FREE TEMPLATE

Pre-Start Checklist

The daily pre-start on one page: site conditions, permits, plant, people and the SWMS check, with the crew sign-on.

How to use this template

Replace the text in [square brackets] with your own details, delete what does not apply and add what does. Blue hints inside the form cells describe what goes there; delete them as you fill the form in.

Free to use, copy and adapt within your business. Please keep the attribution line in the footer, and link to swms.ohconsultant.com.au/swms/free/pre-start-checklist if you share it.

Pre-start details

Site / project	
Date and start time	
Supervisor	
Crew / work area	
Today's tasks	
SWMS / JHA in use today	[Document, number, version]
Weather and site conditions	[Wind, heat, rain, ground conditions, other trades]

Checks

Item	Yes	No	N/A
Site: access and egress clear; exclusion zones, barricades and signs in place; emergency and first aid arrangements known to the crew	☐	☐	☐
Changes: anything changed since yesterday (site, sequence, other trades, services, weather) has been identified and the SWMS still covers the work	☐	☐	☐
Permits: every permit needed today is issued and current (hot work, confined space, excavation, isolation, working at heights)	☐	☐	☐
Plant and equipment: daily pre-start inspections done and recorded; tags and test dates current; faulty items tagged out	☐	☐	☐
Lifting and fall equipment: harnesses, lanyards, anchors, slings and chains inspected and within date	☐	☐	☐
Hazardous chemicals: safety data sheets available; storage and spill kit in place	☐	☐	☐
People: every worker holds the licence, ticket or competency the task needs; new starters inducted; fitness for work confirmed	☐	☐	☐
PPE: everyone has the PPE the SWMS specifies and it is in good condition	☐	☐	☐
SWMS: the controls listed in the SWMS are physically in place before the task starts	☐	☐	☐
Communication: the crew knows who the supervisor and first aider are and how to raise an issue	☐	☐	☐

Issues, actions and changes

Issue raised or change identified	Action	Owner	Done

Crew sign-on

Name (print)	Company	Signature	Time

Role	Name	Signature	Date / time
Supervisor			

Need the document that goes with it?

SWMS templates by trade: swms.ohconsultant.com.au/swms/purchase

The checklist checks the SWMS against the site each morning. The paid templates give you the SWMS itself, with hazards and controls written for the trade and prepared for your state.

All free templates: swms.ohconsultant.com.au/swms/free-resources

General information, not legal advice. Work health and safety laws differ between states and territories: check the requirements that apply where the work is done, and the principal contractor's own site requirements.