

Client			
Site			
Technician Name		Treatment Date	
Arrival Time		Site Log IN*	<input type="checkbox"/> Yes <input type="checkbox"/> No – Reason:
Departure Time		Site Log OUT*	<input type="checkbox"/> Yes <input type="checkbox"/> No – Reason:

### Preliminary (Prior to Arrival on Site)

PPE (To be worn prior to arrival on site)	Equipment	Documentation
<input type="checkbox"/> Uniform <ul style="list-style-type: none"> <li>• 100% Cotton</li> <li>• Full length sleeves</li> <li>• Long trousers</li> </ul> <input type="checkbox"/> Bump cap or hard hat <input type="checkbox"/> Steel cap safety footwear <input type="checkbox"/> Hi-Vis Vest <input type="checkbox"/> Eye Protection (if required) <input type="checkbox"/> Hearing Protection (if required)	<input type="checkbox"/> Spark proof torch <input type="checkbox"/> Fire extinguishers 9kg x 2 <input type="checkbox"/> All electrical equipment current test/tag <input type="checkbox"/> First Aid Kit <input type="checkbox"/> Spill Kit	<input type="checkbox"/> Client Work Order Number <input type="checkbox"/> WPCG Form <input type="checkbox"/> Current MSDS <input type="checkbox"/> Standard SWMS <input type="checkbox"/> Other regulatory documentation  <b>BP Documents:</b> <input type="checkbox"/> Safe Work Conditions <input type="checkbox"/> Golden Rules <input type="checkbox"/> Incident Report <input type="checkbox"/> Near Miss Report <input type="checkbox"/> Emergency Response Procedures

### \*Client Maintenance Systems (Log IN/OUT)

For **BP**: eMaintenance Phone System: **03 9650 0610** – Have the BP Work Order Number ready  
 If unable to get through please call National Sales CSO on **1300 682 797** (leave a voicemail if line is busy)

For All Other Companies: No site arrival/departure system is currently running

### On Arrival on Site

- Log IN** to Client Maintenance System (Report on site)
- Report to Site Representative
- Complete WPCG Form
- Determine location for equipment
- Complete and revise SWMS
- Obtain necessary Work Permits as required (e.g Hot Work Permit)
- Check Pest Management Report Folder (if applicable)

### Before Leaving the Site

- Complete SWMS – Leave one completed copy on-site
- Update Pest Management Report Folder (if applicable)
- Clean & Stow equipment
- Stow PPE
- Remove formulations from site
- Complete WPCG Form
- Sign off with Site Representative
- Log OUT** of Client Maintenance System

Technician Signature \_\_\_\_\_

Date \_\_\_\_\_