

ISO 45001:2018 OSHMS INTERNAL SAFETY AUDIT CHECKLIST (SITE PROJECT)

Site Project		SLG Construction Sdn. Bhd. Company No.: 844680-V	
Audit Date			
Auditor			
Auditee			

Compliance Requirement									
Area			Clause	Requirement	Observation Note / Objective Evidence	CAR Ref No.	ISO 9001:2015 Requirement	Sev.	Remark
1	Responsibility	Responsibility	5.3	1 Site Safety organization chart is established.		CAR-24-IQA-08-01			
			5.3	2 Job descriptions (JD) including OSHMS responsibility are established and communicate to relevant personnel					
		OSHMS Policy and Objective	5.2	1 Safety Policy and Objective are established					
			7.3	2 All personnel are trained and aware with OSHMS Policy & Objective					
			6.2.1 / 10.3	3 Safety Objectives are monitored. Cause of non-achieved results & necessary action plans are identified for the purpose of Continuous Improvement according to Plan-Do-Check-Action (PDCA) approach.					
2	RISK	HIRARC	6.1.2	1 HIRARC are establish, implement and maintain the process					
			6.1.3	2 HIRARC included climate changes / weather condition for each process.					
			6.1.4	3 HIRARC included the security patrolling process					
3	Legal & Others Requirement	Legal Requirement	6.1.3 / 6.1.4	1 Legal & others requirement are established and available					
			6.1.3	2 Legal Register & evaluation available and updated					
4	Communication	Training, Competence & Awareness /	7.2 / 7.4.2 / 7.4.3	1 All personnel are trained with Safety requirement included : i. Safety Policy and Objective ii. OSHMS procedure iii. OSHMS Hazards iv. Accident / Incident reporting v. Site OSH requirement <i>Related record: Safety Induction Training</i>					

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			7.2 / 7.4.2 / 7.4.3	2	All workers trained with daily Safety work <i>Related record: Tool Box Meeting Record</i>					
			7.3	3	Related OSHMS information are display for workes awareness. Example: i. OSHMS Policy & Objective ii. Emergency Contact iii. Emergency Route					
			7.4	4	Committee Meeting are conducted with effectively. At least once in every 3 months Minute of meeting are maintained					
			7.4.1 / 7.4.2	5	Feedback information or suggestions relevant to OSHMS performance ((unsafe act or unsafe condition, significant aspect/impact to the environment) are available. <i>Related record: UC/UA Feed Back form</i>					
			7.4.3	6	Receiving external communication pertaining to OSH issues are recorded the information into a UC/UA feedback form and attention it to the OSH committee. <i>Related record: UC/UA Feed Back form</i>					
			7.4.3	7	all suppliers or sub-contractors are notified of the organization OSH requirements related to the products or services provided <i>Related Record: Contractor OSH Requirement Form.</i>					
			7.4	8	OSHMS objectives and targets, result of OSHMS performances, incidents and others are communicate to all employees Related record: OSH Report					
			7.4.1	9	All communication with the DOSH officers are recorded in logbook <i>Related Record: DOSH Logbook</i>					
			7.4.1	10	Warning Sign / communication are clearly communicated to all employees, subcontractors, vendors and visitors e.g, DANGER, CAUTION					
5	Operation	Emergency Response Plan & Preparedness	5.3	1	ERT Organization Chart are available					
			8.2	2	Emergency Response Plan are prepared to identified potential emergency situations.					

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			8.2	3	Emergency Response Plan are trained to all personnel					
			8.2	4	Evacuation Plan (with evacuation routes and assembly points) at appropriate locations are available					
			8.2	5	Emergency drill shall conduct at least once a year. Record are available <i>Related Record: Emergency Response Drill Report, Attendance record</i>					

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			8.2	6	List of Emergency Contact are available and displayed					
			8.2	7	Emergency preparedness items (e.g. firefighting Equipment, spill kit, first aid kit, information on hazardous materials and etc.) are regularly inspect the condition / readiness <i>Related Record: Inspection record</i>					
		Incident / Accident Investigation	10.2	1	All incidents are recorded and reported. The incidents Investigation, reporting and Corrective action are take action. <i>Related Record: Incident / Accident Statement Report</i>					
			10.2	2	Fatality/ Major / Poisonous accident are recorded and reported <i>Related Record: Laporan Kemalangan Berbahaya, Laporan Keracunan Pekerja/Penyakit</i>					
		First Aid	8.2	1	First Aid Box are available at each department/area and they are readily accessible during amergencies.					
			8.2	2	First Aid box constantly contains, items as required by FM (SHW) 1970 regulation 38 (2)(i) fourth schedule <i>Related Record: First Aid Box Check List</i>					
			8.2	3	Used of Item are recorded and monitored.					
			7.2	4	The First Aider are trained and certified. First Aider names and contact number are clearly displayed.					
		Noise Control	9.1	1	Noise generated by all construction activities are monitored and control. <i>Related Document: Noise Hazard Identification Checklist</i>					
		Project Safety Plan (PSP)	8.1	1	PSP are established and communicate to project personnel <i>Related Document: Project Safety Plan</i>					
			7.5.2	2	PSP are maintained and updated if have necessary changes on the process.					

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		Machinery	7.2	1	Machinery e.g tower crane, mobile crane operated by the qualified or competent operator. <i>Related Document: Certificate of competences</i>					
			8.1.2	2	Machinery are kept in good operating condition. Maintenance are scheduled and updated. <i>Related Record: Maintenance record, Inspection Checklist</i>					
			6.1.3	3	Related PMA are clearly displayed					
			8.1.2	4	Safety barricade are available at lifting or working zone.					
		Work at height	8.1.4	1	fall protection equipment is include in the contractor's scope of work					
			7.3	2	All authorized employee are trained with working at height					
			7.2	3	contractors and their personnel have proper documentation and certifications in working at heights.					
			8.1.2	4	Systems shall be designed and implemented to afford protection to employees while climbing fixed or portable ladders. i. Side rail on each side, afford adequate gripping surface, without sharp edges, splinters or burrs. ii. Surfaced iii. Free oil, grease, other slipping hazards iv. Securely place v. Not defective ladders vi. not exceed maximum load vii. used only for the purpose					
			8.1.2	5	Personal fall protection equipment shall include anchorage, connectors and a body harness. Personal fall protection equipment shall be inspected by the Line Management prior to each use for wear, damage and other deterioration; defective components shall be removed from service.					
			8.1.2	6	Comply with the scaffolding requirements of Factory and Machinery (Building Operations and Works of Engineering Construction) Regulations, 1986.					

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		Confined Space	7.3	1	All authorized employee are trained with working at confine space					
			8.1.2	2	Comply with compined space work requirement; i. Warning sign / communication ii. Ventilation iii. Lighting iv. PPE v. Atmospheric Testing (O2, gas, CO2,toxic) vi. Confined space assessment					
		Permit to Work	8.1.1	1	Permit to Work available work for: i. Working at height ii. Hot work (Welding) iii. Working in confined space iv. Construction work (building renovation) v. Machinery relocation vi. Lifting work vii. Major excavation work viii. Blasting work ix. Demolition work x. Major electrical work Related record: Permit to Work					
			8.1.1	2	Approved Permit to Work are posted at the work place where applicable.					
		PPE	8.1.2	1	Necessary PPE are provided to the employees. Related Record: PPE Issuance Record					
			7.3	2	Adequate training are provided to the employees on the proper use or replacement of PPE. Related Record: Training Record					
			8.1.2	3	Personal protective equipment (PPE) e.g. safety boots & helmet are appropriately worn by contractor whenever perform jobs.					
		Control and handling construction activities	9.1.2	1	All construction activities, products and services's operational are under control. E.g: Temporary power supply, welfares etc.. Related Document: OSH Monthly Checklist					

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		Contractor Management	8.1.4	1	External provider performance (OSHMS criteria) is regularly evaluated.. Related record: External Provider Performance evaluation.					
		Others requirement	8.2	1	Fire extinguishers are periodically inspected by relevant authorities (e.g. BOMBA). Relevant certificates are available & within validity period. Fire extinguihers are free from blockage					
			8.2	2	Emergency escapes are determine and free from blockage					
			8.1.2	3	Damaged/improper facilities that could be a potential safety hazard are immediately sealed and/or fixed.					
			6.1.3	4	Comply with all authority requirement e.g; i. Insurance ii. Levy CIDB iii. Majlis Bandaraya iv. Temporary Building Permit v. JKKP vi. Letter of site possession / commencement of work Record are maintained.					
			6.1.3	5	Workers are certified to do work, CIDB card available and valid. <i>Related Record: CIDB card</i>					
6	Storage	Chemical control	8.1.2	1	Chemical are store at designated area.					
			8.1.2	2	Safety Data Sheet (SDS) are available for each stored chemical. SDS are located in the chemical storage. <i>Related Record: SDS</i>					
			8.1.2	3	SDS record are available and updated. <i>Related Record: SDS record</i>					
7	Documented Information	Document control	7.5.2	1	Documents & records (SOP/ formats) accessible included; - Reference number - Revision - Approval - Effective date					

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			7.5.3	2	Document are appropriate control. (stamp with controlled copy)					