# Village: Occupational health and safety (OSH) audit Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Date conducted:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| 1 Administration |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 1.1 | Company policies displayed (principal employer) |  |  |
| 1.2 | Contractor policies displayed (village operator) |  |  |
| 1.3 | Management plans/procedures are in place related to occupational health and safety |  |  |
| 1.4 | Management plans/procedures are in place related to training |  |  |
| 1.5 | Management plans/procedures are in place related to fitness for work (e.g. alcohol and other drugs) |  |  |
| 1.6 | Management plans/procedures are in place related to bullying, violence and aggression |  |  |
| 1.7 | Management plans/procedures are in place related to employee assistance programme (EAP) |  |  |
| 1.8 | There are systems for workplace injury and incident reporting |  |  |
| 1.9 | There is a system for hazard reporting that identifies actions (both open and closed) |  |  |
| 1.10 | There is a system demonstrating employees procedural sign-off (safe work instruction) |  |  |
| 1.11 | There is a current training matrix that is available to supervisors and employees |  |  |
| 1.12 | Appropriate first aid facility (equipment) is available |  |  |
| 1.13 | First aid personnel are available |  |  |

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| 2 Management |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 2.1 | The village has a manager, or a person is appointed as a village manager by the Registered Manager of the mining operation |  |  |
| 2.2 | The manager or appointed manager is familiar with the reporting requirements under the MSIA and MSIR |  |  |
| 2.3 | Managers and supervisors are provided with training (e.g. bullying awareness, communication, supervision) |  |  |
| 2.4 | Adequate supervision has been provided for the size of the workplace |  |  |
| 2.5 | A risk assessment for the village has been completed and is kept up-to-date |  |  |
| 2.6 | There is a change management process in place |  |  |
| 2.7 | A noise report has been completed by a competent person |  |  |
| 2.8 | An emergency management plan has been developed and implemented at the village (e.g. fires, cyclones, routes, muster points) |  |  |
| 2.9 | There are procedures in place to ensure reliable supply of potable water |  |  |
| 2.10 | There are security measures in place at the village |  |  |
| 2.11 | There is a register of occupants in residence kept at the village |  |  |
| 2.12 | Duplicate keys for each room are available |  |  |
| 2.13 | Rooms are easily identifiable |  |  |

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| 3 Training requirements and competencies |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 3.1 | An employer(s) general induction is available and implemented |  |  |
| 3.2 | A site-specific induction is available and implemented |  |  |
| 3.3 | Employees are provided with appropriate training (e.g. bullying awareness, communication, risk management) |  |  |
| 3.4 | Employees are given adequate instruction and training in safety procedures and safe systems of work |  |  |
| 3.5 | Employees are trained in manual handling |  |  |
| 3.6 | Relevant employees are trained in chemical handling and use of safety data sheets (SDS) |  |  |
| 3.7 | Employees hold necessary, current high risk work licence (e.g. forklift, EWP) |  |  |
| 3.8 | Employees are trained in firefighting (e.g. fire extinguisher use) |  |  |
| 3.9 | Employees are trained in fatigue management and prevention |  |  |
| 3.10 | Employees are trained in emergency preparedness (e.g. evacuation, cyclone) |  |  |
| 3.11 | Employees are trained and assessed as competent to operate light vehicles around heavy mine equipment |  |  |
| 3.12 | Employees are trained in traffic management (e.g. mining access, haul roads, vehicle and pedestrian separation) |  |  |
| 3.13 | Employees and supervisors carry out personal workplace inspections (e.g. ‘Take 5’) |  |  |
| 3.14 | Employees hold speciality competencies where appropriate (e.g. snake handling, operating chain saws, ride-on mowers, golf buggy carts) where appropriate |  |  |

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| 4 Dangerous Goods |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 4.1 | Safety data sheets (SDS) are available and appropriate to the inventory in each area or location |  |  |
| 4.2 | Bulk cleaning fluids stored within bund containment |  |  |
| 4.3 | Sufficient dangerous goods safety signage is displayed |  |  |
| 4.4 | There are procedures in place at the village for a vermin control program (e.g. mice, mosquitoes) and associated hazards (e.g. chemicals, poisons) are controlled |  |  |
| 4.5 | Fire extinguishers are in-date, located and signed appropriately |  |  |
| 4.6 | Chemical storage cupboards are self-closing, lockable, clearly marked and chemicals are segregated appropriately |  |  |
| 4.7 | Employees have adequate instruction and training in the appropriate use of biological controlling chemicals (e.g. disinfectant, herbicide, mould prevention) |  |  |
| 4.8 | Employees have adequate instruction and training in the appropriate use of biological controlling chemicals (e.g. disinfectant, herbicide, mould prevention) |  |  |

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| 5 Traffic (and pedestrian) management |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 5.1 | A traffic management plan for the village has been developed and implemented |  |  |
| 5.2 | Walkways and handrails are adequately maintained |  |  |
| 5.3 | Steps and ramps are adequately maintained |  |  |
| 5.4 | Lighting (e.g. buildings, pathways, parking) is adequately maintained |  |  |
| 5.5 | Traffic management procedures (e.g. entry or exit, loading and unloading, spotting) have been developed and are implemented |  |  |
| 5.6 | Traffic controls (e.g. signage, crossings, parking areas, bus laydown) are adequately maintained |  |  |

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| 6 Storage (dry and chilled) |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 6.1 | Trolleys and manual lift forks are provided, fit-for-purpose, clearly load-rated and maintained |  |  |
| 6.2 | Load rating of shelving is adequate and shelving is stable |  |  |
| 6.3 | Items are stored in a stable manner and not overloaded (as per item no. 6.2) |  |  |
| 6.4 | Items stored appropriately, so they are not too heavy for the height they are stored at and the method of retrieval (e.g. manual handling) |  |  |
| 6.5 | Safe access and egress from all cool rooms (exit from inside must be possible) |  |  |
| 6.6 | Loading areas and stores are maintained and free from hazards |  |  |
| 6.7 | Loading bay maintained in a safe condition (e.g. stops, rails, barricades) |  |  |

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| 7 Food preparation areas |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 7.1 | Access to work areas should be clear and free of hazards |  |  |
| 7.2 | Guarding is in place where appropriate (e.g. rotating and cutting equipment) |  |  |
| 7.3 | Adequate storage is available for all utensils (e.g. frying pans, pots, trays) |  |  |
| 7.4 | Food storage is compliant with health standards and good manual handling practices. |  |  |
| 7.5 | Hygiene and food temperature procedures are appropriately maintained (e.g. handling raw and cooked food, washing-up facilities, floors, containers, bain maries) |  |  |
| 7.6 | Hot surfaces are protected and appropriately signed |  |  |
| 7.7 | Appropriate personal protective equipment (PPE) for food preparation (e.g. cut resistant gloves, aprons, rubber gloves, hair nets) is supplied and utilised |  |  |
| 7.8 | Wet areas have non-slip flooring or mats |  |  |

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| 8 Safety and health representatives [SHRep(s)] |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 8.1 | SHRep(s) have been appointed |  |  |
| 8.2 | Election of SHRep(s) was by secret ballot |  |  |
| 8.3 | Notification of election of SHRep(s) given to elected person, employer and to State mining engineer |  |  |
| 8.4 | SHRep(s) have attended an introductory course within the first 12 months of being elected |  |  |
| 8.5 | Facilities and assistance are provided to SHRep(s) |  |  |
| 8.6 | Managers and SHRep(s) are aware of the functions of a SHRep |  |  |
| 8.7 | SHRep(s) permitted to attend safety committee meetings |  |  |
| 8.8 | SHRep(s) notified without delay of any accident or occurrence in a part of the mine where employees who are represented work. |  |  |
| 8.9 | In the event of an accident or incident SHRep(s) carry out an appropriate investigation |  |  |
| 8.10 | There is a process in place to ensure a SHRep(s) or worker is not disadvantaged by any employer for raising a health and safety issue |  |  |
| 8.11 | There is a procedure in place to resolve any conflicting safety and health issues |  |  |

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| 9 Personal protective equipment (PPE) |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 9.1 | Employees are provided with adequate PPE as is practicable, to protect them against hazards, without cost to the employees |  |  |
| 9.2 | Employees wear or use PPE provided to protect them against any hazards |  |  |
| 9.3 | Employees are properly fitted with such PPE and are properly instructed in its use by a competent person |  |  |
| 9.4 | Employees must ensure that loose clothing, personal adornments and hair are confined so as to prevent entanglement with any machinery, electrical equipment or other device in the workplace |  |  |
| 9.5 | All personnel wear properly adjusted and securely fastened seatbelts when driving or travelling in vehicles |  |  |

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| 10 General aspects |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 10.1 | Floors are adequately maintained and are kept clear of trip hazards |  |  |
| 10.2 | Exercise facilities at the village are adequately maintained and there is a procedure for their safe use (e.g. induction and instruction for equipment) |  |  |
| 10.3 | There is a process for collecting and disposing of rubbish (manual or mechanical), and equipment is adequately maintained (e.g. purpose-built, trailer with cage) |  |  |
| 10.4 | All areas have an acceptable level of housekeeping, so no person is exposed to a hazard |  |  |
| 10.5 | Fire alarms are installed in all buildings and rooms |  |  |

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