

Construction Site Shutdown Checklist

Secure your construction site when a sudden and unexpected shutdown is required.

When the unexpected hits and site activity is suddenly halted, projects can be exposed to heightened fire, weather, theft, and vandalism risk.

Following a comprehensive construction site shutdown process can help keep a site safe and secure, minimise risks and protect your business and its assets. Follow our simple checklist to support your shutdown process.

Fire safety measures

If a fire ignites, site debris and rubbish can serve as fuel. Keeping these materials away from your main works will limit the probability of a fire and can minimise damage if one starts. Keeping your walkways and access areas open will also make it easier for emergency services to access the site and prevent damage in an emergency.

Keep your site cleared of debris and protect against fire by:

- Ensuring large rubbish i.e., cardboard and plastics, is collected and placed into bins
- Sweeping floors and placing waste into bins
- Emptying minor bins into skip bins or ensuring they are stored away from the main works
- Checking walkways, access points and common areas are clear of obstructions
- Erecting clearly visible security and warning signs.

Preventing theft and malicious damage

During shutdown periods cases of theft and malicious damage increase significantly and incidents typically peak during periods when the community presence is low i.e., Christmas, school holidays or government closures. In some cases, theft and malicious damage is unavoidable however simple measures will often deter crimes of opportunity by vandals and thieves in search of easy targets.

Keep your site safe and secure by:

- Covering and securing materials and placing them inside where possible
- Removing all hand tools and minor plant or securing them in a locked room or container
- Ensuring all security fencing and hoardings are in place and unobstructed from debris
- Confirming doors, windows and entry points are locked
- Fixing solar motion sensor lights to the front and back of the site (these small lights are a cheap theft deterrent that don't require mains power)
- Leaving site security check-in sheet in an accessible location
- Turning off or shutting down all services including power, water and gas.

Stopping the elements

Without a presence on site the elements can wear down your hard work.

Limit or prevent damage from gradual or sudden weather based deterioration by:

- Checking all temporary supports and formwork are sufficient for a prolonged shutdown
- Covering unsecured areas and materials with coverings or tarps
- Infilling trenches and pits to prevent inundation or collapse where possible
- Covering newly poured concrete with plastic sheeting
- Assigning an individual to complete regular checks of the construction site at least once every 72 hours and check the above.

DISCLAIMER. This guide was compiled by QBE Insurance Australia Pty Ltd and made available to 360 Construction and Engineering Pty Ltd in August 2021. The general advice in this factsheet has been prepared without taking into account your objectives, financial situations or needs. You must decide whether or not it is appropriate, in light of your own circumstances, to act on this advice. The guide does not form part of any insurance policy we issue and is not used in the assessment of insurance claims. An insurance claim will be assessed against the policy terms and conditions and applicable law. 360 Construction and Engineering Pty Ltd (ABN 56 634 130 760) is an authorised representative (AR 1278878) of 360 Underwriting Solutions Pty Ltd ABN 18 120 261 270, AFSL 319181.



Email. construction@360uw.com.au **Tel.** 1800 411 580 **Web.** 360uw.com.au/construction

360 Construction and Engineering Pty Ltd **ABN** 56 634 130 760 is an
Authorised Representative (AR 1278878) of 360 Underwriting Solutions Pty Ltd
ABN 18 120 261 270, **AFSL** 319181

Suite 3, Level 18, 201 Kent Street, Sydney, NSW 2000