



Client:

Address:

Auditor:

Date:

Subject: Workplace Safety Audit Report



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1. INTRODUCTION

Thank you for engaging **Insert Your Company** to undertake your workplace safety audit on the **insert date**. Appreciation is extended for the assistance given and the willingness to improve safety at **insert address**.

Please note that risk management is an ongoing process; it is never complete, as such this safety audit report is a platform to enable a continual improvement process.

Where reference is made to the Work Health and Safety Act and the Work Health and Safety Regulations, it is strongly suggested the recommendations are followed.

2. SCOPE

The scope of the workplace safety audit is to assist **Insert Client** to meet their obligations under the Work Health and Safety Act, Work Health and Safety Regulations and to meet their due diligence obligations.

The audit consisted of examining the **Insert Client** workplace and documentation to verify if systems existed and if they were effective. There were also instances where observations and discussions with relevant personnel were used as appropriate means for verifying conformance.

At the conclusion of the audit, this report was prepared highlighting both positive aspects of workplace safety and areas for improvement against the criteria.

3. METHODOLOGY

3.1. Inspection Process

An inspection was conducted using observations, assessments and measurement where necessary with an audit checklist as a guide.

This process drew from a range of legislation such as the Work Health and Safety, Electrical Safety Act, Australian Standards. If items on the checklist were not presented on in the report, they were either not applicable or did not present a risk at the time of inspection.

3.2. Risk Assessment

Risks and measures identified through this report were based upon the overview of Work Health and Safety laws (WHS laws) which is to protect the welfare of employees, volunteers and other persons who are involved with a workplace.

4. KEY AUDIT FINDINGS

#	Audit Criteria	Observations	Comments
4.1. General			
1.	Polices are clearly displayed in a prominent position?	EXAMPLES ARE HIGHLIGHTED	
2.	Is there a WHS management plan developed for this project?	There is a WHS management plan for this project and it is kept in the site office.	
3.	Is the WHS management plan available for inspection?	Workers are advised of the location of the WHS management plan at all times and informed that it is available for review at any time.	
4.	Is there an emergency plan in place? <ul style="list-style-type: none"> Evacuation procedures. The periodic testing of firefighting equipment. 	<p>The 'emergency business' of the site is maintained by the site office. Firefighting equipment is tested and maintained on a regular basis.</p> <p>No fire extinguishers were available in either of the offices.</p>	Provide fire extinguishers in the site offices.
5.	Is there safe access and egress to site?	The site is through a locked gate and signs and flagging are used to guide workers to the site office.	
6.	Is there suitable public protection works are adjacent to, or over, i.e. gantries, hoardings.	The work is isolated from the public.	

#	Audit Criteria	Observations	Recommendations
7.	Is site management involved in safety meetings?	Safety is included in site meetings with contractors. Issue resolution is discussed in WHS management plan.	
8.	Are site personnel kept informed on incident data?	Feedback on incidents, hazards is given to workers upon identification, if necessary.	
9.	Are personnel and induction records kept on site?	Induction records are reviewed in the office and a register of inductions is recorded.	
10.	Are contractor safe work method statements provided before the commencement of works?	Safe work method statements are provided before the commencement of works and reviewed by site and management to tasks.	
11.	Are management involved in regular, formal site inspections?	Management and supervisors conduct regular site inspections and report on findings and opportunities for improvement.	
12.	Are signs posted at the entrance (e.g. hard hats, report to the site office etc)?	Signs are displayed at gates, boundary fence and site (including PPE requirements).	
13.	Are necessary permits developed and retained on site?	Only necessary permits are required and are retained on site.	
4.2. Amenities			
14.	Is there covered access from inclement weather, and the cribroom provides for shelter if required.	Site is protected from inclement weather, and the cribroom provides for shelter if required.	