

Site Manager Daily Checklist

The walk before 7am, in the order it actually happens. One page, printed, on the shed wall.

PROJECT / SITE	DATE	COMPLETED BY

BEFORE YOU WALK

- ☐ Weather checked — wind, rain, heat, UV
- ☐ Overnight notes and handover read
- ☐ Today's work fronts confirmed against the programme
- ☐ Any incident, near miss or damage reported overnight
- ☐ Deliveries booked for today and their times
- ☐ Crane and hoist bookings confirmed

PEOPLE

- ☐ Numbers on site against numbers expected
- ☐ New starters identified — inducted before they start
- ☐ Visitors and delivery drivers signed in
- ☐ Tickets and competencies current for today's work
- ☐ First aider on site and known to the crew
- ☐ Anyone working alone or after hours accounted for

THE WORK FRONTS

- ☐ Each front walked, not just reported on
- ☐ Access clear and safe to every front
- ☐ Edge protection, penetrations and voids intact
- ☐ Exclusion zones in place and respected
- ☐ Housekeeping — leads, hoses, offcuts, debris
- ☐ Lighting adequate for early and late work

PLANT AND EQUIPMENT

- ☐ Pre-start records completed for plant in use today
- ☐ Operators verified for the plant they are on
- ☐ Faults tagged and out of service where required
- ☐ Fuel, water and consumables sufficient for the day

DOCUMENTS IN PLAY

- ☐ SWMS current and on site for today's activities
- ☐ Permits open where required, and closed out when done
- ☐ Hold points identified — who releases, and when
- ☐ Any superseded document pulled out of circulation

BEFORE YOU LEAVE THE WALK

- ☐ Blockers written down with a name against each
- ☐ Clear-by time set for anything blocking work
- ☐ Site diary entry made while it is fresh
- ☐ Tomorrow's critical item identified

This is the checklist. The controlled version — with risk assessment, control measures, sign-offs and a **live QR record** that proves which revision you are holding — is part of the Obras document system.

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