



Demonstrate an Understanding of Occupational Health, Safety and Environmental Legislation

Handout 9

SHE Inspection Checklist

I. Administrative requirements

Example

Ref	Criteria	Observations	Rating	Non-Compliance	Corrective Actions
I.1	<p>Signs have been installed that:</p> <ul style="list-style-type: none"> • show the principal contractor's name and telephone contact numbers (including an after-hours telephone number) • show the location of the site office for the project, if any • Are clearly visible from outside the workplace, or the work area of the workplace, where the construction project is being undertaken. 				
I.2	A written work health and safety management plan for the construction project was prepared prior to work commencing.				
I.3	So far as reasonably practicable, all workers carrying out construction work on the project have been made aware of the content of the HSE management plan, including any updates, and their right to inspect the plan.				
I.4	The HSE management plan has been reviewed and, if necessary, revised to ensure it is up-to-date.				
I.5	A copy of the HSE management plan has been kept by the principal contractor and is readily available for inspection by the auditor and by				

Ref	Criteria	Observations	Rating	Non-Compliance	Corrective Actions
	any worker carrying out construction work on the project.				

2. Training, risk management, and general requirements

Example

Ref	Criteria	Observations	Rating	Non-Compliance	Corrective Actions
2.1	All workers carrying out construction work have received the general construction induction training.				
2.2	Workers have been informed of the site-specific health and safety rules.				
2.3	Suitable and adequate information, training, and instruction have been provided to workers in relation to work they are carrying out.				
2.4	Control measures have been maintained and reviewed to ensure they remain effective, fit for purpose, suitable, and set-up and used correctly.				
2.5	Personal protective equipment (PPE) has been provided to workers where it is prescribed as a control measure.				
2.6	PPE is: <ul style="list-style-type: none"> • suitable for the relevant hazards • of suitable size and fit • Maintained such that it is clean and hygienic and in good working order. 				

Ref	Criteria	Observations	Rating	Non-Compliance	Corrective Actions
2.7	Workers have been provided with information, training, and instruction on the proper use and wearing of PPE.				
2.8	Where it is prescribed as a control measure, PPE is being used by workers.				