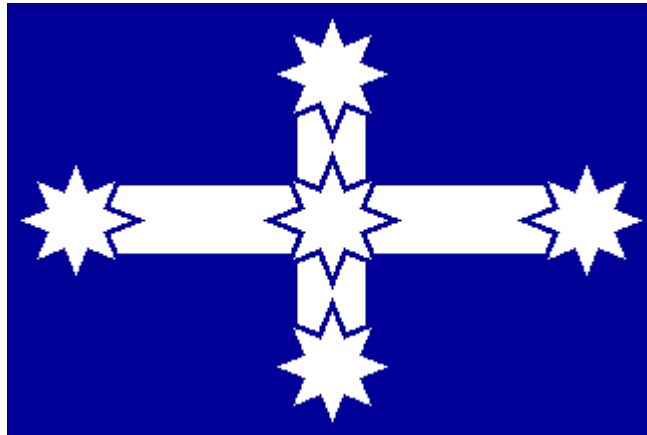


Environmental & Occupational Health and Safety Unit



HEALTH SAFETY & ENVIRONMENTAL WORKSITE AUDIT

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CFMEU HEALTH AND SAFETY AUDIT

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CFMEU HEALTH AND SAFETY AUDIT

1. MANAGEMENT RESPONSIBILITIES	YES	NO	COMMENT
1.1 Is there an Environmental, Health and Safety Management Plan developed for this project?			
1.2 Is the Health and Safety Policy displayed and signed by management?			
1.3 Are emergency response procedures developed and displayed at appropriate locations?			
1.4 Is there safe access in and out of the site?			
1.5 Is there suitable public protection where building works are next to, or over public access ways? ie gantries, hoardings			
1.6 Does site management consult with OH&S representatives?			
1.7 Are site personnel kept informed on incident/accident data?			
1.8 Are personnel records, certificates of competency and induction records kept on site?			
1.9 Are contractor/sub contractor method statements & JSAs provided before commencing each major task?			
1.10 Is the management involved in regular, formal site inspections?			
1.11 Are appropriate signs posted at entrance ie hard hats, report to site office?			
1.12 Are necessary permits developed and retained on site?			
2. AMMENITIES			
2.1 Is there covered access from inclement weather?			
2.2 Is crib hut seating adequate for the numbers on site?			
2.3 Are crib huts hygienic, tidy bins with bin liners?			
2.4 Are there adequate numbers of toilet cubicles with clean tidy washing facilities?			

2.5 Are there notice boards in crib huts?			
2.6 Cool clean drinking water available at appropriate locations?			
2.7 Are there toilets for women?			
3. EMERGENCY RESPONSE/FIRST AID			
3.1 Are site personnel aware of the first aid location and is it clearly identified?			
3.2 Is the first aid box adequately stocked?			
3.3 Are there adequate first aid personnel clearly identified for contact.			
3.4 Are first aid treatment records kept on site?			
3.5 Are emergency response personnel trained in site emergency procedures? Last test date of emergency procedure ___/___/_____			
3.6 Emergency siren and equipment ie stretcher, trauma kit, oxy viva.			
4. TRAFFIC MANAGEMENT			
4.1 Has a traffic management plan been selected or provided?			
4.2 Are all roadwork signs and devices installed according to the plan?			
4.3 Have safety barriers been installed correctly?			
4.4 Have the needs of other road users, pedestrians and pedestrian support vehicles been provided for?			
5. TRAINING AND CONSULTATION			
5.1 Is there a site induction for new starters to project?			
5.2 Are induction records maintained on site?			
5.3 Do all site personnel hold a current industry induction card?			
5.4 Is emergency response and evacuation training conducted?			

5.5 Are personnel trained in fire precautions and use of fire extinguishers?			
5.6 Is training for identified hazardous work processes conducted? i.e. confined spaces.			
5.7 Are visitors inducted as to site hazards and procedures?			
5.8 Have managers and supervisors attended a health and safety course?			
5.9 Are hazards, incidents, and accidents reported to site personnel at toolbox meetings?			
5.10 Do supervisors conduct regular toolbox meetings?			
5.11 Do supervisors carry out risk assessments, and incident reports?			
5.12 Are health and safety committees established on site?			
5.13 Are health and safety committee meetings held regularly?			
5.14 Are health and safety committee meeting minutes discussed at toolbox meetings and displayed in the crib hut?			
5.15 Where subcontractors collaborate, interface, cooperate or work together, is everybody involved inducted together by the builder?			
6. ELECTRICAL			
6.1 Does a licensed electrician test portable electrical equipment every quarter?			
6.2 Are all electrical leads supported above the ground with insulated hooks or stands?			
6.3 Are extension leads correctly connected to temporary power boards?			
6.4 Are temporary power boards weatherproof?			
6.5 Is the electrical testing register maintained on site?			
6.6 Are temporary power boards installed 30 meters from all work areas?			
6.7 Is all electrical equipment in good condition?			

7. SCAFFOLDING			
7.1 Scaffold types in use			
7.2 Are standards on solid foundations with adequate soul boards?			
7.3 Is there adequate bracing in all directions?			
7.4 Are the ties correctly positioned and fixed? (Every 3 bays, 2 lifts)			
7.5 Are there working platforms at required locations?			
7.6 Are handrails and kickboards installed on scaffolds over 2mts?			
7.7 Are mesh guards installed where a risk of material falling may occur? i.e. bricks.			
7.8 Is there access to and from all working platforms?			
7.9 Are working platforms the correct distance from the working face?			
7.10 Are ladders of an industrial grade?			
7.11 Are ladders secured top and bottom and exceeding platform 1 meter at a 4:1 pitch?			
7.12 Are scaffold boards secured to prevent uplift from winds?			
7.14 When completed, are scaffolds tagged with scaftag system or similar?			
7.15 Are signs or barriers erected for incomplete scaffolds?			
7.16 Are scaffolds regularly inspected and records kept of details?			
8. HAZARDOUS MATERIALS			
8.1 Are Material Safety Data Sheets available for all hazardous substances?			
8.2 Is a chemical register kept on site?			
8.3 Do site personnel understand MSDS's ?			

8.4 Are appropriate signs posted at storage areas on site?			
8.5 Are containers appropriately labeled?			
8.6 Are chemical storage facilities provided with appropriate containment area? i.e. bunds and containment medium			
8.7 Is appropriate PPE supplied when using hazardous materials.			
9. CRANES AND RIGGING			
9.1 Crane certificates of inspection provided and kept on record at site.			
9.2 Crane driver's certificate of competency and licenses. Intermediate riggers for concrete panel erection.			
9.3 Is the manufacturer's instruction book and cranes log book in crane and completed daily?			
9.4 Cranes set up on firm level ground; engineer's specification details where applicable? ie suspended floors & near excavations			
9.5 Riggers and dogmen certified and recorded and used for crane operations?			
9.6 Is there a safe working zone established for crane operation?			
9.7 Is all rigging equipment in good condition with inspection records kept on site?			
10. PLANT AND EQUIPMENT			
10.1 Are excavators used as cranes fitted with velocity valves and SWL stamped on boom?			
10.2 Are manufacturer's instructions for lifting capacities in all directions in excavator cabins?			
10.3 Are roll over protection systems on all earthmoving equipment?			
10.4 Where applicable, are reverse and visual alarms operating and audible?			

10.5 Are isolation procedures developed for maintenance and repair work on plant?			
10.6 Are Elevated Work Platform logbooks and daily inspections completed, recorded and kept on the machine?			
10.7 Do only licensed operators operate Elevated Work Platform?			
10.8 Are Elevated Work Platforms used on a firm level surface?			
10.9 Are hoists erected on stable ground and tied into the structure?			
10.10 Is overhead protection provided for operator with material hoist?			
10.11 Are limit switches correctly installed?			
10.12 Is the operators manual readily accessible?			
10.13 Are all combustion type engines only operated outdoors or with extra ventilation? eg portable welders, generators etc.			
10.14 Are seatbelts installed in the forklift and used by the operators?			
11. EXCAVATION AND TRENCHING			
11.1 Are excavation permits developed and implemented on site?			
11.2 Is a site plan available for existing and new services?			
11.3 Are new and existing services identified on site and controls implemented to prevent accidental contact?			
11.4 Are procedures in place to avoid isolated personnel working in excavations?			
11.5 Is air quality testing carried out to ensure toxic gas build up does not occur?			
11.6 Is signage and barricading used to reduce erosion or collapse?			
11.7 Are excavations regularly inspected for erosion or collapse?			

11.8 Are excavations battered or benched to prevent collapse?			
11.9 Has safe access/egress been provided for deep excavations?			
11.10 Has spoil material and equipment been stored away from excavation edges?			
11.11 Are dust control measures in place?			
12. OXY-ACETYLENE CUTTING & WELDING			
12.1 Are hot work permits developed for site?			
12.2 Are permits completed and signed by supervisors and kept on site?			
12.3 Are bottles stored upright in a lockable trolley?			
12.4 Fire fighting equipment is located with bottles or at work area?			
12.5 Flash back arresters fitted to both the hand piece and at the bottles?			
12.6 Correct personnel protective equipment for oxy/acetylene works?			
12.7 Is lifting box or cradle used for crane lifting of bottles?			
12.8 Are hoses and fittings in good condition?			
12.9 Is welding equipment in good working order?			
12.10 Are screens and ventilation provided for welding works?			
12.11 Is there any risk of dust exploding?			
13. CONFINED SPACE			
13.1 Are permits developed for confined space works?			
13.2 Are emergency procedures developed for confined space works?			
13.3 Is emergency rescue equipment available? i.e. radios, RPD, air monitors.			
13.4 Are personnel trained for confined space works including sentries?			

14. WORK AT HEIGHTS			
14.1 Are procedures developed for working at heights?			
14.2 Are emergency procedures developed for retrieval of a fallen or injured person?			
14.3 Are personnel trained for working at heights?			
14.4 Is safe access and egress provided for personnel?			
14.5 Are harnesses inspected and inspection records kept on site?			
14.6 Are anchorage points assessed by a qualified engineer?			
14.7 Are barriers, barricades and signs erected to delineate restricted areas?			
15. ENVIRONMENTAL			
15.1 Is water or other means used to prevent dust generation?			
15.2 Are roadways defined and used by site personnel?			
15.3 Is there adequate watering equipment when cutting and chasing?			
15.4 Are noisy work tasks defined, controls used to reduce noise levels and signage utilised?			
15.5 Is sound pressure level testing performed to ensure compliance?			
15.6 Are signs posted to alert personnel?			
15.7 Is hearing protection provided and used where required?			
16. PERSONNEL PROTECTIVE EQUIPMENT (PPE)			
16.1 Are signs displayed to identify the required PPE?			
16.2 Is PPE readily available and complying with the relevant Australian standards?			
16.3 Are personnel trained in the use of the specific PPE?			

16.4 Are facilities provided for the maintenance and storage of PPE?			
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What's a Site Audit and What Does it Mean?

Many workers have been exposed to hazardous substances in the past because people didn't know they were there. Employers have an obligation under the Victorian Occupational Health & Safety (Asbestos) Regulations 2003. (Part 5 Asbestos in workplace and Part 6 demolition including refurbishment to ensure that a site audit is done **before your job starts**. It's better for all parties if this is done properly because it avoids any exposures or other problems and it's usually cheaper to do it when there's not other people wanting to work in the same area).

What to look for When Reading Site Audits:

- Check that the audit is up to date.
- Make sure it's a full hazard audit and not just an asbestos audit. The audit should identify anything and everything that may be hazardous to the people working on the site or the general public. This could include chemicals, PCB's (in light fittings or elsewhere), lead paints, synthetic mineral fibres or asbestos.
- When reading an audit, make sure that it has
 - a) A register of all hazardous materials that may be present
 - b) An asbestos register identifying all possible asbestos containing materials
 - c) The condition the material is in
 - d) The friability the material is in
 - e) The friability of any asbestos
 - f) Areas where access could not be obtained during the auditing process. **No access should be allowed in those areas until they are opened and assessed for any hazardous materials.**
- Ensure that **all different coloured** floor tiles have been analysed for asbestos content. Asbestos floor tiles are non-homogenous, that is the asbestos content is not evenly distributed throughout the tile. The content in floor tiles is usually about 2% - 3%. It is very common for one consultant to obtain a clear result and for another to find asbestos.

Asbestos can be presented in the form of:

White	Chrysotile
Brown	Amosite
Blue	Crocidolite

PCB's can be found in capacitors and electrical equipment. Paper insulated capacitors manufactured by DUCON between 1960 and 1974, operated on AC voltages, mainly 250V, 330V, 370V, 400V and 600V, contained PCB's.

Capacitors are usually enclosed in an oval shaped aluminium tin "can" approximately 40mm x 25mm (long and short axis) and an overall length of 112mm. There is usually a model number beginning with letters APA, APB, APC, APD or APF. There is also a 4 digit number which indicates the week and year manufacturing, eg 2264 means the 22nd week in 1964.

Other capacitors manufactured in the same period are rectangular in shape with a painted or unpainted tin plate "can" and have model numbers beginning with the letters GPA, GPB or GPM.

Capacitors are also found in electrical control circuits, usually in a grey coloured time plated enclosure manufactured in the same period with model numbers beginning with GP will also contain PCB's.

Before any work starts make sure that hazardous materials have been stripped and removed. If any are to remain onsite they must be clearly labelled and identifiable, to ensure that everyone knows that hazardous materials are present.