

# MINIMUM ACCEPTABLE EQUIVALENTS FOR “HEALTH & SAFETY AND ENVIRONMENTAL MANAGEMENT”

## CHECKLIST FOR AUDITORS

**These are in addition to the Quality Assurance (AS 9000 series) requirements  
and all are to be audited by a JASANZ accredited auditor.**

<b>HEALTH &amp; SAFETY MANAGEMENT</b>	<b>Acceptable</b>
<p><b>1. General</b></p> <p>Is the company aware that their responsibilities with H&amp;S are detailed in the State Health and Safety Act and AS 4801.</p>	
<p><b>2. Safety Representative</b></p> <p>Has the company nominated a representative to be responsible for Health and Safety issues including rehabilitation and is this person trained or do they rely on appropriate outside expert advice.</p>	
<p><b>3. Expert OH&amp;S Advice</b></p> <ul style="list-style-type: none"> <li>• Provide a listing of qualified persons or organisations employed, engaged or previously engaged or available to the company to provide expert OH&amp;S advice.</li> <li>• Has the company a method of obtaining the regulations and keeping up to date with changes to the legislation or regulations.</li> </ul>	
<p><b>4. Plant and Equipment</b></p> <ul style="list-style-type: none"> <li>• Is there evidence that all mobile construction plant has been risk assessed and defects rectified.</li> <li>• Is there evidence that operators of all plant are trained and have been assessed as competent in the operation of the plant.</li> <li>• Can the contractor demonstrate evidence of a company planned maintenance program in accordance with the plant manufacturers specification and schedules?</li> <li>• Can the contractor demonstrate examples of recently completed pre-start plant safety checks inclusive of subcontractors?</li> <li>• Is there evidence that faults can be recorded and rectified.</li> </ul>	
<p><b>5. Regular Hazard Inspection</b></p> <p>Is there evidence of regular Worksite, Plant and Central Yard safety hazard inspection being held and records maintained.</p>	

<b>HEALTH &amp; SAFETY MANAGEMENT</b>	<b>Acceptable</b>
<p><b>6. Safe Workplace</b></p> <ul style="list-style-type: none"> <li>• Is there evidence that a site safety analysis is carried out on each project, large or small before the project starts?</li> <li>• Is there evidence that the company is carrying out the safety analysis in a controlled manner with sufficient knowledge and training?</li> <li>• Is there a written procedure or instruction to ensure that the analysis is conducted in consistent manner?</li> </ul>	
<p><b>7. Dangerous Goods/Chemicals</b></p> <ul style="list-style-type: none"> <li>• Has the company carried out an investigation to identify the use of any Dangerous Goods or Chemicals by the company?</li> <li>• Is a register of Dangerous Goods or Chemicals available?</li> <li>• Does the company have copies of the Material Safety Data Sheets for these Dangerous Goods or Chemicals?</li> <li>• Does the company have worksite control measures in place to minimise the risk in using Dangerous Goods or Chemicals?.</li> </ul>	
<p><b>8. Management of Subcontractors</b></p> <ul style="list-style-type: none"> <li>• Does each project list the subcontractors involved in the project?</li> <li>• Has the company assessed these subcontractors with regards to safety requirements and inducted them into the way they have to work on each project?</li> </ul>	
<p><b>9. Emergency Preparedness and Response</b></p> <ul style="list-style-type: none"> <li>• Show evidence of a procedure and regular training to allow the staff and employees to be capable of managing an emergency until qualified persons arrive to manage the incident.</li> <li>• Are procedures in place to ensure the legal reporting requirements are met?</li> </ul>	

<b>ENVIRONMENTAL MANAGEMENT</b>	<b>Acceptable</b>
<p><b>1. General Environmental Aspects</b></p> <ul style="list-style-type: none"> <li>• Is there documentary evidence of identified work activities that are likely to cause environmental harm?</li> <li>• Is there a procedure or instruction covering how the risks are controlled and managed?</li> </ul>	
<p><b>2. Environmental Representative</b></p> <p>Has the company nominated a representative to be responsible for environmental issues and is this person trained or do they rely on appropriate outside expert advice?</p>	
<p><b>3. Legislative Requirements</b></p> <ul style="list-style-type: none"> <li>• Is the company aware that their responsibilities with regard to Environmental Management are detailed in the Environmental Act and its Legislation or Regulations and Safety Act, and ISO 14001?</li> <li>• Has the company a method of obtaining these regulations and keeping up to date with changes to the legislation of regulations?</li> </ul>	
<p><b>4. Expert Environmental Management Advice</b></p> <p>Provide a listing of qualified persons or organisations employed, engaged or previously engaged, or available to the company to provide expert Environmental Management advice.</p>	
<p><b>5. Regular Hazard Inspection</b></p> <ul style="list-style-type: none"> <li>• Is there evidence of regular Worksite, Plant and Central Yard environmental hazard inspection being held and records maintained.</li> <li>• Is there evidence that a site environmental analysis is carried out on each project, large or small before it starts.</li> <li>• Is there evidence that the company is carrying out the environmental analysis in a controlled manner with sufficient knowledge and training?</li> <li>• Is there a written procedure or instruction to ensure that the analysis is conducted in a consistent manner?</li> </ul>	
<p><b>6. Emergency Preparedness and Response</b></p> <ul style="list-style-type: none"> <li>• Show evidence of procedures and regular training which ensure the staff and employees are capable of managing an emergency or environmental incident until qualified persons arrive to manage the incident</li> <li>• Are procedures in place to ensure the legal reporting requirements are met?</li> </ul>	