

## 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.

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).			
<b>Additional Comments:</b>				
<b>Supervisor Name:</b>		<b>Supervisor Signature:</b>		
<b>Auditor Name:</b>		<b>Auditor Signature:</b>		