

MINIMUM ACCEPTABLE EQUIVALENTS FOR “HEALTH & SAFETY AND ENVIRONMENTAL MANAGEMENT”

CHECKLIST FOR AUDITORS

**These are in addition to the Quality Assurance (AS 9000 series) requirements
and all are to be audited by a JASANZ accredited auditor.**

HEALTH & SAFETY MANAGEMENT	Acceptable
1. General Is the company aware that their responsibilities with H&S are detailed in the State Health and Safety Act and AS 4801.	
2. Safety Representative Has the company nominated a representative to be responsible for Health and Safety issues including rehabilitation and is this person trained or do they rely on appropriate outside expert advice.	
3. Expert OH&S Advice <ul style="list-style-type: none"> • Provide a listing of qualified persons or organisations employed, engaged or previously engaged or available to the company to provide expert OH&S advice. • Has the company a method of obtaining the regulations and keeping up to date with changes to the legislation or regulations. 	
4. Plant and Equipment <ul style="list-style-type: none"> • Is there evidence that all mobile construction plant has been risk assessed and defects rectified. • Is there evidence that operators of all plant are trained and have been assessed as competent in the operation of the plant. • Can the contractor demonstrate evidence of a company planned maintenance program in accordance with the plant manufacturers specification and schedules? • Can the contractor demonstrate examples of recently completed pre-start plant safety checks inclusive of subcontractors? • Is there evidence that faults can be recorded and rectified. 	
5. Regular Hazard Inspection Is there evidence of regular Worksite, Plant and Central Yard safety hazard inspection being held and records maintained.	

HEALTH & SAFETY MANAGEMENT	Acceptable
<p>6. Safe Workplace</p> <ul style="list-style-type: none"> • Is there evidence that a site safety analysis is carried out on each project, large or small before the project starts? • Is there evidence that the company is carrying out the safety analysis in a controlled manner with sufficient knowledge and training? • Is there a written procedure or instruction to ensure that the analysis is conducted in consistent manner? 	
<p>7. Dangerous Goods/Chemicals</p> <ul style="list-style-type: none"> • Has the company carried out an investigation to identify the use of any Dangerous Goods or Chemicals by the company? • Is a register of Dangerous Goods or Chemicals available? • Does the company have copies of the Material Safety Data Sheets for these Dangerous Goods or Chemicals? • Does the company have worksite control measures in place to minimise the risk in using Dangerous Goods or Chemicals?. 	
<p>8. Management of Subcontractors</p> <ul style="list-style-type: none"> • Does each project list the subcontractors involved in the project? • Has the company assessed these subcontractors with regards to safety requirements and inducted them into the way they have to work on each project? 	
<p>9. Emergency Preparedness and Response</p> <ul style="list-style-type: none"> • Show evidence of a procedure and regular training to allow the staff and employees to be capable of managing an emergency until qualified persons arrive to manage the incident. • Are procedures in place to ensure the legal reporting requirements are met? 	

ENVIRONMENTAL MANAGEMENT	Acceptable
<p>1. General Environmental Aspects</p> <ul style="list-style-type: none"> • Is there documentary evidence of identified work activities that are likely to cause environmental harm? • Is there a procedure or instruction covering how the risks are controlled and managed? 	
<p>2. Environmental Representative</p> <p>Has the company nominated a representative to be responsible for environmental issues and is this person trained or do they rely on appropriate outside expert advice?</p>	
<p>3. Legislative Requirements</p> <ul style="list-style-type: none"> • Is the company aware that their responsibilities with regard to Environmental Management are detailed in the Environmental Act and its Legislation or Regulations and Safety Act, and ISO 14001? • Has the company a method of obtaining these regulations and keeping up to date with changes to the legislation of regulations? 	
<p>4. Expert Environmental Management Advice</p> <p>Provide a listing of qualified persons or organisations employed, engaged or previously engaged, or available to the company to provide expert Environmental Management advice.</p>	
<p>5. Regular Hazard Inspection</p> <ul style="list-style-type: none"> • Is there evidence of regular Worksite, Plant and Central Yard environmental hazard inspection being held and records maintained. • Is there evidence that a site environmental analysis is carried out on each project, large or small before it starts. • Is there evidence that the company is carrying out the environmental analysis in a controlled manner with sufficient knowledge and training? • Is there a written procedure or instruction to ensure that the analysis is conducted in a consistent manner? 	
<p>6. Emergency Preparedness and Response</p> <ul style="list-style-type: none"> • Show evidence of procedures and regular training which ensure the staff and employees are capable of managing an emergency or environmental incident until qualified persons arrive to manage the incident • Are procedures in place to ensure the legal reporting requirements are met? 	