

# EZI-HOSE Mine Site Check List

Name	DATE
Site	
<b>Before Heading To Site</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Check with the correct site personnel and advise them of your expected arrival time on site</li> <li><input type="checkbox"/> Check visit or job is confirmed and accomodation/flights etc booked</li> <li><input type="checkbox"/> Check with the stores and work shop personnel to see if they have any special requested stock lines you should take</li> <li><input type="checkbox"/> Check that all roads are open and that the vehicle is in good condition and that all flashing lights and radios are working</li> <li><input type="checkbox"/> Check that the correct stock replenishment items have been placed in the vehicle</li> <li><input type="checkbox"/> Check that the moblie phone is switched on and fully powered up</li> <li><input type="checkbox"/> Check that you have your first aid kit and that you have take some food and water on board</li> <li><input type="checkbox"/> <u>Check and Comply with site journey management plans and advise Perth office of travel plans</u></li> </ul>	
<b>Security &amp; Saftey</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Make sure that the vehicle is kept locked at all times whilst on site and laptops out of sight</li> <li><input type="checkbox"/> Make sure that you always have your correct PPE such as hard hat, safety boots and glasses with you at all times</li> <li><input type="checkbox"/> Make sure that if you arrive on site and they have changed the check in procedure, make sure that you get an escort in and out</li> <li><input type="checkbox"/> Make sure that you have your flashing light switched on and the two way tuned into the site channel</li> <li><input type="checkbox"/> Make sure all JHA's, Take 5's etc completed</li> <li><input type="checkbox"/> Think safe, be safe</li> </ul>	
<b>On Site</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Speak to all levels at the site from the stores person right up to the Mine Manager as much as possible</li> <li><input type="checkbox"/> Follow all rules and regulations of each site and do not take any short cuts</li> <li><input type="checkbox"/> Check the stock levels and replenish, check &amp; tidy up the stock areas, check the crimping and hose cutting equipment</li> <li><input type="checkbox"/> Ask about what machines are coming in for service and what we can do to help out, check that the stock levels will handle the work</li> <li><input type="checkbox"/> <u>Make sure that all the dies for the crimp machine are correct and in good working order.</u></li> <li><input type="checkbox"/> <u>Do not forget we don't just sell hose and fittings</u></li> </ul>	
<b>On Site</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Visit other contractors on site</li> <li><input type="checkbox"/> Visit all other store locations on site</li> <li><input type="checkbox"/> Visit all Mill operations on site</li> <li><input type="checkbox"/> Get all contact details, as many names as possible</li> <li><input type="checkbox"/> <u>Identify all opportunities and note them down to be forwarded on via the trip report</u></li> </ul>	
<b>Leaving Site</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Site Manager is advised that your leaving the site</li> <li><input type="checkbox"/> Work Shop Manager is advised your leaving the site</li> <li><input type="checkbox"/> Make sure that you have tagged out for both open cut and underground</li> <li><input type="checkbox"/> Make sure that you removed all danger working tags from all equipment or that you have informed the right person</li> <li><input type="checkbox"/> Make sure that the car or truck is in good working order and is ready to go.</li> <li><input type="checkbox"/> Make sure that you your self are in good condition and are not under the effects of any tablets, powders or liquids</li> <li><input type="checkbox"/> Make sure that our office knows what time you are due back in range or what time your due to be back in town.</li> <li><input type="checkbox"/> Make sure that you have enough fuel, oil &amp; water for the car as well as food and water for yourself</li> <li><input type="checkbox"/> <u>Check and Comply with site journey management plans</u></li> <li><input type="checkbox"/> <u>Make sure site knows when you are due back if you are doing a container count</u></li> </ul>	
<b>Do's and Don't's</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Do not drive tired or ill, pull over until it passes or book into the nearest hotel and advise the office</li> <li><input type="checkbox"/> Do not drive on any roads that are unsafe or that have been closed</li> <li><input type="checkbox"/> Do Keep safety in mind at all times</li> </ul>	
<b>Miscellaneous</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Complete the trip report form and forward to relevent management</u></li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> </ul>	