

Site Checklist



Controlling exposures to prevent occupational lung disease in
CONSTRUCTION

Construction Managers Toolkit 
Checklist

Health Speak

- PPE** Personal Protective Equipment
- RPE** Respiratory Protective Equipment
- SDS** Safety Data Sheet
- LEV** Local Extract Ventilation
- HEPA** High-Efficiency Particulate Air

Contractor:

Inspected by:

Date:

Question	Help!	Yes / No / N.A.	Comments / positive observations	Actions required	L/M/H	Responsible person / company	Completion date
Do you have a hazardous substances "champion"?	It's helpful to have one or two people who have the specific responsibility of looking after all aspects of hazardous substances. They may need some additional training to become competent and/or meet regulatory requirements.						
Do your checks on hazardous substances cover subcontractors?	It might be helpful for the "champion" to check over subcontractors risk assessments to see that their control measures (eg PPE) are adequate.						

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<p>Do you have a list of all hazardous substances used on site?</p>	<p>Don't forget those used by subcontractors, and those that arise from the work (eg welding fumes). Keeping this list up to date might be a job for the Champion. A Health and Safety Datasheet should be available for each material. Suppliers should provide these. The sheet will help you determine what control measures to use. They will also contain helpful information about what to do if something goes wrong such as a splash on the skin or breathing in harmful materials.</p>						
<p>Do you have a risk assessment for each task with a hazardous substance? Do workers follow the controls in them?</p>	<p>Risk assessments need to focus on the task to ensure each one is done without exposing workers to harmful levels of materials. You need to make sure workers know what the assessment says and that they use the controls specified properly.</p>						

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<p>Can you expose people less to harmful materials?</p>	<p>Check SDSs to see what is in the product. Ask your supplier if they have a less harmful product. Can you do the job differently to avoid breathing in the product or getting it on the skin?</p>						
<p>Do you have a safe place to store hazardous materials?</p>							

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<p>Are hazardous materials ever used where natural ventilation is reduced such as a small room, in a pit or a sheeted in area?</p>	<p>Take extra care in this situation, it's likely to be where people get exposed to harmful levels. Can you avoid doing the job in this way? Try to increase the level of ventilation or draw away harmful materials eg a welding extractor. A special type of respirator might be required. These tasks might be worth seeking further advice.</p>						
<p>Are measures to reduce exposure being used?</p>	<p>Some equipment has safeguards to reduce exposure (eg water on stone cutting equipment or dust extraction on power saws). It's very important to regularly check that this is being used and working properly. If it's not being used listen to the reasons why and try and fix them. A detailed check should be done and recorded for LEV and RPE according to mfg instructions and applicable standards.</p>						

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<p>Has somebody checked that the right type of respirators are being used?</p>	<p>RPE is complicated. There are different types of masks and filters. If you get the wrong one it could be no use at all. You need someone who understands this subject to check that the risk assessments state the right RPE and workers are wearing it correctly. If filters are used they must be changed regularly or they will become useless.</p>						
<p>Have all workers who need to wear a respirator had a face fit test?</p>	<p>For all respirators that seal against the face wearers need to have a face fit test.</p>						

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<p>Has somebody checked that the right type of other types of PPE are being used?</p>	<p>Gloves or body protection also need to be chosen carefully. You need someone who understands this subject to check that the risk assessments are correct and workers are wearing the right types.</p>						
<p>Can PPE be easily cleaned and stored in a clean area?</p>	<p>Re-usable PPE may need to be cleaned and disinfected. If dust gets inside respirators, or protective clothing gets dirty on the inside workers may be exposed to harmful materials.</p>						

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<p>Do workers eat and drink in a clean area?</p>	<p>To avoid accidental ingestion of harmful materials workers should be able to wash before eating and take meals in an area free from harmful materials. Eating and drinking should not be allowed in areas where contamination is possible.</p>						
<p>If someone is splashed with or overexposed to a harmful material do you have people who know what to do and the right equipment to treat them?</p>	<p>Part of your risk assessment for each task should consider what might go wrong and what you need in place if this happens. You might need some people trained as first aiders. If you have irritant or corrosive materials you may need eyewash bottles or safety showers. SDS should be available to give to paramedics if a worker is overexposed.</p>						

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<p>Have any measurements been taken of what workers are breathing in?</p>	<p>Personal exposure monitoring of hazardous substances requires some specialist help. It could be money well spent as it will indicate where an improvement in control could make a big difference in protecting health.</p>						
<p>Do your workers have health checks that might detect early signs of ill health caused by work substances?</p>	<p>For example lung function tests or x-rays may detect the early stages of Silicosis. Note: for certain jurisdictions there are specific regulatory requirements for medical surveillance depending on the substance involved.</p>						

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<p>Are records kept of all tests and maintenance of control measures (including LEV and respirators)?</p>	<p>If you use extraction systems (LEV) to reduce exposure to the dusts, fumes, vapours etc. then you must maintain the LEV in efficient working order according to mgf specifications so it continues to provide the necessary protection.</p>						
<p>Are records kept of air monitoring results?</p>							
<p>Are records kept of health checks?</p>							

Any other comments

The checklist items cannot be entirely comprehensive. Write down any other important points below.

