### INTERNAL HSE AUDIT (Monthly)

|  |  |  |  |
| --- | --- | --- | --- |
| **Organizational Unit / Workplace:** | | | |
| **Total Manpower :** | Company Staff  Sub Con Companies  Sub Cons  Total Numbers  Rentals |  | |
| **Accidents / Incidents** | Accident in Month  ncident in Month  Near Misses  LTO  LTA |  | |
| **Person undertaking inspection:** |  | | **Date inspected** |

### ****A. Management Commitment****

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Item** | **Possible Points** | **Points Scored** | **Comments** |
| 1 | Is the OH&S Policy for the site prominently displayed on a local notice board? | 2 |  |  |
| 2 | Is there a designated Safety Manager? | 2 |  |  |
| 3 | Is the work group represented on an OH&S Committee? | 2 |  |  |
| 4 | Are there written safe operating procedures or risk assessments? | 2 |  |  |
| 5 | Is the site management aware of specific safety guidelines & procedures? | 2 |  |  |
| 6 | Are key safety rules displayed in work areas? | 2 |  |  |
| 7 | Are checks made on qualifications & training of operators? | 2 |  |  |
| 8 | Are incidents and accidents reported and recorded on the Injury, Illness, and Incident Reporting System? | 2 |  |  |
| 9 | Is there an effective system for reporting & correcting hazards? | 2 |  |  |
| 10 | Are all aspects of the HSE Manual covered with suitable and compliant controls? | 2 |  |  |
| 11 | Are there recorded daily walk-throughs? | 2 |  |  |
| 12 | Are there daily and weekly site safety meetings with foremen, supervisors, engineers, CM, and PM? Are they recorded and minuted? | 2 |  |  |
| 13 | Is all Safety Documentation filed and in order? | 2 |  |  |
| 14 | Are all senior staff aware of their duties and responsibilities in safety? | 2 |  |  |

**Total Possible Points:** 28  
**Total Points Scored:** \_\_\_\_\_\_\_  
**Score (%)** = (Total Points Scored / 28) \* 100

### ****B. Training****

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Item** | **Possible Points** | **Points Scored** | **Comments** |
| 1 | Are all workers required to complete the “General Workplace Safety Induction”? | 2 |  |  |
| 2 | Are all workers required to complete Annual Fire Safety Training? | 2 |  |  |
| 3 | Are all new workers required to participate in a local site induction and complete the “New Worker OH&S Induction Checklist”? | 2 |  |  |
| 4 | Is training provided specific to the individual workplace? | 2 |  |  |
| 5 | Have all Workers completed the Work at Height Training? | 2 |  |  |
| 6 | Are all Workers trained and competent for their particular task? | 2 |  |  |
| 7 | Are Toolbox Talks (TBTs) completed? | 2 |  |  |
| 8 | Are all management involved in training? | 2 |  |  |
| 9 | Do site management attend and deliver TBTs? | 2 |  |  |

**Total Possible Points:** 18  
**Total Points Scored:** \_\_\_\_\_\_\_  
**Score (%)** = (Total Points Scored / 18) \* 100

### ****C. Work Environment****

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Item** | **Possible Points** | **Points Scored** | **Comments** |
| 1 | Do the general ventilation provisions appear sufficient? | 2 |  |  |
| 2 | Are local exhaust systems installed to remove harmful gases, vapours, fumes & dusts? | 2 |  |  |
| 3 | Are local exhaust systems regularly tested? | 2 |  |  |
| 4 | Is exposure to noise prevented? | 2 |  |  |
| 5 | If workers are exposed to noise, are they on the Hearing Testing Program? | 2 |  |  |
| 6 | Are workers protected from vibration risk? | 2 |  |  |
| 7 | Is lighting sufficient (general purpose and task-specific)? | 2 |  |  |
| 8 | Are generators and other items of static plant located away from the workers' rest and welfare areas? | 2 |  |  |
| 9 | Have adequate walkways been established to every work location? | 2 |  |  |

**Total Possible Points:** 18  
**Total Points Scored:** \_\_\_\_\_\_\_  
**Score (%)** = (Total Points Scored / 18) \* 100

### ****D. Ergonomics****

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Item** | **Possible Points** | **Points Scored** | **Comments** |
| 1 | Is layout of work area suitable for tasks? | 2 |  |  |
| 2 | Are appropriate manual handling controls in place? | 2 |  |  |
| 3 | Are excessively repetitive tasks avoided? | 2 |  |  |
| 4 | Is appropriate mechanical handling equipment provided? | 2 |  |  |
| 5 | Is all seating in good order and suitable? | 2 |  |  |
| 6 | Are ergonomic assessments carried out? | 2 |  |  |

**Total Possible Points:** 12  
**Total Points Scored:** \_\_\_\_\_\_\_  
**Score (%)** = (Total Points Scored / 12) \* 100

### ****E. Amenities****

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Item** | **Possible Points** | **Points Scored** | **Comments** |
| 1 | Are separate & clean meal-rooms provided? | 2 |  |  |
| 2 | Is drinking water readily available? | 2 |  |  |
| 3 | Are washing facilities adequate? | 2 |  |  |
| 4 | Are toilets sufficient (1:20 Ratios)? | 2 |  |  |
| 5 | If required, are lockers or hangers provided for work-clothes? | 2 |  |  |
| 6 | Are staff amenities kept clean? | 2 |  |  |
| 7 | Are shaded rest areas available with Fans, ACs, Tables, and chairs? | 2 |  |  |
| 8 | Is food stored in a hygienic, chilled area? | 2 |  |  |
| 9 | Are the facilities suitable for the number of personnel on site? | 2 |  |  |
| 10 | Are smoking areas provided, equipped with FE, Sand Bin, and Rubbish Bin, seating? | 2 |  |  |
| 11 | Are water coolers in good condition, with filters changed regularly? | 2 |  |  |
| 12 | Do employees have access to clean cups to avoid sharing? | 2 |  |  |
| 13 | Are water stations available on site, numbered, and checked daily? | 2 |  |  |
| 14 | Are food wastes disposed of daily into the correct skip/container? | 2 |  |  |
| 15 | Are all facilities clean and in good order at all times? | 2 |  |  |
| 16 | Are measures taken to control smoking in designated areas only? | 2 |  |  |
| 17 | Are first aid facilities available and stocked correctly? | 2 |  |  |

**Total Possible Points:** 34  
**Total Points Scored:** \_\_\_\_\_\_\_  
**Score (%)** = (Total Points Scored / 34) \* 100

### ****F. Personal Protective Equipment (PPE)****

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Item** | **Possible Points** | **Points Scored** | **Comments** |
| 1 | Has the need for personal protective equipment been assessed? | 2 |  |  |
| 2 | If PPE is required, has it been provided? | 2 |  |  |
| 3 | Is training provided on the use of PPE? | 2 |  |  |
| 4 | Is PPE maintained and stored correctly? | 2 |  |  |
| 5 | Is the correct PPE available for the task? | 2 |  |  |
| 6 | Are all employees following the PPE rules? | 2 |  |  |

**Total Possible Points:** 12  
**Total Points Scored:** \_\_\_\_\_\_\_  
**Score (%)** = (Total Points Scored / 12) \* 100

### ****G. Housekeeping & Water Management****

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Item** | **Possible Points** | **Points Scored** | **Comments** |
| 1 | Are sufficient storage, racks, and bins provided? | 2 |  |  |
| 2 | Is there a system for the safe disposal of general waste? | 2 |  |  |
| 3 | Is there a system for the safe disposal of chemical waste? | 2 |  |  |
| 4 | Is training provided on waste disposal procedures? | 2 |  |  |
| 5 | Are fume cupboards kept uncluttered? | 2 |  |  |
| 6 | Is waste segregated into particular groups? | 2 |  |  |
| 7 | Is work planned to avoid waste? | 2 |  |  |
| 8 | Are work areas cleaned daily? | 2 |  |  |
| 9 | Are all timbers denailed immediately? | 2 |  |  |
| 10 | Are skips available and emptied in time? | 2 |  |  |

**Total Possible Points:** 20  
**Total Points Scored:** \_\_\_\_\_\_\_  
**Score (%)** = (Total Points Scored / 20) \* 100

### ****H. Special Work Procedures****

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Item** | **Possible Points** | **Points Scored** | **Comments** |
| 1 | Is there a permit & induction procedure for outside contractors? | 2 |  |  |
| 2 | Is specific OH&S advice provided to cleaners & maintenance personnel entering biological or chemical laboratories? | 2 |  |  |
| 3 | Are special procedures in place for hot work? | 2 |  |  |
| 4 | Are special procedures in place for confined spaces? | 2 |  |  |
| 5 | Are special procedures in place for working at heights? | 2 |  |  |
| 6 | Are there procedures for out-of-hours work or working alone? | 2 |  |  |

**Total Possible Points:** 12  
**Total Points Scored:** \_\_\_\_\_\_\_  
**Score (%)** = (Total Points Scored / 12) \* 100

### ****I. Mechanical & Heat Hazards****

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Item** | **Possible Points** | **Points Scored** | **Comments** |
| 1 | Is machine guarding adequate? | 2 |  |  |
| 2 | Are there adequate guard rails on ramps & walkways? | 2 |  |  |
| 3 | Do ladders and steps appear adequate? | 2 |  |  |
| 4 | Is pressure equipment installed? | 2 |  |  |
| 5 | Are pressure relief valves, gauges, and other safety systems regularly tested? | 2 |  |  |
| 6 | Is electrical work carried out in accordance with the Electrical Safety Management Plan (ESMP)? | 2 |  |  |

**Total Possible Points:** 12  
**Total Points Scored:** \_\_\_\_\_\_\_  
**Score (%)** = (Total Points Scored / 12) \* 100

### ****J. Electrical****

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Item** | **Possible Points** | **Points Scored** | **Comments** |
| 1 | Do multi-outlet boards have residual current devices? | 2 |  |  |
| 2 | Do multi-outlet boards have individual switches? | 2 |  |  |
| 3 | Are trailing leads eliminated? | 2 |  |  |
| 4 | Are all leads, cables, and cords in good order? | 2 |  |  |
| 5 | Has electrical equipment been safety tested in accordance with legislative and UQ requirements? | 2 |  |  |
| 6 | Is all power supply equipment (generators) earthed? | 2 |  |  |
| 7 | Are all panels earthed, covered, and warning signs erected? | 2 |  |  |
| 8 | Are cables raised off the ground using S or C Hooks and Cable Trees? | 2 |  |  |
| 9 | Is unsafe electrical equipment quarantined and powered off? | 2 |  |  |
| 10 | Is all electrical equipment, panels, etc. installed and repaired by a competent electrician? | 2 |  |  |

**Total Possible Points:** 20  
**Total Points Scored:** \_\_\_\_\_\_\_  
**Score (%)** = (Total Points Scored / 20) \* 100

### ****K. Chemicals (General)****

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Item** | **Possible Points** | **Points Scored** | **Comments** |
| 1 | Is there a register of hazardous chemicals? | 2 |  |  |
| 2 | Are Safety Data Sheets (SDS) available for all chemicals? | 2 |  |  |
| 3 | Are containers and their labels complete & in good condition? | 2 |  |  |
| 4 | Have decanted substances been labeled in accordance with legislative requirements? | 2 |  |  |
| 5 | Is the use of chemicals subject to risk assessment? | 2 |  |  |
| 6 | Is general storage for chemicals sufficient, including security? | 2 |  |  |
| 7 | Is there segregation of incompatible classes of chemicals? | 2 |  |  |
| 8 | Is there a procedure for dealing with chemical spills? | 2 |  |  |

**Total Possible Points:** 16  
**Total Points Scored:** \_\_\_\_\_\_\_  
**Score (%)** = (Total Points Scored / 16) \* 100

### ****L. Flammable****

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Item** | **Possible Points** | **Points Scored** | **Comments** |
| 1 | Are quantities of flammable liquids kept within the storage limit? | 2 |  |  |
| 2 | Are flammable liquids cabinets provided? Are they correctly used? | 2 |  |  |
| 3 | Is flammable liquid use & storage well away from heat & ignition sources? | 2 |  |  |
| 4 | Are stocks of flammable materials a safe distance from offices, mess halls, etc.? | 2 |  |  |
| 5 | Are warning signs erected to inform personnel regarding the risk of fire? | 2 |  |  |
| 6 | Are adequate Fire Extinguishers available? | 2 |  |  |
| 7 | Are personnel trained in the use of Fire Extinguishers? | 2 |  |  |
| 8 | Are fire and smoke alarms installed? | 2 |  |  |
| 9 | Are fire drills carried out monthly? | 2 |  |  |

**Total Possible Points:** 18  
**Total Points Scored:** \_\_\_\_\_\_\_  
**Score (%)** = (Total Points Scored / 18) \* 100

### ****M. Compressed & Fuel Gases****

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Item** | **Possible Points** | **Points Scored** | **Comments** |
| 1 | Is the number of cylinders inside the warehouse kept to a storage limit? | 2 |  |  |
| 2 | Are cylinders stored correctly? | 2 |  |  |
| 3 | Are incompatible gases segregated? | 2 |  |  |
| 4 | Are cylinders securely restrained? Are trolleys used? | 2 |  |  |
| 5 | Are gas systems periodically pressure & leak tested? | 2 |  |  |
| 6 | Are cylinders and hoses checked daily? | 2 |  |  |
| 7 | Are flashback arrestors installed? | 2 |  |  |
| 8 | Is the correct PPE available? | 2 |  |  |
| 9 | Are personnel trained in the use of Oxy / Acetylene? | 2 |  |  |
| 10 | Are empty cylinders stored correctly? | 2 |  |  |

**Total Possible Points:** 20  
**Total Points Scored:** \_\_\_\_\_\_\_  
**Score (%)** = (Total Points Scored / 20) \* 100

### ****N. Emergency Equipment****

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Item** | **Possible Points** | **Points Scored** | **Comments** |
| 1 | Are emergency procedures available? | 2 |  |  |
| 2 | Are emergency contact telephone numbers displayed? | 2 |  |  |
| 3 | Are safety showers and appropriate eye-wash units provided? | 2 |  |  |
| 4 | Are people provided with regular training in the use of safety equipment? | 2 |  |  |
| 5 | Is all safety equipment periodically tested? | 2 |  |  |
| 6 | Is a first aid kit available and regularly checked? | 2 |  |  |
| 7 | Are there trained first aid officers? | 2 |  |  |

**Total Possible Points:** 14  
**Total Points Scored:** \_\_\_\_\_\_\_  
**Score (%)** = (Total Points Scored / 14) \* 100

### ****O. Egress & Evacuation****

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Item** | **Possible Points** | **Points Scored** | **Comments** |
| 1 | Are evacuation procedures displayed? | 2 |  |  |
| 2 | Are emergency floor plans displayed? | 2 |  |  |
| 3 | Are emergency wardens appointed? | 2 |  |  |
| 4 | Is fire & emergency training provided? | 2 |  |  |
| 5 | Are regular emergency practices conducted? | 2 |  |  |
| 6 | Are emergency exits kept clear? | 2 |  |  |
| 7 | Is there emergency lighting? | 2 |  |  |

**Total Possible Points:** 14  
**Total Points Scored:** \_\_\_\_\_\_\_  
**Score (%)** = (Total Points Scored / 14) \* 100

### ****P. Fire Protection****

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Item** | **Possible Points** | **Points Scored** | **Comments** |
| 1 | Are fire extinguishers provided? | 2 |  |  |
| 2 | Is there a fire detection system? | 2 |  |  |
| 3 | Is the fire alarm audible in all rooms? | 2 |  |  |
| 4 | Is the push-button alarm accessible? | 2 |  |  |
| 5 | Is there clear access for the Fire Service? | 2 |  |  |

**Total Possible Points:** 10  
**Total Points Scored:** \_\_\_\_\_\_\_  
**Score (%)** = (Total Points Scored / 10) \* 100

### ****Q. Work at Height Safety****

**Safe Places of Work**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Item** | **Possible Points** | **Points Scored** | **Comments** |
| 1 | Can everyone reach their place of work safely? Are roads, gangways, passageways, passenger hoists, staircases, ladders, and scaffolds in good condition? | 2 |  |  |
| 2 | Are there guard rails or is there equivalent protection to stop falls from open edges, e.g., scaffolds, mobile elevating work platforms, buildings, gangways, excavations, harnesses, etc.? | 2 |  |  |
| 3 | Are holes and openings securely guard railed or provided with fixed, clearly marked covers to prevent falls? | 2 |  |  |
| 4 | Are structures stable, adequately braced, and not overloaded? | 2 |  |  |
| 5 | Are all working areas and walkways level and free from obstructions such as stored material and waste? | 2 |  |  |
| 6 | Is the site tidy, and are materials stored safely? | 2 |  |  |
| 7 | Are there proper arrangements for collecting and disposing of waste materials? | 2 |  |  |
| 8 | Is the work adequately lit? | 2 |  |  |
| 9 | Is sufficient additional lighting provided when work is carried on after dark or inside buildings? | 2 |  |  |
| 10 | Could workers egress safely if electricity failed? | 2 |  |  |

**Total Possible Points:** 20  
**Total Points Scored:** \_\_\_\_\_\_\_  
**Score (%)** = (Total Points Scored / 20) \* 100

### ****R. Work at Height Safety: Scaffold****

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Item** | **Possible Points** | **Points Scored** | **Comments** |
| 1 | Are scaffolds erected, altered, and dismantled by competent persons? | 2 |  |  |
| 2 | Is there safe access to the scaffold platform? | 2 |  |  |
| 3 | Are all uprights provided with base plates (and, where necessary, timber sole plates) or prevented from slipping or sinking? | 2 |  |  |
| 4 | Are all uprights, ledgers, braces, and struts in position? | 2 |  |  |
| 5 | Is the scaffold secured to the building in enough places to prevent collapse? | 2 |  |  |
| 6 | Are there adequate guard rails and toe boards or equivalent protection at every edge? | 2 |  |  |
| 7 | Are additional precautions, such as intermediate guard rails or brick guards, in place? | 2 |  |  |
| 8 | Are working platforms fully boarded and arranged to avoid tipping or tripping? | 2 |  |  |
| 9 | Are there effective barriers or warning notices to stop people using incomplete scaffolds? | 2 |  |  |
| 10 | Does a competent person inspect the scaffold regularly, at least once a week? | 2 |  |  |

**Total Possible Points:** 28  
**Total Points Scored:** \_\_\_\_\_\_\_  
**Score (%)** = (Total Points Scored / 28) \* 100

### ****S. Work at Height Safety: Ladders****

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Item** | **Possible Points** | **Points Scored** | **Comments** |
| 1 | Are ladders the right means of access for the job? | 2 |  |  |
| 2 | Are all ladders in good condition? | 2 |  |  |
| 3 | Are ladders secured to prevent them from slipping sideways or outwards? | 2 |  |  |
| 4 | Do ladders rise at least one meter above their landing places? If not, are there other handholds available? | 2 |  |  |
| 5 | Are ladders positioned so that users don’t have to over-stretch or climb over obstacles to work? | 2 |  |  |
| 6 | Are ladders in compliance with work practice and client instructions? | 2 |  |  |

**Total Possible Points:** 12  
**Total Points Scored:** \_\_\_\_\_\_\_  
**Score (%)** = (Total Points Scored / 12) \* 100

### ****T. Safety Signage & Notice Boards****

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Item** | **Possible Points** | **Points Scored** | **Comments** |
| 1 | Are the names and telephone numbers of the HSE Department displayed on strategically located signboards? | 2 |  |  |
| 2 | Does the notice board have safety literature displayed? | 2 |  |  |
| 3 | Are the names, contact numbers, and photos of all personnel involved in HSE and others (e.g., first aid, riggers, flagmen) displayed around the site? | 2 |  |  |
| 4 | Is signage in a form and language that can be understood by all? | 2 |  |  |
| 5 | Are emergency contact numbers displayed? | 2 |  |  |
| 6 | Are emergency access routes displayed? | 2 |  |  |

**Total Possible Points:** 12  
**Total Points Scored:** \_\_\_\_\_\_\_  
**Score (%)** = (Total Points Scored / 12) \* 100

### ****U. Confined Spaces****

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Item** | **Possible Points** | **Points Scored** | **Comments** |
| 1 | Are confined spaces identified? | 2 |  |  |
| 2 | Are personnel entering and working in confined spaces trained? | 2 |  |  |
| 3 | Are rescue personnel available? | 2 |  |  |
| 4 | Is the breathing equipment checked and in good order? | 2 |  |  |
| 5 | Is a multi-gas detector available? | 2 |  |  |
| 6 | Is a confined space permit completed? | 2 |  |  |

**Total Possible Points:** 12  
**Total Points Scored:** \_\_\_\_\_\_\_  
**Score (%)** = (Total Points Scored / 12) \* 100

### ****V. Lifting Operations****

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Item** | **Possible Points** | **Points Scored** | **Comments** |
| 1 | Is there a method statement for erecting and dismantling tower cranes? | 2 |  |  |
| 2 | Is there a lifting plan for mobile crane lifts? | 2 |  |  |
| 3 | Is there a plan for sites with two cranes or more? | 2 |  |  |
| 4 | Are all cranes certified? | 2 |  |  |
| 5 | Are all operators certified and competent? | 2 |  |  |
| 6 | Are all lifting equipment checked and certified? | 2 |  |  |
| 7 | Do all lifts have a competent certified rigger? | 2 |  |  |
| 8 | Are tag lines used for all lifts? | 2 |  |  |
| 9 | Are all cranes fitted with a working SLI (Safe Load Indicator)? | 2 |  |  |
| 10 | Is all lifting equipment color-coded? | 2 |  |  |

**Total Possible Points:** 20  
**Total Points Scored:** \_\_\_\_\_\_\_  
**Score (%)** = (Total Points Scored / 20) \* 100

### ****W. Traffic Management****

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Item** | **Possible Points** | **Points Scored** | **Comments** |
| 1 | Is there a Traffic Management Plan on site? | 2 |  |  |
| 2 | Are traffic routes signed and clear around the site? | 2 |  |  |
| 3 | Are pedestrian walkways set up? | 2 |  |  |
| 4 | Are plant and pedestrians segregated? | 2 |  |  |
| 5 | Is the need for reversing minimized? | 2 |  |  |
| 6 | Are Flagmen available for all plant? | 2 |  |  |
| 7 | Are car parking spaces provided and well defined? | 2 |  |  |
| 8 | Is the lighting adequate on all roadways? | 2 |  |  |

**Total Possible Points:** 16  
**Total Points Scored:** \_\_\_\_\_\_\_  
**Score (%)** = (Total Points Scored / 16) \* 100

### ****X. LOTO (Lock Out Tag Out)****

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Item** | **Possible Points** | **Points Scored** | **Comments** |
| 1 | Is there a LOTO system in place? | 2 |  |  |
| 2 | Is there a permit for LOTO? | 2 |  |  |
| 3 | Have relevant personnel been trained in LOTO? | 2 |  |  |
| 4 | Is signage in place to advise regarding LOTO? | 2 |  |  |
| 5 | Are keys controlled for LOTO? | 2 |  |  |
| 6 | Are competent personnel available who are required to use LOTO? | 2 |  |  |

**Total Possible Points:** 12  
**Total Points Scored:** \_\_\_\_\_\_\_  
**Score (%)** = (Total Points Scored / 12) \* 100

### ****Y. Excavations****

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Item** | **Possible Points** | **Points Scored** | **Comments** |
| 1 | Is there an excavation plan and method statement? | 2 |  |  |
| 2 | Are all services located? | 2 |  |  |
| 3 | Are excavation supports installed if required? | 2 |  |  |
| 4 | Are barriers installed around the excavation? | 2 |  |  |
| 5 | Is there safe access and egress? | 2 |  |  |
| 6 | Is there a rescue plan for accidents or incidents in excavations? | 2 |  |  |

**Total Possible Points:** 12  
**Total Points Scored:** \_\_\_\_\_\_\_  
**Score (%)** = (Total Points Scored / 12) \* 100

### ****Z. Plant and Equipment****

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Item** | **Possible Points** | **Points Scored** | **Comments** |
| 1 | Is all plant in good order and certified? | 2 |  |  |
| 2 | Are all operators certified? | 2 |  |  |
| 3 | Is all plant serviced regularly? | 2 |  |  |
| 4 | Is plant suitable for the task? | 2 |  |  |
| 5 | Is damaged or defective plant quarantined? | 2 |  |  |
| 6 | Is glass and AC fitted? | 2 |  |  |

**Total Possible Points:** 12  
**Total Points Scored:** \_\_\_\_\_\_\_  
**Score (%)** = (Total Points Scored / 12) \* 100

### ****Security****

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Item** | **Possible Points** | **Points Scored** | **Comments** |
| 1 | Is full-time security available? | 2 |  |  |
| 2 | Are all personnel checked in and out? | 2 |  |  |
| 3 | Is there a log record of all personnel entering and exiting the site? | 2 |  |  |
| 4 | Are all vehicles checked in and out? | 2 |  |  |
| 5 | Are all security personnel trained in emergency procedures? | 2 |  |  |
| 6 | Do all security personnel have communication systems (comms)? | 2 |  |  |

**Total Possible Points:** 12  
**Total Points Scored:** \_\_\_\_\_\_\_  
**Score (%)** = (Total Points Scored / 12) \* 100

### ****Accommodation****

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Item** | **Possible Points** | **Points Scored** | **Comments** |
| 1 | Is there an accommodation checklist? | 2 |  |  |
| 2 | Are the facilities in good order? | 2 |  |  |
| 3 | Are they large enough? | 2 |  |  |
| 4 | Are fire drills carried out? When? | 2 |  |  |
| 5 | Is there a camp manager? | 2 |  |  |
| 6 | Are all residents familiar with the emergency drill? | 2 |  |  |

**Total Possible Points:** 12  
**Total Points Scored:** \_\_\_\_\_\_\_  
**Score (%)** = (Total Points Scored / 12) \* 100

### ****Offices****

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Item** | **Possible Points** | **Points Scored** | **Comments** |
| 1 | Are offices in good order? | 2 |  |  |
| 2 | Are they suitable for the numbers of staff? | 2 |  |  |
| 3 | Are they fitted with fire-fighting equipment (FFE)? | 2 |  |  |
| 4 | Are fire extinguishers (FE) available? | 2 |  |  |
| 5 | Are they secured when not occupied? | 2 |  |  |
| 6 | Are they fitted with ACs, suitable wiring, and sockets? | 2 |  |  |

**Total Possible Points:** 12  
**Total Points Scored:** \_\_\_\_\_\_\_  
**Score (%)** = (Total Points Scored / 12) \* 100

### ****Stores****

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Item** | **Possible Points** | **Points Scored** | **Comments** |
| 1 | Are they well organized? | 2 |  |  |
| 2 | Is all documentation up to date? | 2 |  |  |
| 3 | Are they secure? | 2 |  |  |
| 4 | Is the store manager competent? | 2 |  |  |
| 5 | Is there a weekly stock report completed? | 2 |  |  |
| 6 | Is old equipment recycled or disposed of? | 2 |  |  |

**Total Possible Points:** 12  
**Total Points Scored:** \_\_\_\_\_\_\_  
**Score (%)** = (Total Points Scored / 12) \* 100

### ****Monthly Audit Summary****

|  |  |  |  |
| --- | --- | --- | --- |
| **Section** | **Total Possible Points** | **Total Points Scored** | **Final Score** |
| A. Management | 28 | \_\_\_\_\_ | \_\_\_\_\_ |
| B. Training | 18 | \_\_\_\_\_ | \_\_\_\_\_ |
| C. Work Environment | 18 | \_\_\_\_\_ | \_\_\_\_\_ |
| D. Ergonomics | 12 | \_\_\_\_\_ | \_\_\_\_\_ |
| E. Amenities | 34 | \_\_\_\_\_ | \_\_\_\_\_ |
| F. PPE | 12 | \_\_\_\_\_ | \_\_\_\_\_ |
| G. Housekeeping and Water Management | 20 | \_\_\_\_\_ | \_\_\_\_\_ |
| H. Special Work Procedures | 12 | \_\_\_\_\_ | \_\_\_\_\_ |
| I. Mechanical & Heat Hazards | 12 | \_\_\_\_\_ | \_\_\_\_\_ |
| J. Electrical | 20 | \_\_\_\_\_ | \_\_\_\_\_ |
| K. Chemicals | 16 | \_\_\_\_\_ | \_\_\_\_\_ |
| L. Flammable | 18 | \_\_\_\_\_ | \_\_\_\_\_ |
| M. Compressed & Fuel Gases | 20 | \_\_\_\_\_ | \_\_\_\_\_ |
| N. Emergency Equipment | 14 | \_\_\_\_\_ | \_\_\_\_\_ |
| O. Egress & Evacuation | 14 | \_\_\_\_\_ | \_\_\_\_\_ |
| P. Fire Protection | 10 | \_\_\_\_\_ | \_\_\_\_\_ |
| Q. Work at Height Safety | 20 | \_\_\_\_\_ | \_\_\_\_\_ |
| R. Work at Height Safety: Scaffold | 28 | \_\_\_\_\_ | \_\_\_\_\_ |
| S. Work at Height Safety: Ladders | 12 | \_\_\_\_\_ | \_\_\_\_\_ |
| T. Safety Signage & Notice Boards | 12 | \_\_\_\_\_ | \_\_\_\_\_ |
| U. Confined Spaces | 12 | \_\_\_\_\_ | \_\_\_\_\_ |
| V. Lifting Operations | 20 | \_\_\_\_\_ | \_\_\_\_\_ |
| W. Traffic Management | 16 | \_\_\_\_\_ | \_\_\_\_\_ |
| X. LOTO | 12 | \_\_\_\_\_ | \_\_\_\_\_ |
| Y. Excavations | 12 | \_\_\_\_\_ | \_\_\_\_\_ |
| Z. Plant and Equipment | 12 | \_\_\_\_\_ | \_\_\_\_\_ |
| **Total** | **Total of all sections** | **Total Points Scored** | **Overall Score** |

**Overall Comments:**

|  |  |  |  |
| --- | --- | --- | --- |
| Print Name | Project Manager | Construction Manager | Safety Manager /Advisor |
| Date: |  |  |  |
| Signed |  |  |  |
| Date: |  |  |  |