

# Safe Site Access Certificate

The use of this Certificate will:

- establish a clear line of communication and mutually agreed criteria for site safety, before the work starts;
- help to make the work safer by reducing, or removing altogether, the risks arising from poor conditions on site;
- provide a consistent approach to site safety, by helping all parties to meet their health and safety responsibilities.

*The Principal Contractor and the Contractor should jointly complete this certificate, which is in the form of a checklist, before work starts on site. The safety of the site work areas, access routes, etc should be checked at that time, by walking through the areas that the Contractor will have to use. **\*Both parties must be fully satisfied that the conditions are "safe and suitable for work", before signing the certificate.** The Contractor's site representative should have a copy of the completed certificate on site.*



The Specialist Engineering Contractors Group represents a sector comprising over 60,000 companies and a workforce of more than 30,000

## Contract information

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Contract Name:	Lift Equipment Type:
Principal Contractor:	Electric/Traction <input type="checkbox"/> Hydraulic <input type="checkbox"/> Service <input type="checkbox"/>
Contractor:	Passenger <input type="checkbox"/> Passenger/Goods <input type="checkbox"/> Goods <input type="checkbox"/>
Site Address:	Areas of the site the contractor will work in:
Job No:	
Site confirmed as safe and suitable for work by the principal contractor *	Site accepted as safe and suitable for work by the contractor *
Name: Position:	Name: Position:
Signature: Date: Time:	Signature: Date: Time:

### 1 Site Arrival

	N/A	NO	YES	Details / Comments (in general terms)
1.1 Are there arrangements to conduct site safety induction for workers new to site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→
1.2 Is there a person appointed for site safety co-ordination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→
1.3 Have identified site-specific risks and safety requirements recorded been communicated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→



## 2 Construction [Design and Management] Regulations [CDM]

	N/A	NO	YES	Details / Comments (in general terms)
2.1 Is the work a notifiable project under the CDM Regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→
2.2 Has the a) CDM co-ordinator b) Principal Contractor been appointed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→
2.3 Has a Health & Safety Plan been submitted to the Principal Contractor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→
2.4 Have employees received adequate training and information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→
2.5 Is Form F10 (compulsory for CDM) been displayed by Principal Contractor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→

## 3 Access

	N/A	NO	YES	Details / Comments (in general terms)
3.1 Is access to the workplace safe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→
3.2 Are walkways sound and clear of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→
3.3 Has edge protection been provided in line with the Construction Welfare Regulations 1996?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→
3.4 Are holes/voids barred off or protected with covers, and are warning notices displayed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→
3.5 Is lighting to and from the workplace adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→



#### 4 Ladders

	N/A	NO	YES	Details / Comments (in general terms)
4.1 Are access/egress ladders in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→
4.2 Are all ladders secured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→

#### 5 Scaffolds and Working Platforms

	N/A	NO	YES	Details / Comments (in general terms)
5.1 Is there proper access to the scaffold?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→
5.2 Is the scaffold being inspected every week or after any significant alteration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→
5.3 Is the scaffold report signed, available and up to date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→
5.4 Are all uprights, ledgers and braces fully tightened and secure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→
5.5 Are ALL working platforms fully boarded, all handrails fitted and kickboards in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→
5.6 Are intermediate guardrails fitted, if required or will all personnel wear Safety Harnesses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→
5.7 Are all boards secured down?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→
5.8 Is the scaffold free of any warning notices, e.g. incomplete, danger do not use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→



## 6 Cranes and Lifting Equipment

	N/A	NO	YES	Details / Comments (in general terms)
6.1 Is the driver of the crane fully trained, competent and over 18 ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→
6.2 Does the crane driver and banksman know the weight to be lifted ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→
6.3 Is an automatic safe load indicator fitted ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→
6.4 Is the Safe Working Load (SWL) marked on all lifting equipment ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→
6.5 Has all lifting gear been inspected, tested and marked accordingly ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→
6.6 Is the lifting gear in good condition ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→
6.7 Is there a current test certificate available, and is it in date ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→
6.8 Has the operator of lifting equipment been trained in its use ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→
6.9 Are all lifting beams in good condition, been tested, certificated and marked with Safe Working Load (SWL), before being put into use ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→

## 7 Electrical

	N/A	NO	YES	Details / Comments (in general terms)
7.1 Has an electrical supply been arranged for use ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→
7.2 Is low voltage (110 Volts) temporary supply available for task lighting and portable appliance tools (if used) ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→



<b>7 Electrical (continued)</b>		N/A	NO	YES	Details / Comments (in general terms)	
7.3	Are Residual Current Devices (RCD) fitted to tools and equipment that operate on 240 volts (only maintenance sites, construction/modernisation must use 110 volt supply) ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→	
7.4	Have portable appliance tools been tested, certificated and the certificate current ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→	
7.5	Is all equipment, wires, and cables free from damage ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→	
7.6	Are all connections to the electrical supply by correctly fitted plugs ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→	
7.7	Are the plugs correctly fitted to hold the wiring?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→	
7.8	Is there a Permit to Work system in place for electrical works ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→	
7.9	Have precautions been applied for any Live working requirements ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→	
7.10	Can the supply be permanently isolated by locking and tagging out ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→	
<b>8 Fire</b>		N/A	NO	YES	Details / Comments (in general terms)	
8.1	Has a fire risk assessment been carried out ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→	
8.2	Are suitable fire extinguishers available for use ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→	
8.3	Has the Fire evacuation procedure been explained by the Principal Contractor and evacuation muster points been determined and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→	
8.4	Are Hot Works Permits in use ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→	



## 9 Noise

	N/A	NO	YES	Details / Comments (in general terms)
9.1 Has an assessment been carried out for any excessive noise likely to be created ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→
9.2 Are ear protection devices available ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→
9.2 Have you been informed of any controls in place restricting the noise levels at certain times during the day ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→

## 10 Health - Protective Equipment

	N/A	NO	YES	Details / Comments (in general terms)
10.1 Have all hazardous substances been identified ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→
10.2 Are COSHH Assessment sheets available for hazardous substances ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→
10.3 Is necessary Personnel Protective Equipment (PPE) available and in good condition ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→
10.4 Is all compulsory protective equipment used, (hard hats, safety boots/shoes) ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→
10.5 If working at heights of more than 2 metres, are safety harnesses provided ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→
10.6 Has training been given on the safe use of PPE ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→

## 11 Manual Handling

	N/A	NO	YES	Details / Comments (in general terms)
11.1 Is mechanical handling available ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→
11.2 Can heavy loads be avoided with the use of lifting equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→
11.3 Has a sufficient risk assessment been conducted ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→

**12 Welfare**

	N/A	NO	YES	Details / Comments (in general terms)
12.1 Are there suitable washing facilities available with warm water ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→
12.2 Are there adequate toilet facilities ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→
12.3 Are there First Aid facilities available ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→
12.4 Are there rest room facilities available for eating/drinking ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→
12.5 Are drying rooms available for the drying of clothing ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→

**13 Lighting**

	N/A	NO	YES	Details / Comments (in general terms)
13.1 Is the machine room lighting suitable and sufficient (200 lux)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→
13.2 Is the lift well lighting suitable and sufficient (50 lux minimum from any point on the car top) ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→
13.3 Is the pit well lighting suitable and sufficient ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→
13.4 Is emergency lighting available in the case of power failure ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→

**14 General**

	N/A	NO	YES	Details / Comments (in general terms)
14.1 Is the lift well guarded at each landing ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→
14.2 Is work programme of other contractors co-ordinated to avoid danger to all parties ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→
14.3 Is good housekeeping on site undertaken to avoid hazards ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→



14 General (continued)		N/A	NO	YES	Details / Comments (in general terms)	
14.4	Are all Risk assessments and Method Statements available and issued to all concerned ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→	
14.5	Have all safety precautions been taken for workers working alone or in a confined space?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→	
14.6	Are there Permit to Work systems in place (including Hot Works) ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→	
14.7	Is there the provision to isolate existing lift controls ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→	
14.8	Is there provision to limit the power and speed of an existing lift car during its refurbishment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→	
14.9	Are all landing and normal travel car controls isolated ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→	
14.1	If existing lift car top is used as working platform during refurbishment, has it been suitable guarded to stop falling ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→	
14.11	Is car top control by use of fixed pendant control ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→	





<b>Other site safety issues</b>	Are there any other site safety issues that may affect the work? - These should be listed here

<b>Exceptions</b>	Are there any agreed "exceptions" to the core requirements? - These should be listed here

<b>Site Lighting</b>
For <u>all</u> areas on UK construction sites, SEC Group recommends a standard maintained luminance of between 20 and 50 lux. Where access lighting to these values is not present, the lighting should be considered inadequate and the area should not be accessed until such time as the lighting has been corrected.

<b>Site re-checked at the time of starting work on the site and acceptable</b>		
Name:	Position:	
Signature:	Date:	Time: