

Audit/Inspection Checklist

Code Title	Management of osh illness and disease	Code No.	OSHJ-COP-14	Rev. No.	1.0
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Sr.	Checklist Item	Clause in the Code	Acceptable means of compliance
1	Is there a proper arrangement for hearing protection from noise? Is there a noise risk assessment?	5.1, 5.1.1, 5.1.3: Noise, Risk Assessment, Control Measures	<ul style="list-style-type: none"> – Copy of noise risk assessment – Copy of Noise Monitoring Record – Copy of Noise Permit
2	Are workers provided with the best form of hearing protection? Is there a noise risk assessment?	5.1.3: Personal Hearing Protection	<ul style="list-style-type: none"> – Check for PPE compliance. – Check availability of hearing protection (Earplugs and Earmuffs)
3	Are all employees trained and competent for use ear muffs or ear plugs?	5.1.4: Training	<ul style="list-style-type: none"> – Copy of the training records/certificates
4	Is there a vibration risk assessment?	5.2, 5.2.1, 5.2.3: Vibration, Risk Assessment, Control Measures)	<ul style="list-style-type: none"> – Copy of Vibration analysis report – Copy of vibration RA
5	Are employees have enough information about vibration?	5.2.4: Training	<ul style="list-style-type: none"> – Copy of the training records/certificates
6	Is the infection disease identified and controlled?	5.3,5.3.1;5.3.2: Infection Disease, Risk Assessment, Control Measures	<ul style="list-style-type: none"> – Copy of Infectious RA – Copy of infectious disease reports – Visual verification – Wear rubber boots or plastic disposable overshoes when

			<p>the floor or ground is likely to be contaminated;</p> <ul style="list-style-type: none"> – Use good basic hygiene practices, such as hand washing
7	Is there a disciplinary procedure for drug and alcohol policy?	5.4, 5.4.1, 5.4.2, 5.4.3: Drugs and Alcohol, Developing a Drugs and Alcohol Policy, Drugs and Alcohol Screening, Disciplinary Procedures	<ul style="list-style-type: none"> – Check disciplinary procedure in-line with policy
8	Are the employees provided with information on drugs and alcohol misuse?	5.4.4: Training	<ul style="list-style-type: none"> – Check pamphlets / training records / communication channels for training
9	Is there a risk assessment on work-related stress?	5.5, 5.5.1: Risk Assessment, Work Related Stress	<p>Copy of RA that includes:</p> <ul style="list-style-type: none"> – Job tasks exposed to work stress – Causes of work-related stress precautions
10	Is there a provision for employees to raise their safety concerns?	5.5.2 : Control Measures	<p>Check for:</p> <ul style="list-style-type: none"> – Email system – Software system – Written reports on safety concerns – Safety cards – Action plans for comments / concerns
11	Are the employees provided with information on work-related stress?	5.5.3: Training	<p>Check</p> <ul style="list-style-type: none"> – pamphlets – training record

			<ul style="list-style-type: none"> – communication channels for training with languages employees understand
12	Is there a risk assessment on violence and aggression incidents?	5.6, 5.6.1: Violence And Aggression, Risk Assessment	<ul style="list-style-type: none"> – Copy of RA that includes: – Distribution of workforce – Provision for reporting violent acts – Factors that generate workplace violence and aggression
13	Is there a policy that tolerates violence and aggression incidents?	5.6.2 : Control Measures	<ul style="list-style-type: none"> – Copy of policy
14	Are the employees provided with information on violence and aggression in the workplace?	5.6.3 : Training	<ul style="list-style-type: none"> – Check pamphlets / training records / communication channels for training with languages employees understand
15	Is there a system of ongoing health checks for employees?	5.7: Health Surveillance	<ul style="list-style-type: none"> – Copy of Risk assessment including all health risks in the workplace – Check for health surveillance records in suitable format.
16	Are the employees provided with information on their health checks and the health surveillance system?	5.7.1: Training	<ul style="list-style-type: none"> – Training records / documentation
17	Is there a return-to-work policy?	5.8.1 : Developing a Rehabilitation and Return to Work Policy	<ul style="list-style-type: none"> – Copy of employee return to work



18	Are there procedures for employees returning to work duties?	5.8.2 : Provision of Suitable Return to Work Duties	<ul style="list-style-type: none">– Copy of procedures documentation or Standard Operating Procedures
19	Are the employees provided with information on return-to-work policies?	5.8.3: Training	<ul style="list-style-type: none">– Check for emails or training records
20	Are all records concerning OSH Illnesses and Diseases maintained?	5.9 : Record Keeping	<ul style="list-style-type: none">– Check for availability of:– Exposure monitoring records– Health surveillance records– Medical Examination records– Consultation records