



Workplace OHS compliance audit

1 Health & Safety Management

- Is there a Health & Safety Policy, signed by the Director, and prominently displayed? Y [] N []
- Are there documented Safe Working Procedures for all hazardous tasks? Y [] N []
- Are there Duty Statements for all Managers and Supervisors relating to health and safety? Y [] N []
- Are relevant statutory OH&S Regulations implemented and documented? Y [] N []
- Is there an on-going Health and Safety Training Matrix for Supervisors and Employees? Y [] N []

2 Office Area

- Are all office staff trained in office safety and correct housekeeping practices? Y [] N []
- Are all electrical and telephone leads and office equipment checked for obvious hazards? Y [] N []
- Are smoke alarms fitted in office areas and regularly checked? Y [] N []
- Are all hazardous substances safely handled, e.g. photocopier toner? Y [] N []

3 Incident Reporting

- Are all accidents, injuries and incidents reported in writing? Y [] N []
- Are all reports reviewed regularly by Senior Management? Y [] N []
- Incident Report Register Y [] N []

4 First Aid Facilities

- Are any employees trained in First Aid? Y [] N []
- Are First Aid kits adequately equipped and serviced regularly? Y [] N []
- Is there a suitable area for administering first aid to employees? Y [] N []
- First aid register Y [] N []

5 Machinery and Equipment (Plant)

- Have all plant hazards been identified and risk assessments recorded in writing? Y [] N []
- Have all plant risk control measures been completed? Y [] N []
- Are all trucks, loaders and excavators checked daily to ensure their safe working condition? Y [] N []
- Are safety instructions and signage legible, clean and in place where appropriate? Y [] N []

6 Hazardous Materials

- Is there a list of all hazardous materials maintained on site? Y [] N []
- Are Material Safety Data Sheets held for all hazardous materials/substances? Y [] N []
- Are relevant employees trained in the safe use of all hazardous materials and substances? Y [] N []



7 Workplace Areas (Workshop)

- Are all work areas free from unnecessary objects, tools and equipment? Y [] N []
- Have all items of plant and equipment been checked for safe operation? Y [] N []
- Is there adequate general lighting for safe movement of employees and plant? Y [] N []

8 Access to and egress from the workplace

- Are all emergency exits free from obstruction? Y [] N []
- Are all emergency exits unlocked during all working hours? Y [] N []
- Emergency exits clearly marked Y [] N []
- Emergency lighting Y [] N []

9 Grounds, driveways and car parks

- Are grounds and work areas clean, tidy & free from obvious hazards? Y [] N []
- Are all visitors, customers protected from heavy vehicle operation? Y [] N []
- Is Safety signage in place, clean and legible? Y [] N []
- Are adequate waste disposal facilities in place and maintained? Y [] N []
- Are all vehicles and mobile plant and equipment properly parked in designated areas? Y [] N []
- Are all grates and drain covers in place and secure? Y [] N []

10 Fire prevention control

- Are fire extinguishers in place as per site plan? Y [] N []
- Is there easy access to all fire extinguishers? Y [] N []
- Have fire extinguishers been checked and tested in the past 6 months? Y [] N []
- Are emergency phone numbers clearly displayed near all telephones? Y [] N []

11 Environmental management

- Are all drains protected from spillage of oils and chemicals from vehicle service areas? Y [] N []
- Hydrocarbon spill bunding adequate Y [] N []
- Is noise from service areas minimised after hours? Y [] N []
- Spill station adequate and maintained Y [] N []
- Does the workplace have ample natural lighting to reduce electricity usage? Y [] N []
- Is there ample supply of bins to remove waste from site? Y [] N []
- Does the offices and workshop building blend in with the local environment? Y [] N []
- Environmental incident register in place Y [] N []



12 Personal Protective Equipment (PPE)

Are all relevant employees trained in the correct use and maintenance of PPE? Y [] N []

Do employees have easy access to cleaning and storage of PPE? Y [] N []

Is all PPE regularly checked by competent employees for fair wear and tear?..... Y [] N []

Is there an approved purchasing procedure for PPE?..... Y [] N []

13 Emergency Procedures

Are all emergency procedures and contact numbers up to date? Y [] N []

Is there an Evacuation Plan in place? Y [] N []

Has the Evacuation Plan been tested within the last 12 months? Y [] N []

14 Security Control

Is there a key register and key board? Y [] N []

Are all perimeter doors, fences and gates regularly checked? Y [] N []

Are all general lighting of show rooms and grounds checked to enable safe after hour's security? Y [] N []

15 Other