

## Pre-operations site inspection

An assessment of a site (i.e. any property, premise, building or holding) is required to provide information (including images) for operational planning including establishment of entry/exit points, destruction, disposal, decontamination and other activities.

Site information can also be used as a record of the condition of the site prior to the commencement of operational activities. Pre-condition records and information could be used as evidence in any claim/s (e.g. for damages) that are alleged or may occur during operational activities.

### Assessment team

The assessment team should include 2-3 personnel with knowledge of:

- buildings, plant, equipment, roadways etc.
- susceptible species (animals/plants) and facilities likely to be on the site e.g. industry expert/representative
- infrastructure and equipment to support destruction, disposal, decontamination, and other operational activities e.g. operations personnel
- identification and mitigation of work health and safety (WHS) hazards

### Pre-entry

The assessment team should be briefed and:

- a. review known information about the site
- b. contact the owner/manager to arrange the visit
- c. check resources are available

### Site inspection

1. Enter and exit the site according to the guide [personal decontamination](#)
2. Record information on the [site assessment form](#), take photos/video and obtain copies of relevant documents from the owner/manager and other sources.
3. Identify and mark the WHS hazards with hazard tape, signs or similar, or clearly describe them in the records to ensure personnel conducting subsequent visits are aware of the hazards.
4. On completion of assessment, the team should:
  - a. debrief with their supervisor
  - b. submit records including completed site assessment form and labelled images

### Resources

Listed are resources that may be required for pre-operations site inspections. Resource requirements will vary with site, location and risk assessment.

- [Personal decontamination](#) kit to get on and off the site
- Site information e.g. mud/Google maps, surveillance information (if available)
- Recording equipment – phone, camera, stationery
- Danger/caution tags/signs, hazard tape
- [Site assessment form](#)

### Safety

Risks to personnel conducting pre-operations site inspections include:

- [Dealing with aggressive stakeholders](#)
- [Driving vehicles](#)
- [Fatigue](#)
- [Manual handling](#)
- [Monitoring location of field personnel](#)
- [Property visits](#)
- [Use of personal protective equipment](#)