

## Audit/Inspection Checklist

|                   |                            |                 |             |                 |     |
|-------------------|----------------------------|-----------------|-------------|-----------------|-----|
| <b>Code Title</b> | OSH Control of Contractors | <b>Code No.</b> | OSHJ-COP-03 | <b>Rev. No.</b> | 1.0 |
|-------------------|----------------------------|-----------------|-------------|-----------------|-----|

| Sr. | Checklist Item  | Clause in the Code                                  | Acceptable means of compliance   |
|-----|---|---|--|
| 1   | Is the contract scope detailed along with OSH requirements?   | 4.1: Entity Responsibilities                        | <ul style="list-style-type: none"> <li>– Copy of the contract</li> </ul>   |
| 2   | Are the contractor employees competent and trained in site rules?   | 4.2: Contractor Responsibilities                    | <ul style="list-style-type: none"> <li>– Copy of induction training record</li> <li>– Evidence of Toolbox Talks, minutes of meetings, circulars, banners/posters, training certificates</li> </ul> |
| 3   | Are the contractor's competent and compiling OSHJ requirements?   | 5.2 Contractor Selection                            | <ul style="list-style-type: none"> <li>– Contractor registered in SPSA (OSHJ) System and following system requirements.</li> </ul>   |
| 4   | Is the risk assessment available for the contractor activity and their risks to entity & public?          | 5.3: Risk Assessment                                | <ul style="list-style-type: none"> <li>– Copy of Contractor's Risk assessment for the their work activity</li> <li>– Copy of Entity's Risk assessment for contract management.</li> </ul>          |
| 5   | Is there joint site inspections/visits?   | 5.4.2: Cooperate and Coordinate with the Contractor | <ul style="list-style-type: none"> <li>– Copy of meeting records</li> <li>– Copy of Site visit record (photos, reports, etc.)</li> <li>– Copy of inspection records</li> </ul>                     |
| 6   | Is a competent person appointed to supervise the contractor's work activities, and ensure OSH compliance? | 5.5: Contractor Management                          | <ul style="list-style-type: none"> <li>– Copy evidence of appointment of a person to supervise contractors</li> <li>– Copy of OSH inspection/site visit/MoM records</li> </ul>                     |