CONTRACTOR MANAGEMENT ATTACHMENT 8

***SECTION 3*** *Framework for Health and Safety Management*

SITE H&S INSPECTION CHECKLIST

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Contract Name: |  |  |  |  |  | Contract #: |  |  |  |
| Contractor: |  |  |  | Auditor: |  | Location: |  |  |  |
| Date: |  | Time Arrive: |  | Weather: |  | Time Leave: |  | Visit # for day: |  |
| Site Supervisor: |  | H&S Supervisor: |  | Site Activities: |  |  |  |  |  |

**Use of form:** To be used by experienced auditors with specific training on the use of this form. Generally to be undertaken at all sites at commencement and indicatively, monthly. For traffic management audits, use separate Code of practice for temporary traffic management (CoPTMM) forms.

***ATTACHMENT***

SYSTEMS & FACILITIES

|  |  |
| --- | --- |
| **ADMINISTRATION**  Have all previous Non-Conformances & Recommended Improvements been rectified? | **INSPECTION FINDINGS**  Full compliance - Good Standard |
| Is there a site specific safety plan in place? | Full compliance - Good Standard |
| Are emergency procedures in place? | Full compliance - Good Standard |
| Has a site evacuation plan been implemented? | Full compliance - Good Standard |
| Is there evidence that a toolbox talk has been held within the last 14 days? (Site staff) | Full compliance - Good Standard |
| Is there a permit to work system in place ( close proximity, Confined Spaces etc.)? | Full compliance - Good Standard |
| Are regular site safety meetings held and minuted? | Full compliance - Good Standard |
| Are regular safety inspections being carried out and documented? (Snr management) | Full compliance - Good Standard |
| Has Notifiable work been notified to WorkSafe NZ? | Full compliance - Good Standard |
| Is there a site specific induction system in place? | Full compliance - Good Standard |
| Is there a Site Hazard Register in Place? | Full compliance - Good Standard |
| Is there a suitable Hazard Board with current hazards recorded regularly updated? | Full compliance - Good Standard |
| Is there adequate site signage? (Site office, Assembly point, First aid etc.) | Full compliance - Good Standard |
|  | **100%** |

|  |  |
| --- | --- |
| **FACILITIES**  Site offices clean & tidy | **INSPECTION FINDINGS**  Partial Compliance |
| Toilet areas clean & tidy (or other facilities been identified and made available.) | Partial Compliance |
| Lunch room & food prep area clean - hand washing facilities been provided | Partial Compliance |
| First aid kits in place & well stocked | Partial Compliance |
| Fire extinguishers charged & current (Serviced 12 monthly) | Partial Compliance |
| Temporary electrical installation tagged (3 monthly) | Partial Compliance |
| Adequate signage for all First Aid kits? | Partial Compliance |
|  | **50%** |

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| **SUBCONTRACTORS** | **INSPECTION FINDINGS** |
| Are Site-specific inductions being carried out for all site staff? (Section 3) | Non-Compliant - Needs Attention |
| Is the Subcontractors Site Specific Safety Plan in place and agreed? | Non-Compliant - Needs Attention |
| Is Subcontractor hazard ID and Control being carried out? (Section 5) | Non-Compliant - Needs Attention |
| Is Task Analysis done for all significant works? (Section 5) | Non-Compliant - Needs Attention |
| Has emergency planning for task Analysis been completed for all significant works? (Section 5) | Non-Compliant - Needs Attention |
| Is there a system in place for employee participation in safety issues e.g. toolbox talks? | Non-Compliant - Needs Attention |
| Are Subcontractor Self Inspections being carried out? | Non-Compliant - Needs Attention |
| Are Subcontractors completing an Incident register? | Non-Compliant - Needs Attention |
| Do subcontractors have evidence of competency training for their employees? | Non-Compliant - Needs Attention |
| Have subcontractors notified WorkSafe NZ of notifiable work? | Non-Compliant - Needs Attention |
|  | **0%** |

|  |  |
| --- | --- |
| **ACCIDENT/INCIDENT INVESTIGATION AND REPORTING**  Is there an accident/incident register? | **INSPECTION FINDINGS**  Not Applicable |
| Is there a detailed description of what happened? | Not Applicable |
| Has the actual cause of the accident/incident been established? | Not Applicable |
| Has the future preventative action been agreed? | Not Applicable |
| Has the preventative action been completed and the report close out? | Not Applicable |
|  | **Not Applicable** |

GENERAL SAFETY

|  |  |
| --- | --- |
| **HOUSEKEEPING** | **INSPECTION FINDINGS** |
| Work areas clean & tidy | Full compliance - Good Standard |
| Access ways clear (including stairways) | Full compliance - Good Standard |
| Materials stacked safely | Full compliance - Good Standard |
| Rubbish bins provided | Full compliance - Good Standard |
| Combustible materials stowed | Full compliance - Good Standard |
| Hazardous materials controlled | Full compliance - Good Standard |
| All Vertical Reinforcing Steel Bars Capped | Full compliance - Good Standard |
| Enclosed material waste chutes | Full compliance - Good Standard |
| Nails in timber made safe | Full compliance - Good Standard |
| Slips & trips controlled | Full compliance - Good Standard |
| Adequate lighting | Full compliance - Good Standard |
| Public protection | Full compliance - Good Standard |
| Is Asbestos removal in accordance with WorkSafe NZ Guidelines? | Full compliance - Good Standard |
|  | **100%** |

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| **EXCAVATIONS AND TRENCHES** | **INSPECTION FINDINGS** |
| Underground services located before digging | Non-Compliant - Needs Attention |
| Shield Protection or sides battered for trench excavations >1.5m deep or in friable ground | Non-Compliant - Needs Attention |
| Protection Barriers provided where required for deep excavations | Non-Compliant - Needs Attention |
| Excavated material stock piled minimum of excavation plus 1 metre depth from edge of trench | Non-Compliant - Needs Attention |
| Safe access to excavations provided | Non-Compliant - Needs Attention |
| If required, has the appropriate permit to dig been issued? | Non-Compliant - Needs Attention |
| Machines working safe distance from edge of excavation. | Non-Compliant - Needs Attention |
|  | **0%** |

|  |  |
| --- | --- |
| **PERSONAL PROTECTIVE EQUIPMENT (PPE)** | **INSPECTION FINDINGS** |
| Hard hats worn | Partial Compliance |
| Safety glasses/goggles worn | Partial Compliance |
| Respirators or masks worn | Partial Compliance |
| Hearing Protection worn | Partial Compliance |
| Protective clothing worn | Partial Compliance |
| Hi Visibility clothing worn | Partial Compliance |
| Adequate safety footwear worn | Partial Compliance |
| Fall arrest harness worn | Partial Compliance |
|  | **50%** |

|  |  |
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| **WELDING AND GAS CUTTING** | **INSPECTION FINDINGS** |
| Are gas bottles secured in use and/or stored correctly? | Full compliance - Good Standard |
| Flash back protectors fitted to regulator end and on both oxy & fuel gas bottles | Full compliance - Good Standard |
| Hot work procedures in place and work permit issued | Full compliance - Good Standard |
| Welding screens, signs, area underneath barricaded to prevent access | Full compliance - Good Standard |
| Fire Extinguisher nearby | Full compliance - Good Standard |
|  | **100%** |

|  |  |
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| **HEALTH** | **INSPECTION FINDINGS** |
| Hazardous substances identified (lead, asbestos, Silica) | Partial Compliance |
| MSD Sheets available on site | Partial Compliance |
| Air monitored i.e. confined spaces, Contaminated Ground | Partial Compliance |
| Confined space management plan in place incl. permit. | Partial Compliance |
| Protection form excessive noise, dust and toxic contaminants | Partial Compliance |
|  | **50%** |

WORK AT HEIGHT

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| --- | --- |
| **HEIGHT - GENERAL**  Are fall hazards controlled> | **INSPECTION FINDINGS**  Non-Compliant - Needs Attention |
| Guardrails in place where required | Non-Compliant - Needs Attention |
| Toeboards in place where required | Non-Compliant - Needs Attention |
| Holes & floor penetrations covered or barricaded | Non-Compliant - Needs Attention |
| Anchors/static lines designed & installed by a competent person | Non-Compliant - Needs Attention |
| Harnesses used and fitted correctly | Non-Compliant - Needs Attention |
| Rescue plan in place | Non-Compliant - Needs Attention |
|  | **0%** |

LADDERS

***ATTACHMENT***

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| --- | --- |
| **STANDARD LADDERS**  Suitable for the job i.e. commercial/industrial grade not domestic. | **INSPECTION FINDINGS**  Not Applicable |
| Set up on firm level ground | Not Applicable |
| Ladder secured (base and/or top) | Not Applicable |
| At correct angle - 4 up to 1 out | Not Applicable |
| Are ladders in good condition | Not Applicable |
| Projects 1m above step off point | Not Applicable |
|  | **Not Applicable** |

|  |  |
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| **STEP LADDERS**  Suitable for the job i.e. commercial/industrial grade not domestic. | **INSPECTION FINDINGS**  Full compliance - Good Standard |
| Step ladder lock bars in place | Full compliance - Good Standard |
| Set up on firm level ground | Full compliance - Good Standard |
| Are ladders in good condition | Full compliance - Good Standard |
| Operator not working higher than third step down | Full compliance - Good Standard |
|  | **100%** |

ALL SCAFFOLDS

|  |  |
| --- | --- |
| **STANDING SCAFFOLD**  Suitable for the job | **INSPECTION FINDINGS**  Partial Compliance |
| Erected by certified scaffolder (required if over 5 meters high) | Partial Compliance |
| Scaf-tag / acu-log scaffold register up to date | Partial Compliance |
| Access to Scaffold | Partial Compliance |
| Ladders on scaffold suitable - 4 up to 1 out, secured, 1m past step off (or suitable hand holds) | Partial Compliance |
| Guardrails between 0.9 & 1.1m | Partial Compliance |
| Intermediate rail in place | Partial Compliance |
| Gap- platform to workface no more than 300mm | Partial Compliance |
| Gap- platform greater than 300mm are guardrails or inside plank fitted | Partial Compliance |
| Platforms adequate. 3 planks minimum. Butted and secured | Partial Compliance |
| Debris Netting in place | Partial Compliance |
| Toeboard in place & 225mm high min | Partial Compliance |
| Adequate base plates & sole plates | Partial Compliance |
|  | **50%** |

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|  |  |
| --- | --- |
| **MOBILE SCAFFOLD**  Suitable for the job | **INSPECTION FINDINGS**  Non-Compliant - Needs Attention |
| Set up on firm ground | Non-Compliant - Needs Attention |
| Wheels locked | Non-Compliant - Needs Attention |
| Wheels turned out (increased stability) | Non-Compliant - Needs Attention |
| Deck fully decked & secured | Non-Compliant - Needs Attention |
| Guardrails between 0.9 & 1.1m | Non-Compliant - Needs Attention |
| Toeboard in place where scaffold is over 3m high | Non-Compliant - Needs Attention |
| Access from within the scaffold frame | Non-Compliant - Needs Attention |
| No higher than 3x the width at the base | Non-Compliant - Needs Attention |
| If h=> than 3xw are outriggers fitted | Non-Compliant - Needs Attention |
| Narrow Scaffolds (1m or less) No higher than 2x the width at the base | Non-Compliant - Needs Attention |
| Scaf-tag/acu-log in place & up to date where required | Non-Compliant - Needs Attention |
|  | **0%** |

|  |  |
| --- | --- |
| **TEMPORARY RIGGED ON SITE SCAFFOLDS**  Stable & secure support structure | **INSPECTION FINDINGS**  Not Applicable |
| Platform minimum width of 675mm (3 Planks) | Not Applicable |
| Guardrails provided where required | Not Applicable |
| Toeboard in place if over 3m high | Not Applicable |
|  | **Not Applicable** |

|  |  |
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| **ELEVATED WORK PLATFORMS (EWP)** | **INSPECTION FINDINGS** |
| Set up on level ground support legs out | Full compliance - Good Standard |
| Inspected & tested within last 6 months | Full compliance - Good Standard |
| At least 4m from power lines | Full compliance - Good Standard |
| Fall arrest harnesses being worn (n/a to scissor hoists) | Full compliance - Good Standard |
| Harness lanyard just long enough | Full compliance - Good Standard |
|  | **100%** |

TOOLS AND PLANT

|  |  |
| --- | --- |
| **TRANSPORT & MOB MECHANICAL PLANT**  Drivers/operators properly trained | **INSPECTION FINDINGS**  Partial Compliance |
| Vehicles securely loaded | Partial Compliance |
| Reversing vehicles are controlled | Partial Compliance |
| Vehicle warning signs displayed | Partial Compliance |
| Fitted with operator protective structures | Partial Compliance |
| Protective structure in good repair | Partial Compliance |
| Seat belt effective and in good repair | Partial Compliance |
|  | **50%** |

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|  |  |
| --- | --- |
| **EQUIPMENT & MACHINERY & TOOLS** | **INSPECTION FINDINGS** |
| All machinery set up properly and secured in place | Non-Compliant - Needs Attention |
| Tool guards secured & in good order | Non-Compliant - Needs Attention |
| Are gears, chain drives and shafts and moving parts guarded? | Non-Compliant - Needs Attention |
| Has all plant been inspected within the last 12 months? | Non-Compliant - Needs Attention |
| Compressed air - matched & secured connections | Non-Compliant - Needs Attention |
|  | **0%** |

|  |  |
| --- | --- |
| **CRANES & LIFTING APPLIANCES** | **INSPECTION FINDINGS** |
| Is there a current test certificate? | Not Applicable |
| Are weekly inspections carried out? | Not Applicable |
| Has lift plan been sighted by auditor? (crane work only) | Not Applicable |
| Are the crane slings certified? | Not Applicable |
| Are the crane operator & dogman trained appropriately? | Not Applicable |
|  | **Not Applicable** |

|  |  |
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| **POWDER-ACTUATED TOOLS** | **INSPECTION FINDINGS** |
| Operator certified | Full compliance - Good Standard |
| Tool has 6 monthly certificate | Full compliance - Good Standard |
| Tool & cartridges secured when not in use | Full compliance - Good Standard |
| 3 second verbal warning given to workers in the vicinity prior to use | Full compliance - Good Standard |
| Isolation & signage in accordance with ACOP | Full compliance - Good Standard |
| Hearing & eye protection worn | Full compliance - Good Standard |
|  | **100%** |

|  |  |
| --- | --- |
| **ELECTRICAL** | **INSPECTION FINDINGS** |
| Are electrical leads and tools free from defects and damage? | Partial Compliance |
| Are Tools and leads tagged 3 monthly? | Partial Compliance |
| Are lifeguards tagged 3 monthly? | Partial Compliance |
| Use of portable gen sets with internal RCD | Partial Compliance |
| Are leads industrial rated? | Partial Compliance |
| Does temporary festoon lighting have moulded in line sockets? | Partial Compliance |
| Commercial splitter boxes & double adaptors only in use with RCD. | Partial Compliance |
| RCD protection used with internal power points | Partial Compliance |
| Leads clear of water and protected from traffic? | Partial Compliance |
|  | 50% |

ENVIRONMENTAL

***SECTION 3*** *Framework for Health and Safety Management*

|  |  |
| --- | --- |
| **ENVIRONMENTAL ISSUES** | **INSPECTION FINDINGS** |
| Is there an environmental protection plan in place? | Non-Compliant - Needs Attention |
| Is there a silt control plan in place? | Non-Compliant - Needs Attention |
| Is there spill control in place for refuelling? | Non-Compliant - Needs Attention |
| Is there any machinery, vehicles or materials within the permeable drip line of a tree area? | Non-Compliant - Needs Attention |
| Is construction waste being controlled? | Non-Compliant - Needs Attention |
| Is there a truck tyre wash system in place? | Non-Compliant - Needs Attention |
| Is construction noise being controlled? | Non-Compliant - Needs Attention |
| Wash area provided for paint, plaster & concrete etc.? | Non-Compliant - Needs Attention |
|  | 0% |

TRAFFIC MANAGEMENT

***ATTACHMENT***

|  |  |
| --- | --- |
| **TRAFFIC MANAGEMENT** | **INSPECTION FINDINGS** |
| Is there a TMP for this site? | Full compliance - Good Standard |
| Is there a copy of the TMP on site? | Partial Compliance |
| Is traffic signage as per the TMP? | Non-Compliant - Needs Attention |
| Is the site set up as per the TMP? | Not Applicable |
| Is there a qualified Traffic Controller on site? | Full compliance - Good Standard |
|  | **63%** |

**OVERALL PERFORMANCE 50%**

AUDIT SUMMARY

* No observed deficiencies
* Non-compliant: Non-compliant items identified above need to be improved/corrected by the Contractor (item ratings of 0 or 1)
* Discussed with Contractor. Satisfied the hazard(s) will be rectified immediately by Contractor
* SUSPENSION OF WORK until the hazard(s) identified above are corrected

Auditor.................................................................................. Company.....................................................................................................................

Contractor............................................................................ Auditor extra visit........................................................................................................

*(to confirm receipt) (approval to proceed)*

Significant Hazard(s) rectified at........................................ am/pm

This form issued without prejudice and for record purposes only and may be subject to review by the Engineer at any time