

# Start work meeting

<b>Facility name:</b>			
<b>Meeting date:</b>		<b>Meeting facilitator:</b>	
<b>Building/area:</b>		<b>WAAP no:</b>	

Start work meetings are required for works conducted by service providers in the following circumstances:

- the work requires a work area access permit (WAAP)
- the work is not for incident response activities
- it is reasonably practicable to hold the meeting.

Examples of when it may not be reasonably practicable to hold the meeting include emergency unplanned maintenance associated with uncontrolled water release, compromised structural integrity or compromised electrical supply.

Part A outlines all requirements to be addressed in the start work meeting – tick to record items covered. All attendees must sign at the conclusion of the meeting and before works commence.

A copy of Part A is to be provided to the attendees of the meeting.

Part B must be completed and returned to the facility representative to keep with the relevant WAAP the duration of the works.

## PART A – Start work meeting topics and signoff

Site induction requirements	Yes
<p>Service provider has confirmed:</p> <ul style="list-style-type: none"> <li>• understanding of the requirements of the <a href="#">Working on Department of Education facilities</a> document and contractual obligations to comply with the document requirements;</li> <li>• arrangements are in place to induct workers in the requirements including those relating to:                             <ul style="list-style-type: none"> <li>○ no smoking</li> <li>○ not consuming alcohol or illegal drugs at the facility or being affected by drugs or alcohol at the facility</li> <li>○ appropriate clothing and language at all times</li> <li>○ no dogs allowed onsite</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

<ul style="list-style-type: none"> <li>○ no interaction with students</li> <li>○ arrangements for access to tuckshop</li> <li>○ emergency evacuation routes – note if works impact and make other arrangements</li> <li>○ working with children check (“Blue Cards”)</li> <li>○ supply, install and removal of removable ACM labels (for project work where applicable)</li> <li>○ providing a certificate verifying soil imported to the facility is clean</li> </ul>	
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Hazard identification and controls	Yes	NA
Service provider has control measures planned to ensure: <ul style="list-style-type: none"> <li>• that students, staff and others will not be negatively impacted by work generated hazards such as noise and dust</li> </ul>		
<ul style="list-style-type: none"> <li>• that the site is adequately secured</li> </ul>		
<ul style="list-style-type: none"> <li>• waste is stored and disposed of appropriately</li> </ul>		

Work Area Access Permit	Yes
BEMIR generated WAAP has been created, work area is clearly and correctly identified on the WAAP and service provider has been given relevant extracts of the asbestos register.	•
Service provider has confirmed arrangements are in place for all workers to review the Conditions of access section of the WAAP and the asbestos register and sign Part B before starting work.	•
Service provider has confirmed arrangements are in place to induct workers into safe work procedures before works commence and have completed required training.	•
Service provider has confirmed workers have completed all required training relating to the works.	•

Site specific information	Yes	N/A
Service provider has been advised of the location of services such as power and water		
Site familiarisation walk through completed		

Service provider has been notified of any site-specific specific hazards Details:		
Site identification badges issued		
Other site-specific information (e.g. alarm codes, location of keys) Details:		

<b>Arrangements for completion of work</b>	<b>Yes</b>
Service provider has confirmed understanding of requirement for site to be left clean and tidy at completion of works	•
Service provider to return to the office at the conclusion of work to: <ul style="list-style-type: none"> <li>• notify the Officer in Charge that the work has been completed</li> <li>• ensure documents are signed (as required) and provided to the school including: <ul style="list-style-type: none"> <li>○ WAAP</li> <li>○ clearance certificates</li> <li>○ facilities change document and associated photographs</li> <li>○ line drawing of any changes to original floor plan</li> <li>○ certificate verifying soil imported to the facility was clean</li> </ul> </li> </ul>	•

<b>Organisation (as required)</b>	<b>Name</b>	<b>Signature</b>	<b>Phone number</b>
Facility:			
Facility (OIC or OIC delegate):			
QBuild:			
Service Provider:			
Project Coordinator:			
Project Manager:			
Other:			

Other:			
Other:			

*For office use only:*

*Keep a copy of this completed meeting record and upload a copy into the BEMIR after the WAAP has been closed out.*

