

Safety checklist

Relocating or Raising Houses Safety Checklist for PCBUs and Contractors

PCBU's/Principal Contractors/site supervisors have a duty to provide and maintain a working environment that is safe and without risks to health and safety, so far as is reasonably practicable. This includes the provision of safe systems of work and plant that is adequately maintained.

This checklist relates to work involving removing and relocating houses from one site to another or raising houses on site, and can be used by a person conducting a business or undertaking (PCBU) to assist meeting their duties under the Work Health and Safety Act 2011 (WHS Act) and the Work Health and Safety Regulation 2017 (WHS Regulation).

Relocating or raising houses is 'construction work'. This means that as well as meeting general WHS requirements the PCBU must also address specific requirements for construction work.

Consultation and Coordination

Consultation is a legal requirement and an essential part of managing health and safety risks.

Consultation provides an opportunity to use the knowledge and experience of your staff to achieve a safer and healthier workplace and gives people the opportunity to participate and share information about work health and safety.

You can consult with workers in a variety of ways, including regular meetings and site inductions.

There is often more than one business or undertaking with responsibility for the same health and safety matters, either because they are involved in the same activities or share the same workplace. In these situations, each duty holder should exchange information to find out who is doing what and work together in a cooperative and coordinated way so risks are eliminated or minimised so far as is reasonably practicable.

Through talking about safety, you can become more aware of hazards in the workplace and workers can provide suggestions about how the work could be done safely.

What are the main risks?

When relocating or raising houses PCBUs must manage the risk associated with the work.

Typical risks include:

- asbestos exposure
- falls when working at heights
- falling objects
- unplanned shifting/movement of the house
- working around essential services including electricity and gas
- working near powered mobile plant
- unauthorised access into the workplace

Pre-planning

Check these resources to find out more about pre-planning:

[SafeWork NSW Code of Practice – Construction Work](#)

[SafeWork NSW Code of Practice – Managing the Risks of Plant in the Workplace](#)

[SafeWork NSW Code of Practice – Managing Electrical Risks in the Workplace](#)

<p>Stability Has a competent person assessed the structure for its ability to withstand the removal or raising process and provided a report? Consider if the bearers and joists are in sound condition, no evidence of rot or other deterioration</p>	
<p>Complexity Are there any unusual features about the structure that may require additional expertise or advice e.g. from engineers, transport company? Consider shape, weight, materials</p>	
<p>Access Can the structure be removed from the site safely? Consider ground conditions, slopes, easements, overhead and underground services, structures, trees</p>	
<p>Hazardous substances Has an assessment been undertaken by a competent person to identify all hazardous substances and chemicals e.g. asbestos, lead, mould?</p>	
<p>Services Have services been disconnected by authorised persons? Consider power, water, gas, sewerage, communications</p>	
<p>New Site Has the new site been assessed? Consider safe access, site readiness for the structure e.g. foundations</p>	
<p>High Risk Construction Work Have safe work method statements (SWMS) been prepared for high risk construction work before works commence? High risk construction work includes:</p> <ul style="list-style-type: none"> • Structural alterations or repairs that require temporary support to prevent collapse • Work that involves a risk of a person falling more than two metres • Work that involves, or is likely to involve, the disturbance of asbestos • Work in areas in which there is movement of powered mobile plant • Work on or near energised electrical installations or services • Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians • Demolition of an element of a structure that is load bearing or otherwise related to the physical integrity of the structure 	
<p>Traffic Management Has access for mobilising and demobilising plant been considered and planned e.g. traffic management plan (TMP), truck access, council approvals, available times to close roads if required, availability of workers with Traffic Control Work Training Card?</p>	
<p>Has a lifting plan been completed by a competent person e.g. structural engineer? Consider is the ground bearing capacity acceptable for the plant being used on the site, are lifting beams and spreader beams certified and inspected prior to use, is temporary propping required with instructions and diagrams?</p>	

Site Establishment

Check these resources to find out more about site establishment:

[SafeWork NSW Code of Practice – First Aid in the Workplace](#)

[SafeWork NSW Code of Practice – Work health and safety consultation, cooperation and coordination](#)

[SafeWork NSW Checklist – Keeping Your Construction Site Safe and Secure When it is Unattended](#)

Is the site adequately secured to prevent unauthorised access when the site is unattended e.g. site fencing, signage?	
Are adequate facilities available for workers e.g. toilets, meal area, drinking water, means to wash hands?	
Is there an adequate first aid kit available?	
Is someone trained in first aid and available at site?	
Can workers access and move about the site safely without obstruction?	
Do all workers hold a construction induction card?	
Do workers hold the required high risk work licences for any high risk work being undertaken?	
Is the person with management control (PWMC) of the site adequately consulting with workers and other duty holders matters regarding WHS risks and risk controls?	
Is the PWMC of the site adequately monitoring the WHS controls in place?	

Asbestos Containing Materials (ACM)

Moving buildings containing ACM can cause the ACM to become loose and become disturbed, causing a hazard in transit or when the building is reconstructed (such as unloading, restumping, re-piering, re-joining and re-plumbing of services). This could result in potential health hazards and expensive clean-up costs.

All ACM, or material presumed to be ACM, must be removed from the structure before it is moved. For example, this includes common areas where ACM exists such as external and internal walls, ACM roofing and guttering, ceilings, flooring (vinyl tiles), bathrooms and kitchens.

A PCBU who is to carry out refurbishment of residential premises must ensure—

- (a) that all asbestos that is likely to be disturbed by the refurbishment is identified, and
- (b) so far as is reasonably practicable, that the asbestos is removed before the refurbishment is commenced.

Transporting structures that contain asbestos will require an exemption from the WHS Regulation 2017.

Check these resources to find out more about ACM:

[SafeWork NSW Code of Practice – How to Safely Remove Asbestos](#)

[SafeWork NSW Checklist – Asbestos Removal PCBU Checklist](#)

[SafeWork NSW Website – Asbestos](#)

Has all ACM been identified by a competent person e.g. a Licensed Asbestos Assessor (LAA)?	
Is there greater than 10m2 of non-friable ACM at the site? If yes, it must be removed by a Class B licenced asbestos removalist (LAR).	
Is there friable ACM at the site? If yes, it must be removed by a Class A LAR.	
Is there less than 10m2 of ACM on site? If yes, it must be removed by an LAR or a competent person with the required knowledge, training and experience.	
Has licenced asbestos removal been notified by the LAR via the SafeWork NSW online notification system at least 5 days before commencing work? A copy of the notification should be available for inspection.	
Have other relevant persons been notified i.e. neighbours, occupants, other PCBUs involved with the site?	
Is the LAR on site undertaking the work the same LAR who notified SafeWork NSW as per requirements?	
Is the approved supervisor on site or within 20 minutes of site at all times whilst non-friable licenced asbestos removal work is taking place?	
Is the approved supervisor on site at all times whilst friable asbestos removal work is taking place?	
Have all workers involved in asbestos removal works completed the correct asbestos removal training? Training records must be available for inspection.	
Have all workers involved in asbestos removal work completed asbestos health monitoring prior to asbestos work being undertaken? Record of confirmation by the provider of worker health monitoring must be available for inspection.	
Are asbestos removal signs clearly visible from the site?	
Are licence holder details clearly visible from the site?	
Is asbestos hazard tape used to delineate asbestos removal area from clean areas?	
Is adequate temporary or existing fencing erected to prevent unauthorised access if asbestos removal work will take more than one day?	
Have all workers been fit tested to the respirator type being used? A record of the fit testing certificate must be available for inspection.	

Are all workers clean shaven before undertaking asbestos removal work to ensure respiratory protective equipment (RPE) is effective?	
<p>Are all workers involved in non-friable asbestos removal wearing the following?</p> <ul style="list-style-type: none"> • A minimum half face disposable P2 respirator? Half face non-disposable respirators are recommended • Type 5/category 3 asbestos coveralls • Gum boots, boot covers or double bag asbestos work boots (no laces or boots worn outside asbestos removal area) • Gloves – disposable, heavy duty, nitrile or latex 	
<p>Are all workers involved in friable asbestos removal wearing the following?</p> <ul style="list-style-type: none"> • Full-face, particulate, filter (cartridge) P3 respirator • Type 5/category 3 asbestos coveralls • Gum boots, boot covers or double bag asbestos work boots (no laces or boots worn outside asbestos removal area) • Gloves – disposable, heavy duty, nitrile or latex 	
Has a safe work method statement (SWMS) been prepared prior to commencing work? A copy must be on site available for inspection.	
Has an Asbestos Removal Control Plan (ARCP) been prepared by the LAR specific for each site? A copy must be on site available for inspection.	
Is the asbestos removal area enclosed for friable asbestos removal and the enclosure been tested for leaks i.e. smoke test?	
Is air monitoring being undertaken for friable asbestos removal by an LAA prior to and during removal?	
Has a decontamination area, adjacent to the asbestos removal area, been delineated for workers tools, equipment and asbestos waste? The decontamination area must be clearly defined and included in the ARCP.	
Does the decontamination area have an H Class vacuum cleaner and/or wet wipes, and asbestos waste bags for disposal of asbestos coveralls, disposable RPE, booties and used wet wipes?	
Are H Class industrial asbestos vacuum cleaners with red hazard stickers used and are they in good condition e.g. no adhesive tape on hoses or physical damage?	
Is asbestos waste disposed of at the end of each working day at a licensed asbestos waste facility? If asbestos waste cannot reasonably be transported from the site the same day, the waste must be stored at the rear of the site away from view, clearly labelled as asbestos waste and barricaded within a 1.8 metre temporary construction fence.	
High pressure water sprayers must not be used for asbestos removal works unless for firefighting emergency purposes	
For non-friable licenced asbestos removal >10sqm, has an independent competent person or independent LAA inspected the premises and provided a clearance certificate?	
For friable asbestos removal, has an independent LAA inspected the premises and provided a clearance certificate?	

Working At Height

Check these resources to find out more about work at heights safety:

[SafeWork NSW Code of Practice – Managing the Risk of Falls in Housing Construction](#)

[SafeWork NSW Checklist – Working at Heights in Construction](#)

[SafeWork NSW Website – Working at Heights](#)

<p>Have the hierarchy of controls been considered for controlling the risk of falls?</p> <ul style="list-style-type: none"> • Scaffolds • Perimeter railing • Elevating work platforms (EWPs) • Trestle ladder scaffold • Ladders 	
<p>Are workers prevented from falling through open penetrations and unprotected edges?</p>	
<p>Have workers been consulted on work at heights risks (e.g. through toolbox talks, SWMS, site induction, other meetings)?</p>	
<p>Are workers following the safe systems of work e.g. SWMS?</p>	
<p>Have scaffolders' high risk work licences been checked (for scaffolds where workers or materials could fall 4 metres or more)?</p>	
<p>Is scaffold compliant with no missing components and a handover certificate provided?</p>	
<p>Is there safe access/egress to working platforms?</p>	
<p>Are gaps between working platforms and building edges no greater than 225mm (horizontal) and no greater than 300mm (vertical)?</p>	
<p>Have workers been told that they must not remove components from a scaffold (even for access) if they do not hold a scaffolding high risk work licence?</p>	
<p>If a fall restraint system is being used, does the system prevent workers from reaching a position where they can fall (e.g. off the edge or through skylights)?</p>	
<p>If harnesses are being used, is there an adequate anchor plan, adequate number and capacity of anchors in place, an emergency and rescue procedure, and workers are trained and always attached?</p>	
<p>Are all voids covered, secured and marked or physical barriers in place?</p>	
<p>Are ladders only used for appropriate activities (e.g. short term work, access and egress)?</p>	
<p>Are ladders in good condition and rated for industrial use (120kg)?</p>	
<p>When using A-frame style ladders, they are set-up correctly and tall enough, so workers don't have to stand on the top 2-3 steps?</p>	
<p>Are exclusion zones or overhead protection in place to stop tools and materials from falling on workers below?</p>	

Lifting and Transporting

Have tie downs/anchor bolts been removed?	
Have loose objects been removed or secured?	
Have windows and doors been removed, closed and taped up?	
Have lifting jacks been serviced and maintained?	
Do lifting jacks have suitable lifting capacity?	
Do jack stands have a suitable weight capacity?	
Are timber pigsties suitable for the lift and in good condition e.g. design, condition of timbers?	
Are universal beams of correct size and capacity and been located correctly?	
Have all workers been advised of the lifting plan?	
Are workers competent in the use of the lifting equipment?	
Have lifting jacks been placed in accordance with the lifting plan?	
Has ground slope and ground conditions been considered when developing jacking procedures?	
Are bracing and propping methods suitable for the job, including stability of structure at temporary lifting intervals?	
Has the site been made safe before leaving e.g. old foundations removed or made safe, any gas or water pipes made safe, and any holes or trenches filled in or barricaded?	
Has the structure been secured to the truck correctly?	
Has the transport route been scoped for potential hazards e.g. narrow bridges, low overhead structures, overhead powerlines, roadway capacities and restrictions?	
Have approvals been obtained where the job involves transportation of asbestos? See SafeWork NSW exemption under the WHS Regulation 2017	

Disclaimer

This publication may contain information about the regulation and enforcement of work health and safety in NSW. It may include some of your obligations under some of the legislation that SafeWork NSW administers. To ensure you comply with your legal obligations you must refer to the appropriate legislation.

Information on the latest laws can be checked by visiting the NSW legislation website

www.legislation.nsw.gov.au

This publication does not represent a comprehensive statement of the law as it applies to particular problems or to individuals or as a substitute for legal advice. You should seek independent legal advice if you need assistance on the application of the law to your situation.

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Catalogue No. SWNSW_33584_22
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