hoists, chain blocks and tirsors to the stores			
E. Plant and equipment				
24	Lockout procedure for electrical equipment and DB's followed?			
25	All temporary electrical works to be inspected at once a week and locked out in accordance with regulation 24 of constructions regulations.			
26	All plant and equipment parked securely, safe and keys kept in safe place			
27	Drip trays provided for oil/diesel spillages?			
28	Wheel Chock/Stop blocks in place for all mobile plant?			
29	Arrangement for cleaning drip tray in emergency?			
30	Roll up all welding leads and store safely / isolate all welding plant			
31	Ensure all gas cylinders have been removed from work areas and are secure.			
32	Temporary storage of flammable liquids to be in accordance with construction regulations 25			
F. Excavations: manholes and other openings				
33	All formwork and support work checked and stacked correctly? Access closed?			
34	Prohibition notices displayed "No entry" – unsafe for use			
35	All excavations securely barricaded with rigid barricading with no entry signs (Supervisor and company details on information tag). Barricading to comply with site requirements.			
36	Ensure all excavations are stabilized and barricaded with a visible marker even at night.			
G. Scaffolding				
37	Rigid edge protection to all open edges of decks and slabs must be installed.			
38	Access via ladders, access staircases, and all other scaffolding and other access equipment should be closed off and secured. "UNSAFE TO USE" signs displayed?			
39	Proper stacking and storage of scaffolding at designated stacking areas			
40	If the scaffold structure is not inspected or in use during builders break, the green tag must be removed, and structure RED TAGGED			

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H. Welfare Facilities				
41	Empty all water containers			
42	All mobile toilet facilities should be removed or be secured to be able to withstand weather conditions			
I. Hazardous chemical substances				
43	All hazardous chemical substances must be moved to a secure area (with warning signage).			
44	Hazardous chemical carriers such as diesel bowsers returned to the plant yard.			
45	Firefighting equipment placed in front of stores for ease of access			
46	Chemicals placed in correct store, i.e. corrosives, flammables kept apart			
47	Safety Data Sheet Book/file available at laydown security access point or with standby supervisor			
J. Electrical Systems				
48	All non-essential power must be isolated and locked out			
49	All non-essential electrical equipment in work and office areas switched off			
50	Ensure that critical equipment, pumps, safety devices, etc. remain operational			
51	Generator drip trays properly cleaned (emptied) of water and diesel and oil or any other residue			
52	Generators switched off and locked down and moved to bunded areas			
53	Standby electricians identified and available if required			
K. Rain preparation				
54	Is there a risk of rain overflowing any hazardous waste/substance or contaminated water?			

Comments:

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Emergency contact person: _____

Contact number: _____

The above list is not exhaustive and each contractor to identify any hazards specific to their activities and their environment and to ensure they are safe and secure.

	Inspected by Contractor Representative (Supervisor/Site Manager)	Confirmed by Team Medupi Representative (Supervisor/Package Manager)	Confirmed by Contractor SHE Manager or Officer	Confirmed by Team Medupi SHE Representative
Name & Surname:				
Signature:				
Date:				

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