Site & Safety Assessment Checklist
POMS Self-Check for WTP

Personnel Safety

- ☐ PPE available and in use
- ☐ First aid kits fully stocked and accessible
- ☐ Safety showers and eyewash stations functional and unobstructed
- ☐ Staff trained in emergency procedures
- ☐ Incident reporting system in place and used
- ☐ Noise levels within safe exposure limits
- ☐ Safe access to elevated areas
- ☐ Signage on confined space hazards displayed

General Site Conditions

- ☐ Site perimeter fencing intact and secure
- ☐ Entry/exit gates functional and lockable
- ☐ Site signage in place (hazard, emergency, restricted access)
- ☐ Roads and pathways clear and in good condition
- ☐ Emergency assembly points clearly marked
- ☐ Lighting adequate for operational and security needs
- ☐ Vegetation managed to reduce fire and pest risks

Chemical and Hazardous Material Management

- ☐ Chemicals stored in bunded, ventilated, and clearly labelled areas
- ☐ SDS available for all chemicals on site
- ☐ Spill kits available and fully stocked
- ☐ Chemical containers undamaged and not leaking
- ☐ Emergency shut-off systems accessible and tested
- ☐ Chemical dosing systems maintained and enclosed where required

Electrical and Mechanical Safety

- ☐ Electrical panels closed, labelled, and unobstructed
- ☐ Lock-out/tag-out procedures followed during maintenance
- ☐ No exposed wiring or damaged cables
- ☐ Motor and pump guards installed and intact
- ☐ Generators tested and maintained
- ☐ Ladders, tools, and equipment stored correctly

Fire Safety

- ☐ Fire extinguishers present, serviced, and accessible
- ☐ Fire alarms and detectors functional
- ☐ Flammable materials stored correctly
- ☐ Emergency evacuation maps displayed

Environmental Protection

- ☐ Stormwater drains protected from contamination
- ☐ Bunds and sumps free from overflow
- ☐ Waste disposed of appropriately
- ☐ Odour controls in place and effective
- ☐ No evidence of spills or illegal discharge

Documentation and Records

- ☐ Site safety induction completed
- ☐ Risk assessments and SWMS current
- ☐ Maintenance logs up to date
- ☐ Emergency contact lists posted

Use the following 2 Checklists to assess your WTP. Return this assessment to S&B to get started on your Plant Operations & Maintenance Service package!

Plant Performance Checklist
POMS Self-Check for WTP

Treatment Process Units

☐ Performance of each unit
☐ Clarity and flow levels
☐ Equipment integrity
☐ Chemical dosing system status
☐ Security
☐ Environmental compliance

Treated Water Quality Performance

☐ Review sampling and analysis data for compliance with standards

Equipment Performance

☐ Equipment failures in the past 6 months
☐ Urgent maintenance planned in the next 6 months
☐ Major maintenance planned for 6–12 months ahead

Treatment Water Storage Tanks

☐ Current water level
☐ Tank condition
☐ Security
☐ Cleanliness

Compliance with EA/Health Conditions

☐ General
☐ Air
☐ Water source abstraction
☐ Wastewater/sludge disposal
☐ Land application
☐ Noise
☐ Waste
☐ Monitoring and reporting

Sludge Handling and Waste Systems

☐ Dewatering systems
☐ Storage condition
☐ Disposal compliance

Raw Water Intake System

☐ Operational status
☐ Screen and intake condition
☐ Environmental compliance

Site-Wide Checks

☐ Spill containment
☐ Access controls
☐ Signage
☐ Drainage