

WORKPLACE SAFETY AUDIT

PRFA20

1	OHS Policy	Findings	Compliant	Corrective Action or Recommendations
1.1	Policy - have you sighted the current policy on display?			
1.2	Does the policy incorporate managements commitment to comply with relevant legislation, regulations, codes of practice and safe operating procedures			
1.3	Does the policy include specific understanding and commitment of management and employee responsibilities for health and safety			
1.4	Does the policy include a commitment to accurate reporting and recording of workplace incidents and injuries?			
1.5	Does the policy include a commitment to continuous improvement to health and safety			
1.6	Has the policy been communicated via H&S Meetings and displayed on the notice board?			
1.7	Do employees demonstrate an understanding of the policy			
1.8	Does the Business have an up to date, current Hazard Risk Register?			

WORKPLACE SAFETY AUDIT

PRFA20

2	Incident investigation	Findings	Compliant	Corrective Action Recommendations
2.1	Explain how the business records incidents			
2.2	Sight/Sample Incident Register entries			
2.3	Sight/Sample Serious incident investigations/Improvement alerts/Worker observations			
2.4	Discuss with the Chief Executive the internal and external incident reporting timeframes and review any differences between incident and reporting dates?			
3	Supply of Plant/Equipment/ Product	Findings	Compliant	Corrective Action Recommendations
3.1	How do you ensure that the product meets the customer's requirements?			
3.2	Sight current SDS for manufactured products supplied.			
3.3	Sight Manufacturers guidelines/specifications			

WORKPLACE SAFETY AUDIT

PRFA20

4	Plant/Equipment on site	Findings	Compliant	Corrective Action Recommendations
4.1	Do you have any plant/equipment that requires licensing with regulatory authority			
4.2	Confirm design verification of licensed equipment			
4.3	Sight current registration certificate			
4.4	Sight inspection and maintenance records for all plant/equipment			
4.5	Sight plant/equipment register			
4.6	Sight risk assessments for plant/equipment			
5	Employee in prescribed occupations	Findings	Compliant	Corrective Action Recommendations
5.1	Does the Business have any high risk activities that require employee licensing			
5.2	Sight training records			
5.3	Sight training plan/Supervision			
5.4	Sight competency based assessments (Re-assessment following an incident is recommended)			
5.5	Sight pre-start checks			

WORKPLACE SAFETY AUDIT

PRFA20

6	Vehicles	Findings	Compliant	Corrective Action Recommendations
6.1	Do you have company owned vehicles?			
6.2	Sight vehicle registration papers			
6.3	Sight maintenance records			
6.4	Sight pre-start checks			
6.5	Sight planned inspections			
7	Noise	Findings	Compliant	Corrective Action Recommendations
7.1	Are there noisy activities at your Business greater than 85dB?			
7.2	Sight noise monitoring records			
7.3	Is the correct signage displayed?			
8	Manual Handling	Findings	Compliant	Corrective Action Recommendations
8.1	Does the business carry out high risk manual handling activities? I.e. pushing and pulling of heavy objects, lifting heavy objects, repetitive work.			
8.2	Sight SOP for Manual Handling tasks conducted at the Business			

WORKPLACE SAFETY AUDIT

PRFA20

9	Electrical equipment	Findings	Compliant	Corrective Action Recommendations
9.1	Sight the electrical equipment register			
9.2	Sight test and tag of equipment (note dates)			
9.2	Sight Residual Current Device testing records			
10	Personal Protective Equipment	Findings	Compliant	Corrective Action Recommendations
10.1	Does the PPE supplied match the risk of the tasks undertaken by the Business?			
10.2	Does the PPE meet relevant Standards?			
10.3	Sight PPE issue, stocking, maintenance records, conditions of storage and expiry dates			
11	Contractor Management	Findings	Compliant	Corrective Action Recommendations
11.1	Sight the Business Pre-Qualified Contractor Register			
11.2	Sight signed copy of Contractor statement/induction checklist			
11.3	Sight post contract performance review			

12	First Aid	Findings	Compliant	Corrective Action Recommendations
12.1	Has the Business conducted a first aid risk assessment?			
12.1	Sight the First aider register			
12.2	Sight First aid kit and supplies i.e. expiry dates and condition			
12.3	Confirm First aider contacts are displayed on notice board			
12.4	Sight first aid facilities and confirm they are tested on a regular basis			
13	Emergency procedures	Findings	Compliant	Corrective Action Recommendations
13.1	Has the business conducted an emergency drill within the last 6 months?			
13.2	Sight Emergency Management Plan			
13.3	Sight Evacuation plans			
13.4	Sight emergency equipment register			
13.5	Confirm emergency equipment test status i.e. tags in date			

WORKPLACE SAFETY AUDIT

PRFA20

14	Health and Safety Forum	Findings	Compliant	Corrective Action Recommendations
14.1	Has a Health and Safety Forum been formed for this Business?			
14.2	Does the Forum meet on a regular basis (i.e. every 2 months)			
15	Mandatory - OHS	Findings	Compliant	Corrective Action Recommendations
15.1	Sight training matrix, is it current/up to date?			
15.2	Have all employees received the company induction?			
15.3	Does the company have a competent inductor?			
15.4	Sight training records for Manual Handling			
15.5	Sight training records for Risk Management (incl Hazard ID)			
15.6	Sight training records for Emergency Response, Control and Awareness			