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|  | STANDARD CHECKLIST | Document ID: | TNCL-OHS-CHK-0030 |
| | | Document owner | OHS Manager |
| | SAFE SHUTDOWN AND START-UP DURING EXTENDED BREAKS CHECKLIST | Revision | 01 |
| | | Approve Date | 14 th October 2025 |


| SHUTDOWN CHECKLIST | | | |
|------------------------------|--|-------------------------|--|
| Date of inspection | | Name of Observer | |
| Signature of Observer | | Company | |
| Time in | | Time out | |
| Name of HOD | | Signature of HOD | |

| Note: Under no circumstances may the inspection be done alone | | |
|---|--------------------|----------------|
| Description | In order yes or no | Finding if not |
| Documentation | | |
| Contract documents to be secured (backed up and saved). | | |
| Contract specifications to be secured (backed up and saved). | | |
| Contract programme and information schedule to be secured (backed up and saved). | | |
| Notification of the shutdown period is to be sent to all parties applicable. | | |
| Emergency telephone contact list displayed in appropriate areas and supplied to security. (Mobile phone.) | | |
| Company policies must be displayed. | | |
| Lock up and secure all safety files, including files of the sub-contractors. | | |
| Office Area | | |
| Remove all valuables from offices and place them into one container if it cannot be locked in its current location. | | |
| Leave curtains and blinds drawn in front of windows. (Able to see inside) | | |
| Secure store container - Park a machine in front of the store. | | |
| Ensure that all fuel containers (Jerry Cans) are removed off-site and kept safe until the site needs to re-open | | |
| All Fridges or water coolers are plugged out and left open to breathe and not become mouldy. | | |
| Taps or any water supply to the kitchens and restrooms to be isolated when not in use. | | |
| Inspect the area for any flammable or combustible materials and remove it to the preferred skips | | |
| Site Conditions | | |
| Water supply mains are to be closed and secured. | | |
| Electricity mains to site camp to be isolated and made safe (Generator). All generators and mobile container | | |

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| connection points are to be covered to prevent any damage from rain. | | |
| All site facilities are locked and secured. | | |
| All open excavations are securely barricaded where applicable with signage safety signage. | | |
| All unused steelwork, valves and scaffolding stored securely and safely or moved from the site. | | |
| All waste bins must be emptied. | | |
| Ensure as far as possible that free flow drain systems are in place in areas prone to flooding. | | |
| Ensure TMP is in place and all roads comply with TMP. | | |
| Site Equipment | | |
| Ensure that minimal diesel is in machines | | |
| Ensure that all diesel tankers/tanks are locked or taken off-site. | | |
| All TMM reverse parked and locked out | | |
| All small tools must be put off hire and sent back to the hire company. | | |
| Ensure materials are placed in a safe area and barricaded off. | | |
| Ensure all operational parties on site have the emergency contact details of all contractors | | |
| Site Security | | |
| Restricted site access is in place. | | |
| Ensure that the emergency number list is displayed in the security office and site access gates. | | |
| Ensure that site security has been provided with a list of names, dates, and times of persons who may be coming to the site during the shutdown period. | | |
| Fire Preparedness | | |
| Hazardous chemicals such as diesel and paints are stored as per the procedure. | | |
| Ensure that the fire extinguisher registers are up to date. | | |
| Ensure that a site plan is available indicating the exact location of the fire extinguishers. | | |

| CLOSURE SIGNOFF | | | | |
|------------------------|-------------|---------|-----------|------|
| Name | Designation | Company | Signature | Date |
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| START-UP CHECKLIST | | | |
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| Equipment on Site | | |
| Be aware of snakes, bees etc. that could have moved onto the site over the shutdown period. | | |
| Before turning on services such as electrical and water, ensure that there was no damage to services over the shutdown period. Arrangements are to be made with the engineering department to do earth leakage tests on all socket outlets at the site offices. | | |
| Employees are to complete the Medical Questionnaire when coming back in January – Supervisors are to check and confirm that no physical injuries were sustained during the shutdown period. | | |
| All employees to be re-inducted – site induction | | |
| All tools, equipment, plants, and machinery are to be inspected and tagged. | | |
| All signage is to be inspected on condition and necessity (replace if necessary). | | |
| All lifting machinery and equipment are to be checked for valid load tests and inspections. | | |
| Risk Assessments and applicable safe operating procedures are to be communicated | | |
| Inspect all fire protection equipment. | | |
| Inspect all first aid boxes and emergency equipment. | | |
| The construction site and Contractor's laydown area including the roadways to be inspected. | | |
| Working areas are to be declared safe by the Contractor Site Manager before work can commence | | |
| Inspect excavations, trenches, laydown, stacking & storage areas barricading and reinstate where damaged or untidy | | |

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