Creating a Controlled Safe Working Area
Self Check Document

These questions should be discussed with the Quarry Operator

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Site / Client</td>
<td>Signature</td>
</tr>
<tr>
<td>Task Description</td>
<td>Full Name</td>
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</tbody>
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1. Can the task/job be moved to a safer area within the quarry? 
   - Yes [ ]
   - No [ ]

2. Can the area be isolated from quarry activity? 
   (If this is not possible, what additional controls are required?)
   - Yes [ ]
   - No [ ]

3. Have you assessed the level of supervision required? 
   (This should be agreed by both contractor and site operator.)
   - Yes [ ]
   - No [ ]

4. Have you ensured a suitable method of communication between the contractor and the site operator? 
   (Mobile phone networks are not always available on most sites)
   - Yes [ ]
   - No [ ]

5. Have you demarcated the area, and prepared safe access and egress to the job/task? 
   - Yes [ ]
   - No [ ]

6. Are emergency procedures in place and agreed by all parties? 
   - Yes [ ]
   - No [ ]

7. Have you reviewed your Risk Assessment? 
   (Taking into account the working environment above information)
   - Yes [ ]
   - No [ ]

This guidance sheet represents good practice and has been formulated by the QNJAC working group to promote Zero Harm in the Workplace.

These guidance sheets have been produced for, and are aimed at, small independent businesses, new ventures and sole traders, not at mature organisations with fully operational procedures and policies in place.

QNJAC Contractors WG