



O H & S Workplace Review

SHEET 1 OF 3

ADAPS PTY LTD LEVEL 10, 390 ST KILDA ROAD MELBOURNE VIC 3004 TEL: 03 9867 1765 FAX: 03 9867 1865

Client Company Name: _____

Workplace Location / Site Address: _____

Contractors: _____

Phone: _____

Date Completed: _____

Person Completing Checklist (please print): _____

1. Specific hazards within the work environment	What specific precautions are required	Client to Provide
1.		Yes / No
2.		Yes / No
3.		Yes / No
4.		Yes / No
5.		Yes / No
6.		Yes / No
7.		Yes / No
8.		Yes / No



O H & S Workplace Review

SHEET 2 OF 3

Item No

2.

Health and Safety Elements

YES

No

Details / Comments

Legal Compliance

Is there a company OH&S policy on display?

Does the company have an OH&S Management System certified by a recognised independent authority? (e.g, Safety MAP, QAS)

Is there an OH&S Management System or procedure manual?

Does the company employ a health and safety specialist?

Are health and safety responsibilities clearly identified for all levels of the staff?

Have your workplace health and safety risks been identified, recorded and controlled?

Are your employees and contractors informed of these risks? See above.

3.

Training

Is there a formal induction process for contractors in place? Does it include emergency procedures and first aid facilities?

How are training records kept and maintained including induction records for all contractors?

4.

Health and Safety Consultation

Is there a workplace health and safety committee or representative in the workplace?

Are employees involved in decision making over OH&S issues?

5.

Safe Work Practices and Procedures

Has the company prepared safe operating procedures or specific safety instructions relevant to its operations?

How do employees and contractors gain access to the safe work practices and procedures?

Does the company have a "Return to Work" programme?

Is there a documented accident/incident investigation procedure?

Are there procedures for employees to report hazards in the workplace?

Are there first aid facilities for contract staff in the event of an accident?

Are there emergency procedures in place and are drills conducted regularly?

Are there procedures for identifying, assessing and controlling risks associated with manual handling?

Are regular workplace inspections undertaken? How frequently?

Is there an electrical equipment safety check system undertaken, e.g. electrical tagging.

Do you have a Hazardous Substances/Dangerous Goods procedure?

Are ergonomic factors considered in workstation layout?

6.

OH&S Performance

Is there a system for the recording and analysing OH&S statistics, performance, lost time frequency rate?



O H & S Workplace Review

SHEET 3 OF 3

7.

Any Corrective Actions Required?	Actions Required	By Whom	By When
	Yes / No		
	Yes / No		
	Yes / No		
	Yes / No		
	Yes / No		

8.

Sign Off	Signature	Date
Adaps Representative Print Name:		
Client Representative Print Name:		

Adaps Vendor Information

Head Office: Level 10, 390 St Kilda Road, Melbourne 3004 T (03) 9867 1765
 Sydney Office: Level 1, 3 Spring Street, Sydney 2000 T (02) 9253 4300
 Brisbane Office: Level 7, 320 Adelaide Street, Brisbane 4000 T (07) 3010 9281

