FORM

SUPERVISOR DAILY CHECKLIST – MINE SITE CLEANING (BHP WAIO)

Pre-Start of Shift	
☐	Pre-start meeting/toolbox talk (pre-start talks printed).
☐	Review site notices, safety alerts, and operational updates.
☐	Confirm all Mine Site Cleaners (crew members/workers) have arrived and signed-on.
☐	Report no-shows, late arrivals, illnesses or medical presentations to the office.
☐	Ensure daily sign-on sheets are completed.
☐	Review the day's scope of work and coordinate team as you deem necessary.
☐	Ensure all crew members/workers have the correct PPE and equipment.
☐	Radios are charged and ready to go with correct channels, etc.

Safety and Compliance	
☐	Ensure a safe workplace before work begins (i.e. weather conditions, maydays, etc.).
☐	Identify, document and report hazards immediately (when they occur).
☐	Complete Take 5s, SWMSs, permits and risk assessments for each crew member.
☐	Complete a Light Vehicle (LV) Pre-Start Toolbox Talk, prior to driving.
☐	Reinforce driving requirement and speed limits.
☐	Ensure incidents, near misses, and any other safety concerns or damage to property is emailed daily to the Resources Coordinator (for adding to the Incident Register).
☐	Conduct regular field leadership interactions and safety observations throughout the shift.

During Shift	
☐	Monitor work of the crew and work alongside the MLCs to deliver the shutdown schedule.
☐	Address any safety concerns, behavioural issues or non-compliance immediately.
☐	Maintain regular communication with the client (BHP) and operations team.
☐	Monitor fatigue and fitness for work.
☐	Escalate any operational issues that may impact on duties/work.

Workforce Management	
☐	Confirm all crew member/worker movements (e.g. site arrival, transfers, departures, etc.)
☐	Record any injuries, illnesses, medical appointments or fitness-for-work concerns
☐	Monitor attendance and ensure timesheets accurately reflect the hours worked
☐	Verify start times, finish times, breaks and any approved overtime
☐	Notify the office of any discrepancies before the end of the shift

End of Shift	
☐	Conduct an end-of-shift talk with the crew.
☐	Confirm all runs (duties included in the scope of work) have been completed.
☐	Ensure hazards that have been identified during the shift have been rectified or handed over (i.e. notify infrastructure and tag-out, etc.).
☐	Email Take 5s to the Resources Coordinator.
☐	Provide a handover to the next shift Supervisor .