

Audit/Inspection Checklist

Code Title	Employee Consultation Communication and Involvement:	Code No.	OSHJ-GL-23	Rev. No.	1.0
-------------------	--	-----------------	------------	-----------------	-----

Sr.	Checklist Item	Clause in the Code	Acceptable means of compliance
1.	Are there arrangements for OSH consultation with employees?	5.1.1:How to Implement OSH Consultation	<ul style="list-style-type: none"> – check consultations and meetings records – Verify the presence of safety and health information on notice boards, intranet, and through e-mail alerts
2.	Is there a method for communication of OSH information?	5.2: OSH Communication	<ul style="list-style-type: none"> – verify the presence of OSH communication tools/methods
3.	Are the risks in the workplace identified and assessed?	5.3.1:Employee Involvement in Risk Assessment	<ul style="list-style-type: none"> – check risk assessment
4.	Are the employees involved in OSH inspections?	5.3.2: Employee Involvement in OSH Inspections	<ul style="list-style-type: none"> – check OSH inspections records
5.	Are there reporting mechanisms for employees to raise health and safety concerns?	5.3.3: Employee Involvement in Reporting OSH Concerns	<ul style="list-style-type: none"> – check OSH reporting tools/methods/mechanisms
6.	Are the employees provided with OSH training and training records available?	6: Training	<ul style="list-style-type: none"> – check OSH training certificates/records