

PRE-TASK CHECKLIST

Important considerations, precautions and checks to help eliminate potential dropped objects.



BE VIGILANT STOP THE JOB IF YOU FEEL IT IS UNSAFE.

Dropped Objects occur everywhere. Every item that is stored, used, fixed, stacked or taken aloft has the potential to become a dropped object. Ensure the appropriate controls are in place to prevent these items becoming dropped objects and **ALWAYS ELIMINATE THE RISK TO PERSONNEL** by ensuring barriers and **No Go Zones** are employed.

Remember, Dropped Objects Do Harm and Do Kill... and they occur **EVERYWHERE** during **EVERY TASK**.

BEFORE YOU START ANY TASK, CONSIDER THE POTENTIAL FOR DROPPED OBJECTS.

Even if the task is not at height, consider the environment where the task is being performed and any other activities that may be going on above, around and below you. Remember, it is your responsibility to ensure the safety of yourself and that your actions do not create safety risks for others around you.

Worksite Checklist:

- Ensure appropriate barriers are in place around and below the work area
- Ensure the extent of the barriered zone is appropriate to the work height (Remember dropped items can bounce and travel considerable distances)
- Remove all loose or unnecessary items and debris from above and around the worksite, eg empty boxes, palletes, snow/ice etc
- Check all equipment and structural fixings, fastenings and covers are secure, eg stacked material, hatches etc
- Check that secondary retention / safety systems are in place for items secured above the worksite, eg lighting, temporary equipment etc
- Where scaffolding is being used, check toe-boards are installed and that no additional or unplanned weight has been applied, eg heavy items stored on scaffold, grit debris etc
- Check that all grating is secure
- Check that secure temporary storage is available for equipment, tools and any item of structure that will be removed, eg guard rails, grating, hatches etc
- Always use mats where there is a potential for items to fall through gaps
- Ensure appropriate communications to advise all personnel of the task in hand and the safety systems and controls that have been put in place.

MANY TASKS INVOLVE LIFTING, RIGGING OR SLINGING. CONSIDER THE POTENTIAL FOR DROPPED OBJECTS.

Even if the task is routine, always consider the following before progressing with any lifting tasks. Ideally follow a lift plan.

Lifting Task Checklist:

- Check the area is clear of obstructions and debris and consider potential for collisions and snags
- Check that all lifting equipment is certified and appropriate for the task, eg current colour code, correct capacity, four part shackles etc
- Ensure temporary fixings have been safely removed prior to lifting, eg tack welds on skid bases
- Check all secondary retention is in place, eg split pins
- Check all safety systems are in good order, eg hook safety latches
- Ensure loads are properly stacked, stored and secure and do not exceed the maximum capacity of the container
- Check lids/covers/doors are closed and secure and consider potential snagging damage where items are protruding from the load eg, handles, clips, padlocks
- Visually check for and remove all loose items from load eg, clear fork lift pockets, tools or equipment on container rails, loose material in skid bases
- Check tubulars for items left inside, and where practicable use end caps
- Ensure appropriate communications to advise all personnel of the task in hand and the safety systems and controls that have been put in place.

Tools and Equipment Checklist:

- Ensure appropriate securing methods (lanyards, tool bags, straps etc) are in place for any tools, equipment, personal items and PPE taken aloft
- Ensure a tools and equipment aloft register is in place to record all material to be taken aloft and to check that all tools and materials are removed and taken down.



CHOOSE YOUR FUTURE MAKE A DIFFERENCE

For further information or details of any DROPS product, including DROPS Membership, DROPS Training and DROPS Workpacks, visit our website or contact the DROPS Administration Team:

Email: admin@dropsonline.org

www.dropsonline.org

DROPPED OBJECTS
STILL HARMING STILL KILLING