

Audit Review

Scope Of Works

Date: 6th July 2017

Builder: HANSEN PTY LTD

Project Name: AIRE

Project Manager:

Construction Supervisor:

Inspection Carried out by:

Attendees for the safety inspection:

% Complete =

Trades on site: Riggers, Scaffold, Formwork
Steel fixers, Plumbers, Electrical, Fire mains,
and Labourers

Copy Sent to:

Aire mailbox

Overall Score

98.61%

Class 1: (Penalty points to be deducted 5)
Class 2: (Penalty points to be deducted 2)
Class 3: (Penalty points to be deducted 1)

General Comments

The project was found to be very clean and tidy, with clear safe access to all locations on site. Great team effort, keep up the good work.

1. Hazardous substance - Vacuum systems
2. Scaffold
3. Electrical
4. Formwork - signage

Rating Scale:	0 Unacceptable: Immediate action required / major non-compliance 1 Poor: Attention required before the end of the day 2 Fair: Attention required within the next two days 3 Acceptable: Minimal rectification required 4 Good: No action required
Based On:	0 Potential for serious injury / major damage to equipment 1 Likelihood of an incident occurring 2 General non-compliance with legal and or site safety requirements 3 Compliance substantial but not 100% 4 All areas satisfy both legal and site safety requirements
Not applicable	* Not Applicable To be place in the appropriate section when not been audited

1. Job Site Information (Reg 3.2/3.10)	Weight	Achieved	Score	Penalties 5,2,1	OBSERVATION
a) Site Specific Management Plan on site.	7	4	28		
b) Name and location of medical services for project posted.	2	4	8		
c) Name of key personnel on site for the project posted.	3	4	12		
d) Emergency evacuation point identified and displayed on the notice board and site office.	3	4	12		
e) Name of the first aider posted.	3	4	12		
f) Name of the Health and Safety Representative and or Safety Advisor posted .	4	*	N/A		
g) Is there a construction "Blue / White Card" Induction register on site and is it being used.	4	4	16		
h) Site inspections conducted/Recorded/ copy on site.	3	4	12		
i) Copies of JSA / SWMS for work being carried out on the project.	2	4	8		
j) Have the JSA's / SWMS been mointoried and reviewed.	7	4	28		
k) Access to copies of Act 1984 and Regs1996 on site.	5	4	20		
Total Possible Score	156		156	0	100.00%
2. FIRST AID FACILITIES (Reg 3.7/3.11)					
Weight	Achieved	Score	Penalties 5,2,1	OBSERVATION	
a) Easy access to first aid box and Register	2	4	8		
b) Contents clean, orderly, stocked , labeled,	3	4	12		
c) Trades aware of first aid box location and procedures	5	4	20		
d) Facility easily identified (Green cross displayed on the outside of the site office).	5	4	20		
e) Clean lunch room with adequate supply of water and facilities	5	4	20		
f) Toilets clean, supplied with soap, hand towels & toilet paper - Male / Female	3	4	12		
Total Possible Score	92		92	0	100.00%
3. SITE CONDITIONS (Reg 3.7/3.11)					
Weight	Achieved	Score	Penalties 5,2,1	OBSERVATION	
a) Are all access points on to site clear and unobstructed.(EG. general building material and rubbish)	5	4	20		
b) Construction warning signage at each site entry.	8	4	32		
c) Hard hat signage	5	4	20		
d) Footwear signage	2	4	8		
e) Eye protection signage (if required)	3	*	N/A		
f) Hearing protection signage (if required)	3	*	N/A		
g) Hi-Vis vest worn (if required)	5	4	20		
h) Long sleeve shirts and long pants	5	*	N/A		
Total Possible Score	100		100	0	100.00%

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4. Public Safety (OSH Act Sec 20 - 22)	Weight	Achieved	Score	Penalties 5,2,1	OBSERVATION
a) Construction material kept within the workplace / Public area unobstructed.	10	4	40		
b) No risk of objects falling into public areas.	10	4	40		
c) No trip hazards to the public.	10	4	40		
d) Site perimeter fencing or barriers erected.	10	4	40		
e) Roads unobstructed, permits & signage in place.	10	4	40		
Total Possible Score	200		200	0	100.00%
5. Height / Formwork (Reg 3.48/3.57)	Weight	Achieved	Score	Penalties 5,2,1	OBSERVATION
a) Is there a risk of fall from height - ie: Formwork progressed in a systematic manner.	10	*	N/A		
b) Written procedures developed and followed for working at heights (JSA/ SWMS)	6	*	N/A		
c) Permit system for working at heights	4	*	N/A		
d) Personnel trained in used of PPE eg. Safety Harness. if required	6	*	N/A		
e) PPE inspected and maintained	6	*	N/A		
f) Safe clear access/ egress provided to all work places.	10	4	40		
g) Objects removed from fall Zones.	10	4	40		
h) Edge protection as required.	10	4	40		
i) Catch platforms provided to prevent persons from falling from a height.	8	*	N/A		
j) Formwork Checked by a competent person.	10	4	40		
k) Barriers erected and warning signs displayed in work areas and fall zones areas	5	2	10		No signage displayed around formwork work areas level 3
l) Ladder / Stair access provided.	8	4	32		
m) Penetrations meshed, fully covered and warning signs in place/displayed.	10	4	40		
Total Possible Score	252		242	0	96.03%

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6. Scaffold (Reg 3.67/3.74)	Weight	Achieved	Score	Penalties 5,2,1	OBSERVATION
a) Scaffolds properly constructed as per AS 1576 and design drawings	8	4	32		
b) Standards on concrete fitted with base plates.	3	4	12		
c) Standards with screw jacks and sole boards	6	4	24		
d) Scaffold tied in to prevent collapse of scaffold. (adequate bracing in place)	8	4	32		
e) Edge protection in place for all scaffolding over 2 metres in height.	10	4	40		
f) Kickboards/ Mesh guards fitted to platforms	6	4	24		
g) Sheeted or netted scaffolds fitted with additional ties to resist wind loads, as per design drawings	8	*	N/A		
h) Tagging system on scaffolds above 4 metres (scaffold sign off)	3	4	12		
i) Tagging system fitted on each entry point (access Ladder / Stairs)	3	2	6		No inspection systems displayed Level 3 scaffold access ladder in lift shaft area and levels 3-4 access tower
j) Tagging system legible, durable, up to date.	3	4	12		
k) Warning sign/barriers for incomplete scaffolds.	5	*	N/A		
l) Gantry / Platforms comply with engineers drawings / specifications	10	4	40		
m) Are all working platforms fully decked and secured from movement - IE: metal and timber planks	10	4	40		
n) Platforms of a suitable width for the work being carried out.	6	4	24		
o) Safe access provided to working platform - IE: Stairs and ladders	10	4	40		
p) Loading bays evenly distributed with loads? SWL sign fitted.	7	*	N/A		
q) Are Harnesses required for the tasks being carried out.	10	4	40		
r) Have Scaffold trades completed a Working At Heights Course.	10	4	40		
Total Possible Score	424		418	0	98.58%
7. MOBILE SCAFFOLD (Reg 3.67/3.74)	Weight	Achieved	Score	Penalties 5,2,1	OBSERVATION
a) Mobile complies with suppliers specifications	8	*	N/A		
b) Edge protection with top rail, mid rail and kickboard fitted.	10	*	N/A		
c) Mobile with ladder correctly fitted	8	*	N/A		
d) Scaffold braced correctly	8	*	N/A		
e) Tagging system on scaffolds above 4 metres (scaffold sign off)	3	*	N/A		
f) Tagging system fitted on each entry point (access Ladder)	3	*	N/A		
g) Tagging system legible, durable, up to date.	3	*	N/A		
h) Warning sign/barriers for incomplete scaffolds.	5	*	N/A		
i) Castors fitted and locked	5	*	N/A		
j) Working platforms fully decked	10	*	N/A		
k) Outriggers /ties fitted as per manufacturers specifications	5	*	N/A		
Total Possible Score	0		0	0	0.00%

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8. PERSONAL PROTECTIVE EQUIPMENT (Reg 3.32/344)	Weight	Achieved	Score	Penalties 5,2,1	OBSERVATION
a) PPE supplied	8	4	32		
b) Training in correct use, maintenance etc of PPE	7	4	28		
c) Trades wearing eye protection, safety harness, hard hats, safety footwear, hearing protection safety gloves & Hi-Vis vests (as required).	10	4	40		
Total Possible Score	100		100	0	100.00%
9. ELECTRICAL (Reg 3.59/3.65(AS 3012)	Weight	Achieved	Score	Penalties 5,2,1	OBSERVATION
a) Are areas around temporary power boxes clear and unobstructed	6	4	24		
b) Temporary Power box numbered.	6	4	24		
c) Covers used correctly	2	4	8		
d) Insulated tie bars in place.	2	4	8		
e) Lock out tagging procedures in place.	7	4	28		
f) Electrical tools/leads with current testing and tagging and in Good condition - RCD protection in place.	10	4	40		
g) Electrical leads raised off the ground.	4	2	8		Electrical leads lying on ground in access areas level 3 (Formworkers)
h) Electrical register available on site and filled out.	4	4	16		
i) Power located within 30 metres of work area.	6	4	24		
j) Proof of Dial Before you Dig available on site	10	4	40		
k) Permit provided to work near overhead powerlines or under ground services.	10	*	N/A		
l) Overhead power wires identified.	10	*	N/A		
m) Electrical danger poster displayed	2	*	N/A		
n) Permanent live power boards locked.	4	*	N/A		
o) Correct Step ladders in use for Electrical work. IE: Platform ladders	8	4	32		
Total Possible Score	260		252	0	96.92%

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10. FIRE PREVENTION (Reg 3.9) WELDING AND CUTTING (Reg 3.94)	Weight	Achieved	Score	Penalties 5,2,1	OBSERVATION
a) Access /Exits clear	6	4	24		
b) Fire extinguishers accessible	6	4	24		
c) Hydrants clear of material.	4	*	N/A		
d) Have all subcontractors carried out a risk assessment for the work they are carrying out.	4	*	N/A		
e) Hot work permit systems available and in place as required.	5	*	N/A		
f) Good housekeeping maintained	8	*	N/A		
g) All operators qualified	4	*	N/A		
h) Welding procedures being followed	6	*	N/A		
i) Gas cylinders chained and upright	10	*	N/A		
j) Equipment in good condition and Double flash back arrestors fitted	8	*	N/A		
Total Possible Score	48		48	0	100.00%
11. HAND HELD POWER TOOLS (Reg 3.6)	Weight	Achieved	Score	Penalties 5,2,1	OBSERVATION
a) Proper tools for the job	6	4	24		
b) Tools in good condition and all safety Guards fitted.	7	4	28		
c) Petrol driven tools not used in poorly ventilated areas.	8	*	N/A		
d) Are trades trained in safe use of equipment	8	4	32		
e) Petrol driven & concrete cutting tools used in accordance with manufactures instructions and Code of Practise.	7	*	N/A		
Total Possible Score	84		84	0	100.00%
12. EXPLOSIVE POWERED TOOLS AND NAIL GUNS (Reg 4.50 / 4.51)	Weight	Achieved	Score	Penalties 5,2,1	OBSERVATION
a) Regulations known and being complied with / Persons trained and Warning signs erected and in place	4	*	N/A		
b) Competent instruction and supervision being carried out while EPTO is in use.	6	*	N/A		
c) Operator wearing Eye and Ear protection.	8	*	N/A		
Total Possible Score	0		0	0	0.00%

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13. PLANT (Part 4-OSH Regs)	Weight	Achieved	Score	Penalties 5,2,1	OBSERVATION
HOISTS					
a) Hoists have overhead operators protection	7	*	N/A		
b) Hoist properly erected and operated.	7	*	N/A		
c) Hoists have base level guard rails	5	*	N/A		
d) Safe access and egress to hoist working platform.	9	*	N/A		
e) Hoists have log books available.	4	*	N/A		
f) Hoists has isolating device eg key	4	*	N/A		
g) Hoists have all upper levels with guardrails fitted.	10	*	N/A		
h) Hoist above 11 metres fitted with sign nominating authorised certificated person only (Naming Person).	4	*	N/A		
Total Possible Score	0		0	0	0.00%
13.A ELEVATED WORK PLATFORMS					
i) EWP log book available and completed.	2	4	8		
j) EWP'S sited on firm, level ground with signs and barriers erected where required	4	4	16		
k) EWP operator trained.	4	4	16		
l) Are Harenesses being worn in EWP's / Boom Lifts	10	*	N/A		
Total Possible Score	40		40	0	100.00%
13.B MOBILE PLANT					
m) Bobcat Tractor/forklift / Telehandler / used in accordance with manufacturer instructions/Good condition.	8	4	32		Fork lift
n) Manufactures instructions available and log book completed.	3	4	12		
Total Possible Score	44		44	0	100.00%
13.C MOBILE CRANE					
o) Crane has log book available	4	*	N/A		
p) Crane inspection regularly carried out by competent person (Daily inspection)	4	*	N/A		
q) Lifting equipment inspected and tagged as per manufacturers specifications	8	*	n/a		
r) Crane with flashing lights and radius inductor Alarms.	4	*	N/A		
Total Possible Score	0		0	0	0.00%
13.D TOWER CRANE					
a) Personnel clear when lifting loads, is tag lines being used	7	4	28		
b) Crane Operator / Riggers communication method clear.	5	4	20		
c) Has the daily checklist been completed and documented / Have the safety devices been checked.	10	4	40		
d) Is there documentation to show the crane box, first aid cage and kibble have the appropriate certification and SWL marking on them.	4	4	16		
e) Is all the crane documentation available on site to indicate the crane complies with the legislative requirements.	3	4	12		
Total Possible Score	116		116	0	100.00%

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14. HAZARDOUS SUBSTANCES / DANGEROUS GOODS	Weight	Achieved	Score	Penalties 5,2,1	OBSERVATION
a) Is there a current (five year) MSDS available for all hazardous substances on site and recorded.	8	4	32		
b) Is there access to register of MSDS sheets available for trades on site.	5	4	20		
c) Have all subcontractors carried out a risk assessment of the hazardous substances they are using on the site.	5	2	10		Concrete trade cutting wall panels had not controlled dust particles - No risk assessment completed prior to commencing their work tasks
d) Are subcontractors complying with MSDS in their SVMS?	7	4	28		
e) Is there a sign-off by the subcontractors showing all employees working with hazardous substances have been trained in the MSDS	6	4	24		
f) Is there appropriate storage available for Hazardous Substances on the site and warning signage displayed	5	4	20		
g) Verify that there is a fire extinguisher available in storage areas for flammables liquids and gases	5	4	20		
h) Verify that gas bottles are stored in a cage while not in use and that the gas bottles are stored separately.	6	4	24		
i) Are trades cutting of MDF in accordance with MSDS Sheets	6	*	N/A		
j) Synthetic fibers controlled in accordance with MSDS.	4	2	8		Trades grinding wall panels require to use a vacuum systems to control dust particles. Level 2 access ramp area
Total Possible Score	204		186	0	91.18%
15. ROAD TRAFFIC MANAGEMENT PLAN/MANAGEMENT OF SITE VEHICLES (Reg 3.22)	Weight	Achieved	Score	Penalties 5,2,1	OBSERVATION
a) Traffic management plan available on site.	10	4	40		
b) Traffic movement in accordance with the plan implemented on the site.	5	4	20		
c) System to control movement of traffic on site.	10	4	40		
d) Operators of vehicles properly trained	5	4	20		
e) Safe unloading of vehicles implemented on the site.	10	4	40		
f) Reversing vehicles controlled by trained spotters.	7	4	28		
Total Possible Score	188		188	0	100.00%

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16. EXCAVATIONS (Reg 3.109)	Weight	Achieved	Score	Penalties 5,2,1	OBSERVATION
a) Diagrams showing locations of utility services	8	*	N/A		
b) Permit systems in place for excavation work.	5	*	N/A		
c) Adequate barriers erected around the excavations.	8	*	N/A		
d) Adequate access into the excavation work. Eg: ladders / ramp	5	*	N/A		
e) If the depth of the excavation is greater than >1.5mt is risk assessment conducted	10	*	N/A		
f) Excavations great than >1.5mt is are benched/battered or shored and Shoring in place and adequate for the purpose	10	*	n/a		
g) Spoil heaps near excavations edge	7	*	n/a		
h) Stacking of material near excavation edge	7	*	n/a		
i) Passing traffic near excavation edge	6	*	n/a		
Total Possible Score	0		0	0	0.00%
17. HOUSEKEEPING (Reg 3.17)	Weight	Achieved	Score	Penalties 5,2,1	OBSERVATION
a) Regular disposal of rubbish from work areas - Slip/trip and fall hazards identified	8	4	32		
b) Passage ways/walkways/ Access ways and work areas clear of building material.	8	4	32		
c) Bins provided for waste materials	5	4	20		
d) Rubbish removed by mechanical means.	7	4	28		
e) Are the Bin Chutes used for waste disposal in good working condition	5	*	N/A		
f) Barriers at the base to restrict others from entering bin areas.	4	*	N/A		
g) Bins covered to contain dust and debris.	4	*	N/A		
h) Adequate lighting for task	6	4	24		
i) Reo steel and star pickets capped	8	4	32		
Total Possible Score	168		168	0	100.00%
18. WORKING AT HEIGHTS (Reg 3.48 - 3.57)	Weight	Achieved	Score	Penalties 5,2,1	OBSERVATION
a) Has a risk assesement been carried out before commencement of any high risk work or work at heights.	10	4	40		Scaffolders
b) Is there safe access been provided. Stair / Ladder access.	10	4	40		
c) Is edge Protection erected to comply with regulations - Supended slab, stairs, landings and balconies.	10	4	40		
d) Permit systems in place for Working at Heights.	10	*	N/A		
e) Are all trades trained and holding current certificates for Working at Heights	10	4	40		
f) Are harnesses required to be worn, and is there a rescue procedure in place.	10	4	40		
g) Are all materials secured from movement.	10	4	40		
Total Possible Score	240		240	0	100.00%

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19. LADDERS / STEP LADDERS (Reg 3.26)	Weight	Achieved	Score	Penalties 5,2,1	OBSERVATION
a) Are ladders erected, compliant with regulations.	10	4	40		
b) Are step ladders / Platform ladders being used for the appropriate work tasks being carried out.	10	4	40		
c) Are all access points clear and unobstructed.	10	4	40		
Total Possible Score	120		120	0	100.00%
20. TILT PANEL & PRECAST CONCRETE (Reg 3.88)	Weight	Achieved	Score	Penalties 5,2,1	OBSERVATION
a) All personnel including supervisors, have been trained in accordance to an accredited tilt up and precast concrete course.	10	4	40		
b) Have all Personnel ie: Riggers/Crane operators signed off on SWMS / JSA procedures and Pre start documents	5	4	20		
c) Documentation, ie: crane logbooks, JSA's / SWMS etc.	5	4	20		
d) Are Crane operators ie: setup as per lifting plan	6	4	24		
e) Shop drawings ie: drawings signed by certified Engineer	6	4	24		
f) Aust Standards 3850-2015 and code of practise for tilt up & precast concrete, are available on site.	4	4	16		
g) Safe erection process, ie; Fall zones, signage and barricades around work areas	10	*	N/A		
h) Braces, ie: locked 2per panel	10	4	40		
i) Are EWP's used in place of ladders	8	*	N/A		
j) Is there safe storage on site for panels ie: not leant against temp brace panel.	8	*	N/A		
k) Has a permit system been implemented for trades holding tilt up tickets to work around temporary panel props	5	*	N/A		
Total Possible Score	184		184	0	100.00%

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