

Contractor OSH Audit Assessment (3)

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) Is there adequate segregation between plant and people?	Observed effective communication methods for plant movements on site.			
5) Are relevant warning signs in place and adhered too?	Sighted warning signs as visible, legible and witnessed as being adhered too.			
6) Has dial before you dig been undertaken before working near underground services?	Sighted recent (4 weeks max) dial before you dig service enquiry.			
7) 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.			
8) Are plant inspections conducted regularly?	Sighted regularly completed plant inspections.			
9) Are personnel wearing adequate PPE such as safety helmets?	Where a risk of falling objects or being struck on the head, staff are observed wearing helmets and signage sighted.			

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 materials or gear being lifted, lowered or otherwise done in a safe manner and area?		Observed safe handling and seclusion with minimal disruptions via signs, barriers, traffic controllers or other.				
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 personnel safe from falling into water and drowning at or adjacent to the workplace?		Observed staff not alone, wearing flotation devices, and have readily accessible rescue equipment.				
15) Are SDS's available for all hazardous substances		Sighted SDS's coincide with kept hazardous substances (within 5 years of issue).				
16) Are there procedures for working in confined spaces that also identify unsafe atmospheres?		Workers are observed implementing safety systems and detection methods in line with sighted SWMS/JSA.				
17) Are there procedures for working at heights?		Observed workers have fall arrest systems if above 3m and sighted operating in line with SWMS/JSA.				
18) Are noise levels accounted for with hearing protection?		Observed those near noisy activity wearing hearing protection				
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:		