

Contractor OSH Audit Assessment (1)

Dependant on the scope of works, the contractor and / or site could be subject to an assessment performed by the Responsible Officer, or OSH Advisor (Auditor) to ensure safety and health requirements, and contract compliance are maintained.

Date of Assessment:		Synergy Reference No:			
Site Location:		Contractor Name:			
Audit Assessment	Verification of Compliance	Yes	No	Observations / Actions / Timeframes / Comments	
1) Have all personnel been inducted to the site?	Sighted site induction records.				
2) Is traffic management implemented as per the plan?	Sighted the traffic management plan and observed the site set-up is in line with the plan.				
3) Are there safe work procedure / JSA / SWMS for the task/s being undertaken?	Sighted safe work procedure / JSA / SWMS relevant to work.				
4) Have all the hazards been identified, assessed and controlled?	Sighted associated hazards are identified within the safe work procedures / JSA.				
5) Are emergency procedures in place and communicated?	Sighted emergency procedures on display and consider potential emergency situations.				
6) Are plant/product hazard assessments available for all items of plant?	Sighted items of plant have a hazard assessment that identifies associated risk controls.				
7) Are plant inspections conducted regularly?	Sighted regularly completed plant inspections.				
8) Is plant regularly maintained?	Sighted plant maintenance records.				
9) Is there adequate segregation between plant and people?	Observed communication methods for plant movements on site.				

Audit Assessment	Verification of Compliance	Yes	No	Observations / Action Comments
10) Are lifting chains / slings inspected and tagged within date?	Sighted lifting chains and slings are tagged within date.			
11) Are electrical cords and equipment inspected and tagged within date?	Sighted electrical cords and equipment are tagged within date.			
12) Are incidents, near misses and hazards being reported?	Sighted documents/register and/or confirmation with main contractor on nil occurrences.			
13) Are corrective actions being closed out within the specified timeframe?	Sighted documented action close out within the specified time frame.			
14) Are regular meetings held with the contractors?	Documented recordings of meetings sighted.			
15) Are SDS's available for all hazardous substances	Sighted SDS's coincide with kept hazardous substances (within 5 years of issue).			
16) Are PPE requirements being adhered to?	Observed required PPE being worn by site personnel / Visitors.			
17) Is housekeeping on site of a high standard?	Observed worksite is clean and tidy.			
18) Are first aid kits available and stocked up to date?	Sighted first aid kits available with stock within date.			
19) Are all personnel trained in the tasks conducted?	Sighted tickets / qualifications (register and/or personnel on site).			
Additional Comments:				
Supervisor Name:		Supervisor Signature:		
Auditor Name:		Auditor Signature:		