

Contractor OSH Audit Assessment (4)

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.

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|---|--|------------------------------|-----------|---|--|
| 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 the OSH Policy visible and the workplace maintained in a safe and organised manner? | Easily viewed the OSH Policy, and observed the workplace being in a safe and organised manner. | | | | |
| 5) Is there adequate lighting where all work undertaken at the workplace? | Observed the workplace to have adequate lighting during operations and/or the provision there of. | | | | |
| 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) Do trenches and excavations have adequate shoring with loads and plant maintaining safe distances? | Observed as per SWMS/JSA, plant not operating on slopes steeper than 1in5, and trenches >1.5m stabilised. | | | | |
| 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 there spill kits available in case of an accident? | | Inspected spill kits on site and sufficient fresh water available or showers/eye wash where necessary. | | | |
| 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) Is there adequate security to prevent unreasonable access for the duration of the works? | | Observed adequate barriers, lights, signs, traffic controllers or other operating effectively to restrict access. | | | |
| 13) Are compressed air receivers equipped with safety valves and periodically drained and tested? | | Sighted equipment with safety valves and confirmed equipment tested and moisture periodically drained. | | | |
| 14) Are tools and equipment in good condition with mechanical aids present where required? | | Observed safe work behaviour, including using mechanical aids and equipment for their purpose. | | | |
| 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 high risk licences on personnel on site). | | | |
| Additional Comments: | | | | | |
| Supervisor Name: | | | | Supervisor Signature: | |
| Auditor Name: | | | | Auditor Signature: | |