### Health & Safety Audit Checklist

|  |
| --- |
| **Organizational Unit / Workplace:** |
| **Total Manpower :** | Company Staff Sub Con Companies Sub Cons Total Numbers Rentals |  |
| **Person undertaking inspection:** |  | **Date inspected** |

### ****A.**** Management Commitment and Policy

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Item** | **Possible Points** | **Points Scored** | **Comments** |
| 1 | Is there a documented HSE policy? | 2 |  |  |
| 2 | Is the policy displayed prominently? | 2 |  |  |
| 3 | Are roles and responsibilities clearly defined? | 2 |  |  |
| 4 | Are senior management committed to HSE? | 2 |  |  |
| 5 | Are safety and environmental objectives and targets established? | 2 |  |  |
| 6 | Are regular HSE meetings conducted and documented? | 2 |  |  |
| 7 | Are workers encouraged to report safety and environmental concerns? | 2 |  |  |
| 8 | Are risk assessments and environmental impact assessments conducted regularly? | 2 |  |  |
| 9 | Is there a system for monitoring HSE performance? | 2 |  |  |
| 10 | Is there a procedure for handling HSE non-conformances? | 2 |  |  |

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

### ****B.**** Workplace Hazards and Environmental Control

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Item** | **Possible Points** | **Points Scored** | **Comments** |
| 1 | Are workplace hazards and environmental risks identified and documented? | 2 |  |  |
| 2 | Are control measures implemented for identified hazards and risks? | 2 |  |  |
| 3 | Are hazard signs and environmental awareness labels posted where required? | 2 |  |  |
| 4 | Are emergency stop buttons functional and tested? | 2 |  |  |
| 5 | Are floors, walkways, and work areas free of hazards and environmental pollutants? | 2 |  |  |
| 6 | Are machine guards in place and functional? | 2 |  |  |
| 7 | Are ventilation and lighting systems adequate for health and environmental safety? | 2 |  |  |
| 8 | Are noise and air pollution levels controlled and monitored? | 2 |  |  |
| 9 | Are employees trained on hazard and environmental impact identification? | 2 |  |  |
| 10 | Are hazard control and environmental management measures reviewed periodically? | 2 |  |  |

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

### ****C.**** Training, Awareness, and Environmental Responsibilities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Item** | **Possible Points** | **Points Scored** | **Comments** |
| 1 | Are employees provided with HSE training? | 2 |  |  |
| 2 | Are new employees given HSE induction training? | 2 |  |  |
| 3 | Are refresher HSE trainings conducted regularly? | 2 |  |  |
| 4 | Are emergency and environmental response drills conducted and documented? | 2 |  |  |
| 5 | Are supervisors trained in their HSE responsibilities? | 2 |  |  |
| 6 | Are employees trained in the proper use of PPE and environmental protective measures? | 2 |  |  |
| 7 | Are employees trained in emergency and environmental response procedures? | 2 |  |  |
| 8 | Is training effectiveness evaluated? | 2 |  |  |
| 9 | Are records of all HSE training maintained? | 2 |  |  |
| 10 | Are toolbox talks and environmental awareness sessions conducted regularly? | 2 |  |  |

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

### ****D.**** Personal Protective Equipment (PPE) and Environmental Safety

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Item** | **Possible Points** | **Points Scored** | **Comments** |
| 1 | Are PPE and environmental safety requirements assessed for all tasks? | 2 |  |  |
| 2 | Is appropriate PPE and environmental protective equipment provided? | 2 |  |  |
| 3 | Is PPE and environmental safety compliance monitored and enforced? | 2 |  |  |
| 4 | Are PPE items inspected, maintained, and disposed of correctly? | 2 |  |  |
| 5 | Are employees trained in PPE and environmental safety use and limitations? | 2 |  |  |
| 6 | Are PPE storage and distribution systems adequate? | 2 |  |  |
| 7 | Are PPE and environmental compliance checks conducted? | 2 |  |  |
| 8 | Are non-compliance cases documented and addressed? | 2 |  |  |
| 9 | Are workplace hazards and environmental pollutants controlled through PPE use? | 2 |  |  |
| 10 | Is PPE disposal environmentally compliant? | 2 |  |  |

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

### ****E.**** Emergency and Environmental Preparedness

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Item** | **Possible Points** | **Points Scored** | **Comments** |
| 1 | Are emergency and environmental procedures in place and accessible? | 2 |  |  |
| 2 | Are emergency exits clearly marked and unobstructed? | 2 |  |  |
| 3 | Are fire extinguishers and spill response kits available and checked regularly? | 2 |  |  |
| 4 | Are first-aid kits and environmental response equipment adequately stocked? | 2 |  |  |
| 5 | Are emergency and environmental contact numbers displayed? | 2 |  |  |
| 6 | Are employees trained in emergency and environmental response? | 2 |  |  |
| 7 | Are regular emergency and environmental drills conducted? | 2 |  |  |
| 8 | Are designated emergency and environmental personnel identified? | 2 |  |  |
| 9 | Is there a procedure for reporting and investigating HSE incidents? | 2 |  |  |
| 10 | Are emergency and environmental procedures reviewed and updated regularly? | 2 |  |  |

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Section** | **Total Possible Points** | **Total Points Scored** | **Final Score** |
| A. Management Commitment and Policy | 20 | \_\_\_\_\_ | \_\_\_\_\_ |
| B. Workplace Hazards and Environmental Control | 20 | \_\_\_\_\_ | \_\_\_\_\_ |
| C. Training, Awareness, and Environmental Responsibilities | 20 | \_\_\_\_\_ | \_\_\_\_\_ |
| D. Personal Protective Equipment (PPE) and Environmental Safety | 20 | \_\_\_\_\_ | \_\_\_\_\_ |
| E. Emergency and Environmental Preparedness | 20 | \_\_\_\_\_ | \_\_\_\_\_ |
| **Total** | **Total of all sections** | **Total Points Scored** | **Overall Score** |

**Overall Comments:**

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