

Contractor OSH Audit Assessment (2)

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) Are portable fire extinguishers provided and maintained, including on vehicles?	Sighted sufficient portable extinguishers available and tagged within the last 12 months.			
5) Are emergency procedures in place and communicated?	Sighted emergency procedures on display and consider potential emergency situations.			
6) Are machines being used with the highest level of guarding practicably provided?	Spot checked machines in use as having pre-operational checks completed and guards in place.			
7) Are relevant warning signs in place and adhered too?	Sighted warning signs as visible, legible and witnessed as being adhered too.			
8) Are adequate workplace facilities provided or arrangements in place?	Observed workers can easily utilise or access appropriate facilities (clean water, toilets).			
9) Scaffolds have safe entry and exits, tags in place, in accordance with plans?	Sighted scaffolding inspected within 30 days, and safe egress points used.			

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) Welding screens are provided and in good condition?	Observed adequate segregation from welding arcs through welding screens.			
13) Are corrective actions being closed out within the specified timeframe?	Sighted documented action close out within the specified time frame.			
14) Informed smoking is not permitted within an enclosed workplace, or in vehicles?	Observed a workplace smoking policy is in place.			
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) Are there procedures for out-of-hours or working alone?	Sighted procedure if a prescribed activity.			
18) Are there procedures for working at heights?	Observed workers have fall arrest systems if above 3m and sighted operating in line with SWMS/JSA.			
19) Are noise levels accounted for with hearing protection?	Observed those near noisy activity wearing hearing protection.			
Additional Comments:				
Auditor Name:		Auditor Signature:		
Supervisor Name:		Supervisor Signature:		