**Environmental and Occupational Health & Safety Unit**

**OHS CHECKLIST**

**BUILDER’S PRECAST DELIVERY AND ERECTION RESPONSIBILITIES CHECKLIST**

Site name & address ___________________________ Date: __ / __ / __

OH&S/Builder’s Rep __________________________ Rigger in charge ________________

Must be intermediate (RI) or advanced (RA)

This checklist must be completed by the site OH&S Representative [or the builder's senior management representative] in conjunction with the person from the erection crew appointed as the 'rigger in charge', before panels or elements are unloaded on site. If not completed by the site OH&S Representative, a copy must be provided to them.

The ‘Qualification Register for Panel Erection’ on the reverse side must also be completed.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Pre-start meeting of OHSR/Shop Steward and erection crew
- The erection crew members are all suitably qualified to perform precast erection work
- The approved Precast Manufacturers Birth Certificate has been supplied with each individual Precast panel or element to site and has been correctly completed
- No precast panel/element is less than 72 hours old
- The builder’s Erection Design Engineer [EDE] has certified the approved erection sequence, and provided it to the erection crew
- Shop drawings, including layout drawing/marking plan has been given to erection crew
- Erection crew SWMS’s are complete and appropriate for this site
- Precast delivery considerations are part of the overall site traffic control management plan, including:
  - crane and truck access to site is safe, and the ground is stable
  - ground surface for unloading delivery truck is level
  - panels are secured by chains to A-frame
  - there is adequate room for extended crane outriggers, crane tail/counterweight swing
  - there is a safe lifting route from the truck to the point of installation
- Written confirmation that the required concrete strength for slab/footings [as per design specifications] has been provided to the erection crew
- The transport frame compliance plate/certificate of compliance is current and relevant to the particular transport frame
- Safe access to precast panels/elements lifting points has been provided

Comments:

Unless all of the above boxes are ticked ‘Yes’, and both the site OH&S Representative and the erection crew are satisfied that it is a true and accurate reflection of the conditions on site, precast delivery and erection responsibilities are transferred to the site OH&S Representative.

---

**Safety is union business.**

**Stand up. Speak out. Come home.**

VIC.CFMEU.ORG.AU 03 9341 3444
## Appendix K: Qualification register for panel erection

From National Code of Practice for Precast, Tilt Up and Concrete Elements in Building and Construction.

<table>
<thead>
<tr>
<th>Name</th>
<th>Certificate Type</th>
<th>Certificate Number</th>
<th>Activity involved in *</th>
<th>Period of experience in activity</th>
</tr>
</thead>
</table>

* (*i.e. crane operation, supervision, panel securing etc)

<table>
<thead>
<tr>
<th>Prescribed Activities Register (Ticket Holder)</th>
<th>Trainee Register</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traine Name</td>
<td>Activity involved in</td>
</tr>
<tr>
<td>Traine Logbook Supplied</td>
<td></td>
</tr>
</tbody>
</table>

Stand up. Speak out. Come home.

Safety is union business.

Authorised by John Setka, Secretary, Elias Spernovasilis and Shaun Reardon, Assistant Secretaries of the CFMEU Construction and General Division. The CFMEU OH&S Unit gratefully acknowledges the support of Incolink.