

GENERAL WHS AUDIT CHECKLIST		Company:		Address:	
		Assessment by:		Audit Reference No.:	
		Date of assessment:		Reviewed by:	
Item	Notes on items covered in general WHS Audit	Item	Notes on items covered in general WHS Audit	Item	Notes on items covered in general WHS Audit
1	Entity must have a signed WHS(E) Policy, and provide an WHS consultation mechanism. A worker representative can be elected in many workplaces.	13	Workplaces and work processes must be audited to identify factors which may result in injury to persons while carrying out work.	19	Forklifts, cranes, hoists and lifting equipment must be maintained in a safe condition, and be used only by competent or trained persons.
2	This section refers to WHS Management Systems such those conforming to AS 4801, SafetyMAP, or similar systems.	14	Goods and materials must be stored in a safe and secure manner, and suitable safe pallet racking, cages and containers provided where required.	20a	Systems to prevent persons working at heights from falling must be provided, and safe work procedures implemented to ensure safety at heights.
3	Procedures for the safety of occupants of buildings in emergencies (fire, etc) must be implemented, and fire fighting appliances provided and maintained.	15	Employees must not be exposed to risk of injury caused by over-exertion, and suitable methods to minimise risk of injury must be implemented.	20b	Height access equipment must be supplied and maintained in a safe condition, and safety equipment and procedures provided and implemented.
4	First Aid kits must be provided in all workplaces, and persons trained in use of equipment. Records must be kept of all work-related injuries.	16a	All hazardous processes must be identified, and risk assessments carried out to identify controls (including training or workers) required for safety.	21	Operators of plant must be trained in its safe use and maintenance, and appropriate records kept of plant use, maintenance, faults and repairs.
5	Employers must carry workers compensation cover, and provide information regarding work-related injury and illness claims and injury management,	16b	All work in confined spaces must be carried out in accordance with WHS regulations and standards, and persons trained in procedures for safe entry.	22	Vehicles and trucks must be provided and maintained in a safe operating condition, and be correctly used by authorised license-holders only.
6	Suitable amenities for the health, safety and welfare of workers must be provided and maintained in a safe and hygienic manner.	16c	All work which may create a risk of fire or explosion, or cause harm or injury to other persons, must be assessed and controls implemented.	23	Appropriate PPE provided and used where risks cannot be adequately controlled by other means, and persons instructed in the correct use and care of PPE.
7	Workplaces must be kept in a safe and healthy condition at all times.	16d	All spray painting work must be carried out in a manner which will not expose operators or other persons to exposure to hazardous by-products.	24	Entry to sites and work areas where persons may be at risk must be controlled, and workers provided with suitable facilities when working on sites.
8	Workplace lighting must be adequate for the types of tasks being carried out, and adequate lighting for the safety and security of persons at night.	17a	Hazardous substances must not be used in a workplace unless information regarding their safe storage, handling, use and disposal is obtained.	25	Entities should have a signed environmental policy, and identify activities which may adversely affect the environment, and implement appropriate controls.
9	Ventilation must be provided for cooling of workplaces, and to remove hot or contaminated air from workplaces where contaminants are present.	17b	Workplace hazardous substances must be stored, handled and used in a safe and healthy manner that does not expose persons to injury or harm.	26	Control of visitors to a workplace or site must be controlled to ensure that they are not placed at risk, or place the health and safety of workers at risk.
10	WHS obligations require that all workplace hazards are identified, and risks associated with the hazards assessed and appropriately controlled.	18a	All plant and equipment provided to and used in a workplace must comply with statutory health and safety requirements, including provision of guards.	27	Contactors must be provided with information and induction where necessary to ensure that they are aware of WHS requirements and workplace rules.
11	Electrical equipment in workplaces must be maintained in a safe condition at all times, and tested at specified intervals to ensure electrical safety.	18b	Operators of plant and equipment must be trained in the safe and correct use, and plant must be maintained in a safe condition.	28	Appropriate training and inductions must be provided for all workers, visitors and contractors, and records made of all training provided.
12	Persons in workplaces must not be exposed to harmful noise levels, and controls must be implemented to reduce exposure to noise.	18c	Procedures to prevent injury to persons by plant and equipment while being maintained or being operated in an unsafe condition must be implemented.		

SUMMARY OF AUDIT

Item	Description	Yes	No	N/A	Comments and remarks	Completed
1.	WHS Policy & Administration					
2.	WHS Systems					
3.	Emergency Procedures					
4.	First Aid and Injuries					
5.	Injury Management Systems					
6.	Workplace Amenities					
7.	Workplace Housekeeping and Maintenance					
8.	Lighting					
9.	Ventilation					
10.	Workplace Hazard Control					
11.	Electrical					
12.	Noise					
13.	Workplace Ergonomics					
14.	Material Storage and Handling					
15.	Manual Handling					
16(a)	Hazardous Processes					
16(b)	Confined Spaces					
16(c)	Hot Work					
16(d)	Spray Painting					
17(a)	Hazardous Substances – Administration					
17(b)	Hazardous Substances – Handling and Use					
18(a)	Plant and Equipment - Administration					
18(b)	Plant and Equipment – Use and Maintenance					
18(c)	Plant and Equipment – Lockout Procedures					
19.	Load Shifting Equipment					
20(a)	Working at Heights					
20(b)	Height Access Equipment					
21.	Operators and Maintenance					
22.	Vehicles and Trucks					
23.	Personal Protective Equipment					
24.	Site Operations					
25.	Environmental Protection					
26.	Visitor Controls					
27.	Contractors					
28.	Training and Inductions					

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1.	WHS Policy & Administration	Yes	No	N/A	Risk level	Action Required	Action date
1.1	Does the company have an WHS Policy signed by the CEO or Manager?						
1.2	Is the WHS Policy prominently displayed?						
1.3	Has a WHSO or Responsible Officer been appointed (only in states where required)?						
1.4	Is an WHS Representative appointed?						
1.5	Is the identity of WHS Representative displayed?						
1.6	Has the WHS Representative received training?						
1.7	Is an WHS Committee established?						
1.8	Are identities of Committee members displayed?						
1.9	Does WHS Committee meet at least quarterly?						
1.10	Are minutes kept of WHS Committee meetings?						
1.11?	Are these minutes displayed for all employees						
1.12	Is a system available for employee feedback?						
2.	WHS Systems	Yes	No	N/A	Risk level	Action Required	Action date
2.1?	WHS Safety Management System implemented						
2.2	Is an WHS Administration folder maintained?						
2.3	Are workplace inspection records maintained?						
2.4	Are workplace training records maintained?						
2.5	Is induction training given to all employees?						
2.6	Are documented Safe Work Methods (SWMSs or JSAs) used?						
2.7	Are work methods reviewed regularly?						
2.8	Are all incidents and injuries reported?						
2.9	Are all incidents and injuries fully investigated?						
2.10	Is a system for notifying the statutory authority of notifiable incidents implemented?						
2.11	Is a system in place for induction and monitoring of contractors on site?						
2.12	Do contractors provide a H&S plan for work?						
3.	Emergency Procedures	Yes	No	N/A	Risk level	Action Required	Action date
3.1	Are procedures in place for all emergencies?						
3.2	Are these procedures prominently displayed?						

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3.	Emergency Procedures	Yes	No	N/A	Risk level	Action Required	Action date
3.3	Have all persons been instructed in procedures?						
3.4	Are training drills carried out at least annually?						
3.5	Have persons in each work area been trained in use of fire extinguishers?						
3.6	Are fire appliance checked every 6 months?						
3.7	Are fire appliances marked and accessible?						
3.8	Are Fire Exits marked and unobstructed?						
3.9	Is emergency lighting tested every 6 months?						
3.10	Are fire alarms and emergency warning systems tested at least monthly?						
4.	First Aid and Injuries	Yes	No	N/A	Risk level	Action Required	Action date
4.1	Is a First Aid kit or room readily available for every employee or worker?						
4.2	Are First Aid kits and rooms clearly marked?						
4.3	Are First Aid kits properly maintained?						
4.4	Are the names of First Aid attendants displayed?						
4.5	Do First aiders hold current First Aid Certificates?						
4.6	Are First Aid kits provided in vehicles and on work sites?						
4.7	Are these kits kept up to date and replenished?						
4.8	Are all injuries and work-related illnesses and conditions reported correctly?						
4.9	Are First Aid records perused to identify problem areas (such as non-use of PPE, etc)?						
4.10	Are First Aid records discussed at safety committee and management meeting levels?						
5.	Injury Management Systems	Yes	No	N/A	Risk level	Action Required	Action date
5.1	Does the company hold adequate worker's compensation insurance cover?						
5.2	Are employees aware of injury reporting and management procedures?						
5.3	Are workers' compensation claim procedures displayed in work areas?						
5.4	Are supervisory staff educated in claims procedures?						

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5.	Injury Management Systems	Yes	No	N/A	Risk level	Action Required	Action date
5.5	Does the company have a documented return to work and rehabilitation policy?						
5.6	Is a case manager or RTW/Rehab. Officer appointed?						
5.7	Are cases discussed with employees and their supervisors?						
5.8	Are suitable alternative duties available for employees returning to work?						
5.9	Are employees returning to work from injury or illness closely monitored?						
5.10	Are all rehabilitation cases fully documented?						
6.	Workplace Amenities	Yes	No	N/A	Risk level	Action Required	Action date
6.1	Are separate eating areas provided?						
6.2	Are sufficient tables and chairs provided for all employees to be seated to consume meals?						
6.3	Are eating areas cleaned after each use and floors washed daily?						
6.4	Are bins in kitchens or eating areas cleared daily?						
6.5	Are facilities for keeping and heating of meals available in eating areas?						
6.6	Is adequate supply of cool drinking water available for workers in all workplaces?						
6.7	Are sufficient toilets provided for each gender?						
6.8	Are washing and changing facilities adequate?						
6.9	Are toilets and shower areas cleaned daily?						
6.10	Are sufficient consumables made available in washrooms and toilets?						
7.	Workplace Housekeeping and Maintenance	Yes	No	N/A	Risk level	Action Required	Action date
7.1	Are floors kept clean & free of obstructions?						
7.2	Are bins provided for waste and rubbish?						
7.3	Are floor surfaces free of slip and trip hazards?						
7.4	Are special bins provided for recyclables?						
7.5	Is building in safe physical condition?						
7.6	Are windows, etc, kept clean and operable?						
7.7	Are exposed floor openings safely covered?						
7.8	Are passageways and exits marked and kept clear of obstructions?						
7.9	Are stairs and access ways in safe condition?						

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7.	Workplace Housekeeping and Maintenance	Yes	No	N/A	Risk level	Action Required	Action date
7.10	Is rubbish removed regularly and not allowed to accumulate?						
8.	Lighting	Yes	No	N/A	Risk level	Action Required	Action date
8.1	Has an analysis been made of work and task lighting requirements in all areas?						
8.2	Is lighting adequate for tasks being carried out?						
8.3	Is additional task lighting provided in areas where building lighting is deemed insufficient?						
8.4	Is there a reporting system for faulty lighting?						
8.5	Is faulty lighting rectified in a timely manner?						
8.6	Are regular inspections made of lighting?						
8.7	Are light fittings diffusers and luminaires cleaned regularly?						
8.8	Is lighting provided in areas where natural lighting is insufficient or unavailable?						
8.9	Is emergency lighting provided in case of power failure or outage?						
8.10	Are external areas (carparks, walkways, etc) adequately illuminated for security and safety?						
9.	Ventilation	Yes	No	N/A	Risk level	Action Required	Action date
9.1	Is adequate ventilation provided in workplaces to provide sufficient fresh air and cooling?						
9.2	Is additional ventilation provided in areas where higher levels of contaminant may be encountered?						
9.3	Is ventilation such that strong draughts are not created?						
9.4	Is temperature kept to a comfortable working level?						
9.5	Is local exhaust ventilation used where harmful contaminants are generated?						
9.6	Are extraction system exhausts positioned so as to not contaminate other workplaces?						
9.7	Is dust extraction equipment used where dust is generated by machinery or processes?						
9.8	Is heating provided in low temperatures?						
9.9	Is sufficient ventilation available to remove gas emissions and exhaust gases from machinery?						

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9.	Ventilation	Yes	No	N/A	Risk level	Action Required	Action date
9.10	Are internal combustion forklifts prohibited from entering enclosed work areas such as freezers?						
10.	Workplace Hazard Control	Yes	No	N/A	Risk level	Action Required	Action date
10.1	Have risk assessments been carried out of all tasks to identify hazards?						
10.2	Are Safe Work Procedures available for all hazardous tasks?						
10.3	Do SWPs list all precautions to be observed (incl. PPE requirements, entry& other restrictions, etc)?						
10.4	Are workers instructed in safe work procedures?						
10.5	Are safety and warning signs posted in hazard areas?						
10.6	Are controls documented and implemented to prevent hazards affecting other parts of the workplace?						
10.7	Are hazardous processes and hazardous substance use carried out by trained personnel only?						
10.8	Are safeguards used to protect persons from risks posed by processes (welding, lasers, etc)?						
10.9	Are means of preventing the spread of hazardous dusts and fumes, etc, provided and used?						
10.10	Are regular checks to assess the effectiveness of risk controls carried out and documented?						
11.	Electrical	Yes	No	N/A	Risk level	Action Required	Action date
11.1	Is a register kept of all electrical equipment?						
11.2	Is testing carried out at specified intervals?						
11.3	Are power tools, leads, etc, checked before use?						
11.4	Are all work circuits protected by an RCD?						
11.5	Are safety switches used with portable tools?						
11.6	Are only approved outlets used (no double adaptors or piggy-back leads)?						
11.7	Are emergency switches clearly marked?						
11.8	Are lockout procedures used to prevent accidents?						
11.9	Is electrical work carried out by licensed electricians only?						
11.10	Are records kept of all testing and repairs?						

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12.	Noise	Yes	No	N/A	Risk level	Action required	Action date
12.1	Have all areas been assessed for the presence of harmful noise levels?						
12.2	Have surveys been conducted to determine noise exposures of persons in these areas?						
12.3	Have measures been identified to reduce noise levels in these areas (elimination, engineering controls, etc)?						
12.4	Have these measures been implemented?						
12.5	Are noise hazard areas identified by safety signs?						
12.6	Are all persons in these areas issued with and use hearing protection?						
12.7	Are workers instructed in the use and care of hearing protection?						
12.8	Do all persons in hazard areas use hearing protection?						
12.9	Are workers in these areas given hearing tests as required by health and safety regulations						
12.10	Are records kept of audiometric tests for specified periods?						
13.	Workplace Ergonomics	Yes	No	N/A	Risk level	Action Required	Action date
13.1	Is workstation design and seating designed to prevent over-exertion and body stress?						
13.2	Have ergonomic factors been considered in work layout and task design (i.e. work flow, rates, etc)?						
13.3	Are tasks where specialised equipment can be used identified and investigated?						
13.4	Is materials handling equipment (self-adjusting pallet lifters, baskets, load balancers, patient lifting equipment, etc) used where heavy or repetitive loads are present?						
13.5	Are repetitive or sustained postures and repetitive movements eliminated or minimised?						
13.6	Is use of excessive force eliminated or minimised?						
13.7	Is twisting of the body eliminated or minimised?						
13.8	Are tools and handles ergonomically sound?						
13.9	Are machine controls ergonomically sound?						
13.10	Have workers received appropriate training?						

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14.	Materials Storage & Handling	Yes	No	N/A	Risk level	Action Required	Action date
14.1	Are pallet racks and shelves in good condition?						
14.2	Are stacks and loaded pallets stable?						
14.3	Are all packs and containers sound (no leaks)?						
14.4	Are heavier items stored on lower racks?						
14.5	Are small or loose items prevented from falling?						
14.6	Are shelves and racks free of waste and trash?						
14.7	Are aisles and floors kept clean and clear?						
14.8	Is sufficient working space available?						
14.9	Are pallets, cages and drums in good repair?						
14.10	Are hazardous goods clearly identified?						
15.	Manual Handling	Yes	No	N/A	Risk level	Action Required	Action date
15.1	Are risk assessments done for all manual tasks?						
15.2	Are mechanical aids provided and used where heavy loads are regularly encountered?						
15.3	Are workplaces designed to reduce lifting stresses?						
15.4	Are employees trained in safe lifting practices?						
15.5	Are employees trained in warm-up procedures?						
15.6	Is job rotation used to reduce strain imposed by repetitive lifting?						
15.7	Is assistance available when the task will be too hazardous for persons attempting it?						
15.8	Are materials, objects designed for safe handling?						
15.9	Are suitable gloves provided where rough, sharp, hot or cold objects are to be handled?						
15.10	Are adequate rest breaks taken to allow persons involved in heavy work to recover?						
16(a)	Hazardous Processes	Yes	No	N/A	Risk level	Action Required	Action date
16.1	Are tasks such as welding, use of paint, coatings, blast cleaning, etc, assessed to identify risks and suitability of controls and PPE?						
16.2	Are documented safe work procedures available for all hazardous processes?						
16.3	Are procedures reviewed to ensure that they are not affected by material or process changes?						
16.4	Have all persons engaged in hazardous processes been instructed in the safe work procedures for the task?						

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16(b)	Confined Spaces	Yes	No	N/A	Risk level	Action Required	Action date
16.5	Are hazardous process areas clearly identified and entry restricted to authorised personnel only						
16.6	Have all confined spaces on site been identified, labelled and entered in a confined spaces register?						
16.7	Has a risk assessment been carried out for each confined space or type of similar confined space?						
16.8	Are confined space entry procedures used?						
16.9	Are workers trained in safe entry procedures?						
16.10	Is all rescue and emergency equipment available on site when confined spaces are entered?						
16(c)	Hot Work	Yes	No	N/A	Risk level	Action Required	Action date
16.11	Have risk assessments been carried out for all operations where hot work may present a risk?						
16.12	Are hot work procedures developed and implemented for those tasks?						
16.13	Do procedures include arrangements for emergencies such as fire, etc?						
16.14	Are work permits used for hazardous hot work?						
16.15	Is a register kept of all hazardous process training?						
16(d)	Spray Painting	Yes	No	N/A	Risk level	Action Required	Action date
16.16	Are current MSDSs available for all paints and coating used?						
16.17	Is protective equipment provided for spray painting suitable for the types of hazards?						
16.18	Is spray painting carried out in a spray booth where practicable to do so?						
16.19	Is spray painting conducted outdoors carried out in a way which will not affect other workers?						
16.20	Are means provided to prevent contamination by waste and spilt materials?						
17(a)	Hazardous Substances - Administration	Yes	No	N/A	Risk level	Action Required	Action date
17.1	Are hazardous materials identified and required control measures advised where they are used?						
17.2	Are MSDSs available for all substances used in the workplace?						
17.3	Are all MSDSs current (not over 5 years old)?						

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17(a)	Hazardous Substances - Administration	Yes	No	N/A	Risk level	Action Required	Action date
17.4	Have risk assessments been carried out of all hazardous substances.						
17.5	Has the risk management hierarchy been applied for all substances used in the workplace?						
17.6	Are MSDSs and risk assessments kept in a Hazardous substances register?						
17.7	Are workers trained in safe use of substances?						
17.8	Are records kept of all training and exposures to hazardous substances?						
17.9	Are storages constructed to required standards and secured against unauthorised entry?						
17.10	Are large storages placarded to Dangerous Goods Regulations requirements?						
17(b)	Hazardous Substances - Handling and Use	Yes	No	N/A	Risk level	Action Required	Action date
17.11	Are MSDSs available where substances are used?						
17.12	Are workers advised of new substances used or updated MSDSs?						
17.13	Are all substances stored in correctly labelled approved containers?						
17.14	Is adequate ventilation provided in areas where substances are used?						
17.15	Are fire and ignition risks properly controlled?						
17.16	Is PPE used, maintained and stored correctly?						
17.17	Is appropriate emergency equipment (shower, eye wash, spill kit, extinguisher) available?						
17.18	Do users follow personal hygiene procedures?						
17.19	Are correct handling procedures followed?						
17.20	Are waste disposal procedures provided?						
18(a)	Plant & Equipment – Administration	Yes	No	N/A	Risk level	Action Required	Action date
18.1	Is registrable plant registered with the applicable H&S Authority?						
18.2	Is plant used on roads registered with the state traffic authority?						
18.3	Has risk assessment been carried out of all plant?						
18.4	Is a fault reporting system in place and used?						
18.5	Is plant fully checked before return to service?						
18.6	Are guards fitted over moving parts of plant?						

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18(a)	Plant & Equipment – Administration	Yes	No	N/A	Risk level	Action Required	Action date
18.7	Is WWL clearly displayed on lifting plant?						
18.8	Are warnings and instructions clearly displayed?						
18.9	Are warning devices and controls identified?						
18.10	Are stop and emergency switches clearly seen?						
18(b)	Plant & Equipment – Use and Maintenance	Yes	No	N/A	Risk level	Action Required	Action date
18.11	Are all operators fully trained and licensed?						
18.12	Are daily inspection checks made before use?						
18.13	Are records of inspections and checks kept?						
18.14	Are log books kept with details of work done?						
18.15	Are safe work procedures available for all plant?						
18.16	Are PPE needs for plant use identified?						
18.17	Is plant assessed for safety before purchase						
18.18	Are gas cylinders secured & connected correctly?						
18.19	Are tyres and tracks, etc, in operable condition?						
18.20	Are operating practices satisfactory?						
18(c)	Plant & Equipment – Lockout Procedures	Yes	No	N/A	Risk level	Action Required	Action date
18.21	Is all machinery capable of being locked out?						
18.22	Are all machines locked out before maintenance?						
18.23	Are lockout procedures strictly enforced?						
18.24	Are lockouts issued on a personal basis?						
18.25	Are all locks issued to a person keyed identically?						
19.	Load Shifting Equipment	Yes	No	N/A	Risk level	Action Required	Action date
19.1	Are pre and post start checks carried out daily?						
19.2	Are gas cylinders correctly secured to forklifts?						
19.3	Are wheels and tyres in good condition?						
19.4	Are fork tines and attachments in good condition?						
19.5	Are reversing alarms and flashing lights operating?						
19.6	Are all controls clearly marked and accessible?						
19.7	Are all loads over 1 tonne and complex loads slung by a certificated person only?						
19.8	Is safe working load clearly displayed on all plant?						
19.9	Are load charts fitted to all cranes and excavators?						
19.10	Are ropes, slings and fittings checked regularly and tested by an accredited tester annually?						

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20(a)	Working at Heights	Yes	No	N/A	Risk level	Action Required	Action date
20.1	Have all situations where a person could fall from any height been identified and assessed?						
20.2	Has a risk assessment been carried out for all work at heights?						
20.3	Are edges from which a person could fall protected by barriers, rails or scaffolding?						
20.4	Are ladders and walkways provided and erected in compliance with regulatory standards?						
20.5	Are work procedures developed for all tasks where a person may be at risk of falling?						
20(b)	Height Access Equipment	Yes	No	N/A	Risk level	Action Required	Action date
20.6	Are pre and post start safety checks carried out before use?						
20.7	Are EPVs marked with safe approach distances to electrical wiring?						
20.8	Are safety harness attachment points provided in all elevating equipment?						
20.9	Are persons operating boom type EWP's trained and assessed as competent to use each machine?						
20.10	Are workers trained in safe procedures for work at heights including rescue procedures?						
21.	Operators and Maintenance	Yes	No	N/A	Risk level	Action Required	Action date
21.1	Do operators of plant and equipment hold current licenses and certificates of competency?						
21.2	Is a register kept of licences and competencies?						
21.3	Are log books for all machines kept up to date?						
21.4	Are machines inspected and maintained regularly?						
21.5	Are machines operated by trained operators only?						
21.6	Do operators wear appropriate PPE when working?						
21.7	Are records kept of all repairs and modifications?						
21.8	Are modifications to plant approved by manufacturer before being carried out?						
21.9	Are all warning, operating and PPE labels legible?						
21.10	Are operation manuals available for and /or with each item of plant or machinery?						

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22.	Vehicles and Trucks	Yes	No	N/A	Risk level	Action Required	Action date
22.1	Is a register kept of all licensed drivers?						
22.2	Are log books provided for each vehicle, and filled out correctly with details of driver and vehicle use?						
22.3	Are passenger-carrying restrictions advised to all drivers?						
22.4	Is private use of vehicles (if allowed) monitored?						
22.5	Are regular checks made of tyres, lights, controls and warning devices?						
22.6	Is a maintenance schedule provided with vehicles?						
22.7	Is there a current inspection certificate for each vehicle?						
22.8	Are mechanical inspections carried out by an authorised vehicle inspection station?						
22.9	Is the tare capacity and GVM marked on load – carrying vehicles?						
22.10	Are insurances for vehicles suitable for the class of vehicle and for all drivers of them?						
23.	Protective Clothing and Equipment	Yes	No	N/A	Risk level	Action Required	Action date
23.1	Have risk assessments been conducted for all work areas and processes to determine PPE requirements?						
23.2	Are these requirements documented in the form of Safe Work Procedures, SWMSs, JSAs, etc?						
23.3	Are SWPs available in areas where tasks carried out?						
23.4	Are mandatory safety signs displayed in areas where PPE is required to be worn?						
23.5	Is PPE available to all persons who work or enter into areas where PPE is required to be worn?						
23.6	Are all persons who use PPE instructed in the use and care of the PPE, and training documented?						
23.7	Is the use of PPE monitored and reviewed?						
23.8	Is alternative PPE available where practicable?						
23.9	Are facilities provided for cleaning and storage?						
23.10	Are records kept of PPE issues and replacements?						

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24.	Site Operations	Yes	No	N/A	Risk level	Action Required	Action date
24.1	Is entry to construction sites strictly controlled?						
24.2	Is there a means of monitoring visitors to sites?						
24.3	Are defined parking areas provided clear of work areas?						
24.4	Are PPE and warning signs clearly displayed?						
24.5	Are excavations and voids properly barricaded or covered?						
24.6	Are perimeter fences checked daily for faults?						
24.7	Are tools, substances, plant, vehicles and equipment stored securely, and keys removed?						
24.8	Is scaffolding over 4m high erected by a certificated scaffolder only?						
24.9	Is edge protection provided on all places from where a person could fall?						
24.10	Are suitable facilities provided when workers are required to work away from normal workplace?						
25.	Environmental Protection	Yes	No	N/A	Risk level	Action Required	Action date
25.1	Does the company have an Environmental safety Policy signed by CEO and disseminated to all staff?						
25.2	Are procedures developed to ensure compliance with the policy?						
25.3	Are work practices designed to reduce impact on the environment?						
25.4	Are products and substances used which reduce impact of company operations on the environment?						
25.5	Are documented procedures available for the disposal of waste and used hazardous substances?						
25.6	Are sedimentation barriers used around perimeters of earthworks and waterways?						
25.7	Are vehicles and plant maintained to reduce emission levels?						
25.8	Are energy efficient devices used wherever possible?						
25.9	Does the company have a recycling policy?						
25.10	Are recycled products used where possible?						

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26.	Visitor Controls	Yes	No	N/A	Risk level	Action Required	Action date
26.1	Are visitor controls clearly displayed to all persons coming on to or into the workplace?						
26.2	Are visitor required to formally sign in and out?						
26.3	Is a means of identifying visitors implemented?						
26.4	Are visitors provided with a copy of company rules before they enter the workplace?						
26.5	Are marked walkways provided for safety of persons walking through workplaces?						
26.6	Is induction provided for visitors if they will be unaccompanied on the premises?						
26.7	Are areas where visitors are not permitted clearly identified?						
26.8	Is suitable PPE provided for visitors in workplaces?						
26.9	Are visitors advised of emergency procedures?						
26.10	Is a separate parking area set aside for visitors?						
27.	Contractors	Yes	No	N/A	Risk level	Action Required	Action date
27.1	Are contractors made aware of company WHS policies and rules before commencing work?						
27.2	Are inductions carried out where contractors may encounter specific hazards in the workplace?						
27.3	Are work plans required to specify controls to protect public and environment?						
27.4	Are work plans required to include procedures for reinstatement of work sites (including clean up)?						
27.5	Are specific WHS needs (e.g., PPE) specified?						
27.6	Are work plans provided which include site security and safety?						
27.7	Is work programmed to ensure low risk to staff?						
27.8	Is safe access to work areas provided for contractors?						
27.9	Are checks made of contractor's equipment for compliance and safety?						
27.10	Are checks made to ensure that contractors carry adequate insurances?						

28.	Training and Inductions	Yes	No	N/A	Risk level	Action Required	Action date
28.1	Have all staff received basic induction?						
28.2	Do new employees receive induction and training before commencing duties?						
28.3	Do temporary workers and contractors receive specific induction training before exposure?						
28.4	Is industry specific induction provided to workers who will be employed on construction work?						
28.5	Are records kept of all training provided?						
28.6	Are workers training needs discussed and agreed on before implementation?						
28.7	Is training and induction reviewed at least annually to ensure that it is still relevant?						
28.8	Are qualified trainers used to carry out training covered under National Training Packages?						
28.9	Are training packages developed to meet special needs of participants?						
28.10	Are suitable venues, facilities and equipment available for training to be effectively conducted?						
		Yes	No	N/A	Risk level	Action Required	Action date