

Contractor SAFE STOP Checklist – Xmas Break
Date: December 2024

SAFE STOP - Complacency & the mind on the job are all key risks that require good controls at this time of the year. A focus on where crews members are working and working alone procedures need to be addressed. Return the completed form to your TL Contract Manager.

Contractor:	
Main Contact & Number: (Person available over the Xmas break period)	
2025 Crew Start Up Date:	

Tasks:	YES	N/A
<u>SAFETY</u>		
2025 Crew START UP PLAN is attached to this document. Include any manual falling and/or mechanised falling start dates.		
Start-up dates and plans have been discussed within the crew at the year-end stop meeting.		
Effective tailgate meetings discussing employee's wellbeing & fatigue.		
A documented working alone procedure in place and in use.		
Monitoring of crew behaviour and fitness for work – not under the influence of alcohol or any substance.		
SBO's and crew checks completed and documented.		
<u>SECURITY</u>		
Crew stop signs MUST be decommissioned.		
ALL side roads MUST be root balled to seal off entry points.		
Consider removing valuable equipment & securing crew containers over Christmas period – where possible.		
Crew gate locked - Do not place logs in front of crew gates in case fire engines need to gain entry to site.		
<u>FIRE</u>		
Diesel tanks, Diesel trailers & empty 20l containers to be removed from site / or be empty including all other rubbish.		
Park plant and machinery in a safe area to minimise the risk of fire e.g. on bare earth, not in vegetation, remove keys and secure.		
Ensure plant and machinery are isolated at least 1 hour prior to leaving site.		
A security map is attached to this safe stop plan, indicating – machine locations, blocked roads, gated roads and preferred access for emergency access.		
Contractor Name:	Sign:	Date:

TL Safe Stop Checklist