

Audit/Inspection Checklist

Code Title	General Guideline	Code No.	OSHJ-GRL-01	Rev. No.	1.0
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Level 1			
Sr.	Checklist Item	Clause in the Code	Acceptable means of compliance
1.	Has the entity adopted and implemented minimum workplace 'SAFETY' standards?	1.1: General Requirements	– Check the workplace to see if the standards are implemented.
2.	Are the occupational incidents and diseases reported to SPSA?	1.2: General Requirements	– Check the submission of the incidents and diseases in OSHJ
3.	Does the entity provide SPSA with OSHJ periodic reports?	1.3: General Requirements	– Check the submission of the periodic report in OSHJ.
4.	Does the entity have an emergency plan for their location including (fire, first aid and other)	1.4: General Requirements	– Check the emergency plan.
5.	Does the entity promote initiatives regarding OSHJ awareness?	1.5: General Requirements	– Check the promoting methods of OSHJ awareness.
6.	Does the entity comply with OSHJ mandatory training requirements?	1.6: General Requirements	– Check OSH training records

Level 2

Sr.	Checklist Item	Clause in the Code	Acceptable means of compliance
1.	Does the entity have an OSH policy statement in place?	2.1: General Requirements	– Check the OSH policy statement
2.	Does the entity have an OSH management plan including Emergency Plan for their location?	2.2: General Requirements	– Check the OSH plan and search for the Emergency plan.
3.	Does the entity have a risk assessment for the work activities undertaken?	2.3: General Requirements	– Check the risk assessment of the work activities
4.	Has the entity adopted and implemented minimum workplace 'SAFETY' standards?	2.4: General Requirements	– Check the workplace to see if the standards are implemented.
5.	Are the occupational incidents and diseases reported to SPSA?	2.5: General Requirements	– Check the submission of the incidents and diseases in OSHJ
6.	Does the entity provide SPSA with OSHJ periodic reports?	2.6: General Requirements	– Check the submission of the periodic report in OSHJ.
7.	Does the entity promote initiatives regarding OSHJ awareness?	2.7: General Requirements	– Check the promoting methods of OSHJ awareness.
8.	Does the entity comply with OSHJ mandatory training requirements?	2.8: General Requirements	– Check OSH training records

Level 3

Sr.	Checklist Item	Clause in the Code	Acceptable means of compliance
1.	Does the entity have an OSH policy statement in place?	3.1: General Requirements	– Check the OSH policy statement
2.	Does the entity have an OSH management plan including Emergency Plan for their location?	3.2: General Requirements	– Check the OSH plan and search for the Emergency plan.
3.	Does the entity have a register of significant hazards and risks?	3.3: General Requirements	– Check the register of hazards and risks document.
4.	Does the entity have a risk assessment for the work activities undertaken?	3.4: General Requirements	– Check the risk assessment of the work activities.
5.	Has the entity adopted and implemented minimum workplace 'SAFETY' standards?	3.5: General Requirements	– Check the workplace to see if the standards are implemented.
6.	Are the occupational incidents and diseases reported to SPSA?	3.6: General Requirements	– Check the submission of the incidents and diseases in OSHJ
7.	Does the entity provide SPSA with OSHJ periodic report?	3.7: Level Requirements	– Check the submission of the periodic report in OSHJ.
8.	Is the entity complying with the relevant OSH Code of Practice?	3.8: Level Requirements	– Check visually if the entity is complying with the related cops
9.	Is the entity complying with the relevant OSH Guidelines?	3.9: Level Requirements	– Check visually if the entity is complying with the related Glds
10	Does the entity promote initiatives regarding OSHJ awareness?	3.10: Level Requirements	– Check the promoting methods of OSHJ awareness.
11	Does the entity comply with OSHJ mandatory training requirements?	3.11: Level Requirements	– Check OSH training records
12	Is there a nominated/appointed OSH professional in the entity?	3.12: Level Requirements	– Check the presence of OSH professional

Level 4

Sr.	Checklist Item	Clause in the Code	Acceptable means of compliance
1.	Does the entity have an OSH policy statement in place?	4.1: General Requirements	– Check the OSH policy statement
2.	Does the entity have an OSH management system?	4.2: General Requirements	– Check the OSH management system
3.	Does the entity have a risk assessment and register of significant hazards and risks?	4.3: General Requirements	– Check risk assessment and records of risk registering.
4.	Has the entity adopted and implemented minimum workplace 'SAFETY' standards?	4.4: General Requirements	– Check the workplace to see if the standards are implemented.
5.	Are the occupational incidents and diseases reported to SPSA?	4.5: General Requirements	– Check the submission of the incidents and diseases in OSHJ
6.	Does the entity provide SPSA with OSHJ periodic reports?	4.6: General Requirements	– Check the submission of the periodic report in OSHJ.
7.	Does the entity have an emergency management and response plan?	4.7: Level Requirements	– Check the emergency management and the emergency response plan
8.	Is the entity complying with the relevant OSH Code of Practice?	4.8: Level Requirements	– Check visually if the entity is complying with the related cops
9.	Is the entity complying with the relevant OSH Guidelines?	4.9: Level Requirements	– Check visually if the entity is complying with the related Glds
10	Does the entity promote initiatives regarding OSHJ awareness?	4.10: Level Requirements	– Check the promoting methods of OSHJ awareness.
11	Does the entity comply with OSHJ mandatory training requirements?	4.11: Level Requirements	– Check OSH training records
12	Is there a nominated/appointed OSH professional in the entity?	4.12: Level Requirements	– Check the presence of OSH professional



Level 5

Sr.	Checklist Item	Clause in the Code	Acceptable means of compliance
1.	Does the entity have an OSH policy statement in place?	5.1: General Requirements	– Check the OSH policy statement
2.	Does the entity have an OSH management system?	5.2: General Requirements	– Check the OSH management system
3.	Does the entity have a risk management program (including risk assessment and updated hazard & risk register)?	5.3: General Requirements	– Check risk assessment and records of risk registering.
4.	Has the entity adopted and implemented minimum workplace 'SAFETY' standards?	5.4: General Requirements	– Check the workplace to see if the standards are implemented.
5.	Are the occupational incidents and diseases reported to SPSA?	5.5: General Requirements	– Check the submission of the incidents and diseases in OSHJ
6.	Does the entity provide SPSA with OSHJ periodic reports?	5.6: General Requirements	– Check the submission of the periodic report in OSHJ.
7.	Does the entity have an emergency management and response plan?	5.7: Level Requirements	– Check the emergency management and the emergency response plan
8.	Is the entity complying with the relevant OSH Code of Practice?	5.8: Level Requirements	– Check visually if the entity is complying with the related cops
9.	Is the entity complying with the relevant OSH Guidelines?	5.9: Level Requirements	– Check visually if the entity is complying with the related Glds
10	Does the entity promote initiatives regarding OSHJ awareness?	5.10: Level Requirements	– Check the promoting methods of OSHJ awareness.
11	Does the entity comply with OSHJ mandatory training requirements?	5.11: Level Requirements	– Check OSH training records
12	Is there a nominated/appointed OSH professional in the entity?	5.12: Level Requirements	– Check the presence of OSH professional