

Site tool

Is your site working for everyone on it?

A walk-through checklist covering the everyday basics, from toilets and PPE to induction and how concerns are handled.

How to mark each check

Yes

In place and working for everyone.

Partly

Something's there, but it's inconsistent or doesn't work for everyone.

No

Not in place yet.

Site details

Site or project

Completed by

Date

Next check due

Workers we spoke to

How to use the checklist

Use it at site setup, during inspections, when a new worker starts or after a concern is raised.

Step 1

Walk the site

Go through each area in person.
Don't complete it from the office.

Step 2

Ask the workers

What looks fine on a walk-through
can feel different to the people
using it.

Step 3

Act on the gaps

Note anything marked Partly or No,
and pick the most important to fix
first.

1	Facilities	Yes	Partly	No
	Basic amenities show whether a site expected everyone to be there.			
	Clean, lockable toilets are available and accessible to all workers.	☐	☐	☐
	Toilets are close enough to work areas to be practical for everyone.	☐	☐	☐
	Sanitary disposal bins are provided and serviced regularly.	☐	☐	☐
	Hand washing facilities are available with soap and water.	☐	☐	☐
	There is private, lockable space for changing where needed.	☐	☐	☐
	Amenities are kept clean and checked as part of site housekeeping.	☐	☐	☐
	Lunch and break areas are welcoming, clean and free of offensive material.	☐	☐	☐
	A private space is available for purposes such as expressing breast milk, if needed.	☐	☐	☐
Notes				

2	PPE and equipment	Yes	Partly	No
	Gear that doesn't fit is a safety risk, not just a comfort issue.			
	PPE is available in a range of sizes, including smaller sizes.	☐	☐	☐
	PPE fits the people wearing it.	☐	☐	☐
	Workers know how to request different sizes or alternatives.	☐	☐	☐
	Maternity-appropriate PPE and workwear options are available if needed.	☐	☐	☐
	Tools and equipment suit a range of body sizes and strengths, with lifting aids used where appropriate.	☐	☐	☐
Notes				

3	Induction	Yes	Partly	No
	The first day sets expectations for how people will be treated.			
	Induction covers expected behaviour and the consequences of inappropriate conduct.	☐	☐	☐
	Induction explains how to raise a concern, including options besides the direct supervisor.	☐	☐	☐
	Workers are told where to find amenities, first aid and support contacts.	☐	☐	☐
	New workers are introduced to the team and have a clear point of contact.	☐	☐	☐
Notes				

4	Culture and behaviour	Yes	Partly	No
	What leaders let slide becomes the standard on site.			
	The site is free of offensive images, graffiti, language or material.	☐	☐	☐
	Leaders call out inappropriate jokes, comments or behaviour when it happens.	☐	☐	☐
	Behaviour standards are visible and apply to everyone, including subcontractors and visitors.	☐	☐	☐
	Nobody is singled out, excluded or "tested" because of who they are.	☐	☐	☐
Notes				

5	Work allocation	Yes	Partly	No
	Who gets which work shapes who builds skills and progresses.			
	Tasks are allocated on skills, development and fairness, not assumptions about who "can" do the job.	☐	☐	☐
	Everyone gets access to skilled and varied work, not only lighter or administrative tasks.	☐	☐	☐
	Overtime, higher duties and new experience are shared fairly.	☐	☐	☐
Notes				

6	Flexibility and hours	Yes	Partly	No
	Predictable hours help people with caring responsibilities stay.			
	Start and finish times are communicated with reasonable notice.	☐	☐	☐
	Workers know they can ask about flexible arrangements, and who to ask.	☐	☐	☐
	Roster changes consider caring responsibilities where possible.	☐	☐	☐
Notes				

7

Reporting and responding

People only speak up if they trust something will happen.

Yes

Partly

No

Workers know how to report a concern, including anonymously if that option exists.

☐
☐
☐

Supervisors know how to respond when a concern is raised.

☐
☐
☐

Concerns are followed up and the person who raised them is kept informed where appropriate.

☐
☐
☐

People who speak up are not treated negatively.

☐
☐
☐

Notes

Action notes

Record anything marked Partly or No. Fix safety risks straight away.

Area	Issue found	Action	Who	By when

Our top priority

The one gap we'll work on first, and why.

Turn what you find into action.

Use the 90-Day Action Plan.

Work through your top priority with the 90-Day Action Plan, on the Level the Site Training & Resources page.