



## FMV Site Safety Audit

To be completed annually with Site Safety Analysis & Emergency Preparedness Checklist

FMV Auditor. \_\_\_\_\_ Date. \_\_\_\_\_ Time. \_\_\_\_\_

Building/Location . \_\_\_\_\_

Issue/Hazard Class	Details/Requirements	Yes/No	Action required.
<b>OHS Policy &amp; Leadership</b>	<ul style="list-style-type: none"> <li>• Signed and current Safety Policy, Safety Plan and Site Safety Analysis in place and displayed.</li> <li>• FMV OH&amp;S Manual in place and up to date.</li> <li>• Staff and Contractors know of this and its requirements. (check at least 3)</li> </ul>		
<b>Involvement and consultation</b> Employees and Contractors	<ul style="list-style-type: none"> <li>• Scheduled Staff/Contractor Meetings with OHS Agenda items are held.</li> <li>• Scheduled/required assessments and actions carried out for Safety Analysis, Manual Handling, Hazardous Substances, Contractor Job Safety Assessments, Plant and Equipment checks, Confined Spaces, Falls, etc.</li> <li>• Planned changes to the workplace are communicated and comment sought.</li> <li>• Hazard reports discussed and actioned</li> <li>• Employee induction forms completed for new staff</li> </ul>		
<b>Safe Buying</b>	<ul style="list-style-type: none"> <li>• All relevant purchases are reviewed for safety.</li> <li>• View safety data sheets.</li> </ul>		
<b>Sub Contractors</b>	<ul style="list-style-type: none"> <li>• Job Safety requirements are established prior to engaging people</li> <li>• All contractor staff are inducted into the location and job safety requirements.</li> <li>• Before any works are undertaken assessment of area to be isolated must be determined and communicated to the OC Manager.</li> </ul>		
<b>People Safety</b>	<ul style="list-style-type: none"> <li>• Licensed people are in place where needed. Eg. Electricians, Plumbers, Construction white cards, Drivers, etc.</li> <li>• Safe Work Method Statements in place and followed.</li> <li>• Supervisors OHS trained and competent.</li> </ul>		

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<b>Accident &amp; Incident Reporting</b>	<ul style="list-style-type: none"> <li>• Sample / completed forms on site and staff aware where to find and understand process.</li> </ul>		
<b>Work Environment</b>	<ul style="list-style-type: none"> <li>• All work areas are tidy and well organised and no trip or other dangerous hazards.</li> <li>• Access and egress pathways are clear and unobstructed.</li> </ul>		
<b>Tools and equipment</b>	<ul style="list-style-type: none"> <li>• Those using equipment are trained and using and storing safely.</li> <li>• No faulty or modified equipment used. Faulty equipment tagged.</li> <li>• All electrical equipment and tools are checked.</li> </ul>		
<b>Chemicals and Substances management</b>	<ul style="list-style-type: none"> <li>• Locations register in place with all chemicals stored right and labelled. Gas cylinders restrained. Dangerous Goods in banded storage. Contractors safely managing chemicals.</li> <li>• MSDS's in place and up to date at the point of use. (5 years max)</li> <li>• People are following safe use requirements in MSDS's.</li> </ul>		
<b>Hot Work</b>	<ul style="list-style-type: none"> <li>• Hot work permits in place where required</li> </ul>		
<b>Confined Spaces</b>	<ul style="list-style-type: none"> <li>• All confined spaces identified, signed and access controlled.</li> <li>• Trained people only, entering and working with confined spaces.</li> </ul>		
<b>Work at Heights</b>	<ul style="list-style-type: none"> <li>• Work above 2m is assessed for safest approach. Eg. scaffold, work platform, travel restraint equipment, ladders, Safe Work Procedures</li> </ul>		
<b>Emergency Management</b>	<ul style="list-style-type: none"> <li>• Essential Services compliance achieved for the location.</li> <li>• Emergency evacuation plan in place</li> <li>• People trained and inducted in the requirements. (check 3 )</li> <li>• First Aid facilities and staff in place. Injury register in place and locked up.</li> </ul>		
<b>Compliance to and understanding of procedures</b>	<ul style="list-style-type: none"> <li>• Is the Manager following due process and keeping staff informed and up to date of changes.?</li> </ul>		