All HaloNT Partners must ensure that the following checklist, at a minimum, is acquitted when scheduled to undertake training or assessing activities at a non-approved training site.

|  |  |  |
| --- | --- | --- |
| PRE ARRIVAL | | |
| *Date* |  | *Done* |
|  | 1. Check requirement for dress – long sleeves, long pants, steel caps, hard hat (colour), other as required |  |
|  | 1. Check requirement for access site – warning lights, hazard lights |  |
|  | 1. Check parking requirements |  |
| ON ARRIVAL | | |
|  | 1. Ensure Amber Warning Lights are available, and use if required to enter a worksite |  |
|  | 1. Ensure parking in a correct or approved location |  |
|  | 1. Report immediately to site office and ensure that visitor registration (sign-in) procedure is followed. This may include site briefings, hazard management familiarisation and emergency evacuation familiarisation |  |
|  | 1. Report to training facility and to approved on site supervisor |  |
|  | 1. Check training facility for suitability, including:    1. Tables and chairs (one per student)    2. Whiteboard (including pens and erasers)    3. Audio visual display (e.g.TV, project)    4. Suitable ventilation (e.g. air conditioning)    5. Access to tea/coffee making facilities (breakout area)    6. Policy regarding smoking on site (smoke breaks)    7. Parking (if necessary) |  |
|  | 1. Proceed to equipment and commence pre-check inspection |  |
|  | 1. Photograph    1. Compliance plate;    2. Cranesafe label; and    3. Registration label (if required to access public roads) |  |
|  | 1. Ensure completion of *Offsite Equipment Declaration*, including sign-off of all staff involved in use. |  |
|  | 1. Ensure familiarisation and adequate training (briefing) for all equipment prior to use |  |
|  | 1. Ensure approved officer from site, remains with equipment at all times |  |
| ON DEPARTURE | | |
|  | 1. Ensure equipment is packed up, secured and stowed as required by site policy and procedure or according to the manufacturers specifications |  |
|  | 1. Report to site office for debrief and to sign-off site |  |
|  | 1. Depart site in accordance with site departure procedure |  |

|  |  |  |  |
| --- | --- | --- | --- |
| DECLARATION OF TRAINER OR ASSESSOR | | | |
| Site Address: |  | | |
| Trainer/Assessor Name: |  | | |
| Trainer/Assessor Signature: |  | Date: |  |