MASTER BUILDERS
AUSTRALIAN CAPITAL TERRITORY

Together, we build better.

SITE SECURITY CHECKLIST

FOR RESIDENTIAL BUILDERS AND SME CONSTRUCTION BUSINESSES

SITE DETAILS

SITE NAME	
SITE ADDRESS/LOCATION	
BUILDER/COMPANY	
SITE SUPERVISOR	
SHUTDOWN DATE	
PLANNED RE-OPENING DATE	
DATE ALL ACTIONS COMPLETED	

CHECKLIST

✓	Action	Comments / Evidence
☐	Site perimeter fencing secure and stable	
☐	Gates locked and access points secured	
☐	Warning signage visible and legible	
☐	Emergency contact details displayed	
☐	Excavations covered, barricaded or backfilled	
☐	Penetrations and openings covered and secured	
☐	Edge protection remains effective	
☐	Scaffold access prevented	

✓	Action	Comments / Evidence
☐	Ladders removed or secured	
☐	Mobile plant immobilised and secured	
☐	Keys removed from all equipment	
☐	Elevated work platforms lowered and isolated	
☐	Switchboards locked and secured	
☐	Temporary electrical installations inspected	
☐	Gas cylinders secured and valves closed	
☐	Hazardous chemicals stored safely	
☐	Flammable liquids secured or removed	
☐	General waste removed from site	
☐	Timber offcuts and sharp waste removed	
☐	Materials stacked and secured against weather	
☐	Roof materials secured	
☐	Roof penetrations protected	
☐	Temporary water isolated where practical	
☐	Site drainage inspected	
☐	Security lighting operational	
☐	CCTV systems operational	
☐	Alarm system tested and armed	
☐	Site sheds and containers locked	
☐	High-value materials secured	
☐	Housekeeping inspection completed	

✓	Action	Comments / Evidence
☐	Skip bin collection booked and confirmed	
☐	Final waste removal completed	
☐	Portable toilet service arranged	
☐	Equipment identified for off-hire	
☐	Off-hire bookings confirmed	
☐	Plant condition photographed prior to collection	
☐	January re-delivery bookings confirmed	
☐	January skip bins booked	
☐	Key subcontractors notified of restart date	
☐	Site re-opening inspection scheduled	
☐	Shutdown inspection completed and recorded	

DECLARATION

NAME

POSITION

SIGNATURE

DATE