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HS-PR-004
Pre-Shift Assessment Procedure
2.0
Brendan McKenna
Director
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Purpose

To ensure hazards, environmental risks, operational issues and site conditions are identified, assessed and controlled prior to work commencing.

This procedure provides instructions for conducting and documenting Brendan McKenna Earthmoving's Pre-Shift Assessment process.

This Procedure forms part of the Brendan McKenna Earthmoving Integrated Management System (IMS) and supports continual improvement in safety, environmental and operational performance.

Scope

This procedure applies to all Brendan McKenna Earthmoving workers, contractors and visitors undertaking activities at company workplaces and project sites.

Responsibilities

The following responsibilities apply to the implementation of this procedure.

Role	Responsibilities
Director	Ensure resources are available to implement this procedure and review trends identified from Pre-Shift Assessments.
Supervisor	Conduct the Pre-Shift Assessment, identify hazards, implement controls and ensure workers understand site requirements before work commences.
Worker	Participate in the assessment process, report hazards and comply with identified control measures.
Contractor	Participate in the assessment process and comply with site requirements and identified control measures.

Procedure

The following process shall be completed prior to commencing work activities.

Step 1 – Conduct Pre-Shift Meeting

The Pre-Shift Meeting is used to communicate the planned work activities, identify changes and discuss any issues that may affect the safety or efficiency of the shift.

Action	Requirement
Gather Personnel	Assemble all workers involved in the planned work activities.
Discuss Work Activities	Review the tasks, equipment and resources required for the shift.
Review Previous Issues	Discuss any incidents, near misses, plant damage, equipment failures or environmental issues from previous shifts.
Review Site Changes	Identify any changes to work areas, access routes, weather conditions or site conditions.
Confirm Personnel	Identify workers, contractors and visitors expected onsite during the shift.

Step 2 – Inspect Work Area

A visual inspection of the work area shall be completed to identify hazards and verify that site conditions remain suitable for the planned activities.

Check Item	Requirement
Site Conditions	Inspect ground conditions, work areas, access routes and weather impacts.
Safety Hazards	Identify hazards including mobile plant interaction, traffic movements, excavations, overhead services, underground services, unstable ground, falling objects, hazardous vegetation, dead or damaged trees and other site-specific safety risks.
Environmental Hazards	Identify waterways, vegetation, wildlife, erosion risks, sediment controls and cultural heritage considerations.
Operational Hazards	Identify communication issues, access restrictions, equipment availability and other operational concerns.
Emergency Preparedness	Confirm emergency contacts, communication methods, access routes and emergency arrangements remain suitable for the planned work activities.

Step 3 – Complete Pre-Shift Assessment

The Pre-Shift Assessment shall be completed and documented before work commences.

Action	Requirement
Complete Assessment	Complete the Pre-Shift Assessment using the BME App or approved paper form.
Record Hazards	Document identified hazards and required control measures.
Assess Risks	Determine whether identified hazards are adequately controlled or whether additional controls are required.
Escalate Concerns	Notify management of any significant hazards, incidents or operational concerns.

Step 4 – Implement Controls

All identified hazards shall be controlled prior to commencing work.

Action	Requirement
Apply Controls	Implement appropriate controls before work commences.
Verify Effectiveness	Confirm controls are suitable and effective.
Conduct Further Assessment	Complete additional risk assessments or review relevant SWMS where required.
Stop Work if Required	Work must not proceed where unacceptable risks remain uncontrolled.

Step 5 – Sign-On and Submit Assessment

Completed assessments shall be acknowledged by personnel and submitted in accordance with company requirements.

Action	Requirement
Record Personnel	Ensure all workers, contractors and visitors onsite are recorded on the assessment.
Confirm Understanding	Ensure personnel understand identified hazards and required controls.
Submit Assessment	Submit completed assessments through the BME App. Where electronic submission is unavailable, complete a paper form and submit it to the office when communication becomes available.
Retain Records	Records shall be maintained in accordance with the IMS Document Control Procedure.

Non-Conformance

Where hazards cannot be adequately controlled or site conditions present an unacceptable risk, the following actions shall be taken.

- Stop work immediately.
- Notify the Supervisor.
- Implement additional controls where practicable.
- Escalate unresolved issues to management.
- Do not recommence work until the risk has been reduced to an acceptable level.

Records

The following records shall be generated and retained as evidence of compliance with this procedure.

Record	Responsibility
Pre-Shift Assessment Forms	Supervisor
Corrective Actions	Supervisor / Director
Toolbox Talk Records	Director / Supervisor

Related Information

The following documents support the implementation of this procedure.

- IMS-PR-001 Document Control Procedure
- HS-PR-001 Risk Assessment Procedure
- HS-PR-005 Incident Reporting & Investigation Procedure
- HS-FO-017 Near Miss Report Form
- HS-FO-019 Incident Report - Plant, Equipment & Asset
- Relevant Safe Work Method Statements (SWMS)
- Site Specific Safety Management Plan (SSMP)
- Environmental Management Plan (EMP)