

INTERNAL HSE AUDIT (Monthly)

Organizational Unit / Workplace:		
Total Manpower :	Company Staff _____ Sub Con Companies _____ Sub Cons Total Numbers _____ Rentals _____	
Accidents / Incidents	Accident in Month ____, Incident in Month ____, Near Misses ____, LTO ____, LTA ____	
Person undertaking inspection:		Date inspected

A	Management:	Yes / Photo	No	NA	Points Possible	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 through?				2		
12	Are there daily and weekly site safety meetings with foremen, supervisors, Engs, CM and PM? Are they recorded and minuted?				2		
13	Is all Safety Documentation filed and in order?				2		
14	Are all Snr Staff aware of their duties and responsibilities in Safety?				2		
	Total Possible Points				28	0	%

B	Training	Yes / Photo	No	N/A	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 TBTs completed?				2		
8	Are all management involved in training?				2		
9	Do site management attend and deliver TBTs?				2		
	Total possible points				18	0	%

C	Work environment:	Yes / Photo	No	N/A	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 walk ways been established to every work location?				2		
	Total Possible Points				18	0	%

D	Ergonomics:	Yes / Photo	No	N/A	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	0	%

E	Amenities:	Yes / Photo	No	N/A	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 c/w Fans, ACs, Table 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, are they equipped with FE, Sand Bin and Rubbish Bin, seating?				2		
11	Are water coolers in good condition , are filters changed regularly				2		
12	Do employees have access to clean cups to avoid sharing?						
13	Are water stations available on site, are they numbered and checked daily?				2		
14	Are food wastes disposed of daily in to 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	0	%

F	Personal protective equipment (PPE)	Yes / Photo	No	N/A	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	0	%

G	Housekeeping & water management:	Yes / Photo	No	N/A	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 in to 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	0	%

H	Special work procedures	Yes / Photo	No	N/A	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	0	%

I	Mechanical & heat hazards	Yes / Photo	No	N/A	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	0	%

J	Electrical	Yes / Photo	No	N/A	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?						
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 of the ground using S or C Hooks and Cable Trees?				2		
9	Is unsafe electrical equipment quarantined and powered of?				2		
10	Is all electrical equipment, panels etc. installed and repaired by a competent electrician?				2		
Total Possible Points					20	0	%

K	Chemicals (general)	Yes / Photo	No	N/A	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 labelled 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	0	%

L	Flammable:	Yes / Photo	No	N/A	Possible Points	Points Scored	Comments
1	Are quantities of flammable liquids kept to 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 F.F.E?				2		
8	Are fire and smoke alarms installed?				2		
9	Are fire drills carried out monthly? How often? _____				2		
Total Possible Points					18	0	%

M	Compressed & fuel gases:	Yes / Photo	No	N/A	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 flash back 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	0	%

N	Emergency equipment	Yes / Photo	No	N/A	Possible Points	Points Scored	Comments
1	Are emergency procedures available?				2		
2	Are emergency contact telephone numbers displayed?				2		
3	Are a safety shower and appropriate eye-wash unit 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	0	%

O	Egress & evacuation	Yes / Photo	No	N/A	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	0	%

P	Fire protection	Yes / Photo	No	N/A	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	0	%

Q	Work at Height Safety: 18.1 Safe places of work	Yes / Photo	No	N/A	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, provided with an equivalent standard of protection 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	0	%

	Work at Height Safety: 18.2 Scaffolds	Yes / Photo	No	N/A	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 in some other way 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 an equivalent standard of protection at every edge from which a person could fall and injure them?				2		
7	Where guard rails and toe boards or similar are used: Are the toe boards at least 150mm in height?				2		
8	Is the upper guard rail positioned at a height of at least 910mm above the work area?				2		
9	Are additional precautions, e.g. intermediate guard rails or brick guards in place to ensure that there is no unprotected gap of more than 470mm between the toe board and upper guard rail?				2		
10	Are the working platforms fully boarded and the boards arranged to avoid tipping or tripping				2		
11	Are there effective barriers or warning notices in place to stop people using an incomplete scaffold, e.g. one that isn't fully boarded?				2		
12	Has the scaffold been designed and constructed to cope with the materials stored on it and are these distributed evenly?				2		
13	Does a competent person inspect the scaffold regularly, i.e. at least once a week; always after it has been substantially altered and following extreme weather?				2		
14	Are the results of inspections recorded?				2		
Total Possible Points					28	0	%

	Work at Height Safety: 18.3 Ladders	Yes / Photo	No	N/A	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 they secured to prevent them slipping sideways or outwards?				2		
4	Do ladders rise about a 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	0	%

T	Safety Signage & Notice Boards	Yes / Photo	No	N/A	Possible Points	Points Scored	Comments
1	Are the names and telephone numbers of the HSE Dept displayed				2		

	on strategically located sign boards?						
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 i.e. first aid, riggers, flagmen displayed around the site?				2		
4	Is signage in a form and or language that can be understood by all?				2		
5	Are the emergency contact numbers displayed?				2		
6	Are the emergency access routes displayed?				2		
	Total Possible Points				12	0	%

U	Confined Spaces	Yes / Photo	No	N/A	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	0	%

V	Lifting Operations	Yes / Photo	No	N/A	Possible Points	Points Scored	Comments
1	Is there a method statement for erecting and dismantling of tower cranes?				2		
2	Is there a lifting plan for mobile crane lifts?				2		
3	Is there a plan for sites with 2 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 colour coded?				2		
	Total Possible Points				20	0	%

W	Traffic Management	Yes / Photo	No	N/A	Possible Points	Points Scored	Comments
1	Is there a traffic Management Plan on site				2		
2	Are traffic routes signed and clear around site				2		
3	Is there pedestrian walk ways set up?				2		
4	Are plant and pedestrians segregated?				2		
5	Is the need for reversing minimised				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 road ways				2		
	Total Possible Points				16	0	%

X	LOTO (Lock out Tag Out)	Yes / Photo	No	N/A	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	0	%

Y	Excavations	Yes / Photo	No	N/A	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	0	%

Z	Plant and Equipment	Yes / Photo	No	N/A	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	0	%

	Security	Yes / Photo	No	N/A	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 the emergency procedure?				2		
6	Do all security personnel have comms?				2		
	Total Possible Points				12	0	%

	Accommodation	Yes / Photo	No	N/A	Possible Points	Points Scored	Comments
1	Is there an accommodation check list?				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	0	%

	Offices	Yes / Photo	No	N/A	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 FFE?				2		
4	Are 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	0	%

	Stores	Yes / Photo	No	N/A	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 man competent?				2		
5	Is there a weekly stock report completed?				2		
6	Is old equipment recycled or disposed of?				2		
	Total Possible Points				12	0	%

Monthly Audit Summary

		Total Possible Points	Total Points Scored	Final Score	Comments
A	Management	28			
B	Training	18			
C	Work Environment	18			
D	Ergonomics	12			
E	Amenities	34			
F	PPE	12			
G	House Keeping and Water Management	20			
H	Special Work Procedure	12			
I	Mechanical and Heat Hazards	12			
J	Electrical	20			
K	Chemical	16			
L	Flammable	18			
M	Compressed and Fuel Gases	20			
N	Emergency Equipment	14			
O	Egress and Evacuation	14			
P	Fire Protection	10			
Q	Work at Heights -	20			

R	Work at Heights – Scaffold	28			
S	Work at Heights – Ladders	12			
T	Safety Signage and 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			
	Security	12			
	Accommodation	12			
	Offices	12			
	Stores	12			
	TOTALS				

Overall Comments

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