

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: | | |