



HIA Checklist – securing sites for extended closures

HIA have developed this simple checklist to assist members navigate the considerations needed for securing a work site over a holiday period or other extended break.

Supervision

- Are your supervisors scheduled for regular, ongoing site security checks?

Communication

- Is the customer or client aware of the site closure?
- Are all workers aware of the closure and security measures in place?

Fencing

- Is sturdy fencing set up around the perimeter of the worksite?
- Are risks to those accessing the site reasonably isolated or controlled (ie protections for swimming pools, retaining walls etc)?
- Is there any damaged or missing fencing that requires repair or replacement?
- Are all gates lockable, or locked?
- Is the worksite near a school, parks and recreational areas, a built-up area, a local centre (like shops) or any other new development? If so, consider more permanent fencing options.

Site signage

- Is the onsite signage clear, legible and in an appropriate location?
- Does the signage have the correct contact information?

Materials

- Are all unfixed materials, equipment and appliances stored out of view from the street, locked away or removed from site?
- Have any chemicals been removed from site or otherwise secured?
- Have you marked and documented all the materials onsite?
- Have you rescheduled any collection or delivery of materials, so they are not on site for extended periods of time?



Waste Management

- Have all bins been emptied, or appropriately secured?
- Are bin or waste locations secure from vandalism or other damage?

Supplied or connected services

- Is the power isolated?
- If a temporary meter is present, is it locked and secured?
- Is the water tuned off at the main connection?
- Is the water meter secure from theft?
- If gas is present, is it disconnected? If bottles are used, are they removed from site or otherwise secured?
- Are all service pits covered or otherwise secure?
- Are service providers notified of the period of inactivity?

Prevention is the best strategy when dealing with site security.

Securing a site over an extended period of inactivity will not only protect any works from vandalism or theft, but should ensure no interruptions for when work resumes.

It also better ensures a safer working environment for those services that may be needed over this period, and fosters stronger relationships with your contractors, trades and clients.