

Construction Safety Audit Scoring System Interview Sheet

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	OSH Policy		
S/No.	1.7	1.8	
Band	II	III	
Specification	(CP 79 - Section 1.3.2)	(SS 506 Requirements 4.2f)	
Audit Question	<p>Does the WSH Policy include the commitment to provide sufficient and appropriate resources.</p> <p><i>Check policy for the above requirement and interview personnel for verification.</i></p>	<p>Is the WSH Policy communicated to all persons working under the control of the project with the intent that they are made aware of their individual WSH obligations?</p> <p><i>Interview 3 personnel to check if they are aware of the WSH Policy and their WSH obligations/ responsibilities.</i></p>	
Audit Methods	DR & IP	IP	
Management (Manager, Department /Section Heads, etc)			
OSH Persons and WSH Committee member			
Line Management (Supervisors, Engineers, Team Leaders etc)			
Employees (Workers)			
Others (Contractors, Supplier, Visitors, etc)			

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Planning for hazard identification, risk assessment and risk control			
S/No.	2.1.18	2.1.27	2.1.29
Band	III	III	III
Specification	NA	(SS506 : 2009 Specification - 4.3.1)	(SS506 : 2009 Specification - 4.3.1)
Audit Question	<p>Are the Risk assesement/ Risk management team members trained/briefed on Risk Management?</p> <p><i>Check training/briefing records of 50% of the team members or conduct interviews.</i></p>	<p>Does the procedure for hazard identification and risk assessment provide for the monitoring of required actions to ensure both the effectiveness and timeliness of their implementation?</p> <p><i>Check procedures for evidence.</i></p>	<p>Are the workers involved in the risk assessment able to state out the control measures for controlling hazards for the activity they are involved in?</p> <p><i>interview at least 1 worker involved in the 1 of 3 risk assessment sampled</i></p>
Audit Methods	DR/IP	DR/PI/IP	IP
Management (Manager, Department /Section Heads, etc)			
OSH Persons and WSH Committee member			
Line Management (Supervisors, Engineers, Team Leaders etc)			
Employees (Workers)			
Others (Contractors, Supplier, Visitors, etc)			

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	Legal and other requirements		Objectives
S/No.	2.2.5	2.2.8	2.3.7
Band	III	IV	II
Specification	(SS506 : 2009 Specification - 4.3.2)	(SS506 : 2009 Specification - 4.3.2.2)	(UAI - GOAL06)
Audit Question	<p>Are the procedures which identify the legal and other WSH requirements implemented ?</p> <p><i>Interview 3 personnel to confirm the procedure is implemented.</i></p>	<p>Are relevant personnel (e.g. direct employees, sub-contractor, suppliers, consultants) aware of the legal and other WSH requirements that they have to comply with?</p> <p><i>Interview minimum 3 relevant personnel for evidences on the above requirements.</i></p>	<p>Are site personnel aware of and understand the WSH goals and objectives relevant to their work activities, responsibilities, and/or authority?</p> <p><i>Interview minimum 3 site personnel for evidences on the above requirements.</i></p>
Audit Methods	IP	IP	IP
Management (Manager, Department /Section Heads, etc)			
OSH Persons and WSH Committee member			
Line Management (Supervisors, Engineers, Team Leaders etc)			
Employees (Workers)			
Others (Contractors, Supplier, Visitors, etc)			

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	OSH Management Programme(s)		
S/No.	2.4.2	2.4.3	2.4.4
Band	II	II	II
Specification	(SS506 : 2009 Requirements 4.3.3)	(SS506: 2009 Requirements 4.3.3)	(SS 506 Guidelines 4.3.3.2)
Audit Question	<p>Does the management programme(s) include the designated responsibility and authority for achievement of the objectives at relevant functions and levels of the project.</p> <p><i>Verify relevant functions and levels of the project for evidences on responsibility and authority for achievement of the objectives.</i></p>	<p>Does the management programme(s) include the means (e.g. risk controls, promotion campaign) and time-frame by which objectives are to be achieved.</p> <p><i>Verify documentation for evidences on risk controls (minimum), promotion campaign or other means.</i></p>	<p>Are the WSH Programme made known and available to all relevant personnel?</p> <p><i>Check for documentation / Interview relevant personnel for inputs / Physical display for evidence</i></p>
Audit Methods	DR/IP	DR/IP	DR/IP/PI
Management (Manager, Department /Section Heads, etc)			
OSH Persons and WSH Committee member			
Line Management (Supervisors, Engineers, Team Leaders etc)			
Employees (Workers)			
Others (Contractors, Supplier, Visitors, etc)			

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	OSH Management Programme(s)		Structure and responsibility
S/No.	2.4.5	2.4.7	3.1.2
Band	III	III	II
Specification	SS506 : 2009 Guidelines 4.3.3.2	(UAI - EXPERT01)	(SS506 : 2009 : Guidelines : 4.4.1)
Audit Question	<p>Are resources delegated to ensure the programme are met?</p> <p><i>Check document for evidence / Interview designated personnel for inputs..</i></p>	<p>Did the project determine and provide the competent and qualified personnel necessary to implement the management programme?</p> <p><i>Check documents and interview designated personnel for inputs.</i></p>	<p>Are the roles, responsibilities and authorities communicated to and understood by the personnel with WSH responsibilities?</p> <p><i>Interview minimum 3 personnel and see if they know and understand the roles, responsibilities and authorities.</i></p>
Audit Methods	DR/IP	DR & IP	IP
Management (Manager, Department /Section Heads, etc)			
OSH Persons and WSH Committee member			
Line Management (Supervisors, Engineers, Team Leaders etc)			
Employees (Workers)			
Others (Contractors, Supplier, Visitors, etc)			

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	Structure and responsibility		
S/No.	3.1.4	3.1.5	3.1.6
Band	III	III	III
Specification	(SS506: 2009 : Guidelines 4.4.1)	(SS506: 2009 : Guidelines 4.4.1)	(SS506: 2009 Requirements - 4.4.1)
Audit Question	<p>Are there clear evidence that the Management appointee / Project manager is committed to continual improvement of WSH performance?</p> <p><i>Check endorsed policy and minutes of meeting for commitment towards continual improvement of WSH performance and interview for verification.</i></p>	<p>Are there clear evidence that the Line Managemnt are committed to continual improvement of WSH performance?</p> <p><i>Check endorsed policy and attendance records of meetings for commitment towards continual improvement of WSH performance and interview for verification.</i></p>	<p>Are the roles, responsibilities and authorities of personnel with WSH responsibilities known and understood within the project?</p> <p><i>Interview minimum 3 personnel and see if they know and understand the roles of personnel with WSH responsibilities.</i></p>
Audit Methods	DR & IP	DR & IP	IP
Management (Manager, Department /Section Heads, etc)			
OSH Persons and WSH Committee member			
Line Management (Supervisors, Engineers, Team Leaders etc)			
Employees (Workers)			
Others (Contractors, Supplier, Visitors, etc)			

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	Structure and Responsibilities		
S/No.	3.1.8	3.1.11	3.1.13
Band	III	III	IV
Specification	(SS506 : 2009 Requirements - 4.4.1)	(SS506: 2009 Requirements - 4.4.1)	(UAI - ACCOUNT02)
Audit Question	<p>Does the management appointee ensure that the WSH management system requirements are established, implemented and maintained.</p> <p><i>Check documentation for the above measure and interview relevant personnel for verification</i></p>	<p>Are the amount of resources required supplied by the project?</p> <p><i>Check documentations or reports and check if the resources are supplied by the project and interview min 3 safety personnel / committee for verification.</i></p>	<p>Are there measures to ensure that personnel who have WSH responsibilities are given the appropriate authority to carry out their WSH duties?</p> <p><i>Check documentation for the above measure and interview relevant personnel for verification..</i></p>
Audit Methods	DR & IP	DR & IP	DR & IP
Management (Manager, Department /Section Heads, etc)			
OSH Persons and WSH Committee member			
Line Management (Supervisors, Engineers, Team Leaders etc)			
Employees (Workers)			
Others (Contractors, Supplier, Visitors, etc)			

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	Training, awareness and competence		
S/No.	3.2.15	3.2.16	3.2.17
Band	III	III	III
Specification	(SS506 : 2009 Requirements - 4.4.2)	(SS506 : 2009 Requirements - 4.4.2)	(SS506 : 2009 Requirements - 4.4.2)
Audit Question	<p>Are person(s) performing tasks impacting WSH, are competent in terms of education, training or experience?</p> <p><i>Check on 3 site personnel (including 1 subcontractor staff) to see if they are competent for their assigned work, in terms of education, training or experience.</i></p>	<p>For person(s) performing tasks impacting WSH, was there assessment on the competence in terms of education, training or experience?</p> <p><i>Check with the project manager what he considered when assigning the 3 site personnel (as stated above) the work that they are assigned.</i></p>	<p>Does the procedure to identify training needs take into account of WSH risks?</p> <p><i>Interview the training facilitator to check if OSH risks are taken into account when identifying training needs.</i></p>
Audit Methods	IP	IP	IP
Management (Manager, Department /Section Heads, etc)			
OSH Persons and WSH Committee member			
Line Management (Supervisors, Engineers, Team Leaders etc)			
Employees (Workers)			
Others (Contractors, Supplier, Visitors, etc)			

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Training, awareness and competence			
S/No.	3.2.20	3.2.23	
Band	III	IV	
Specification	(SS506: 2009 Requirements - 4.4.2)	(SS506: 2009 Requirements - 4.4.2)	
Audit Question	<p>Are persons working under the control of the project aware of the:</p> <p>i) WSH consequences of their work activities?</p> <p>ii) importance of conforming to their WSHMS (including WSH policy and procedures)? and</p> <p>iii) potential consequences of deviation from specific procedures?</p> <p><i>Interview 3 people (including 1 subcontractor) for evidence.</i></p>	<p>Are workers effectively briefed and trained on their Risk Assessment?</p> <p><i>Interview 3 workers doing 3 different critical activities and see if they are able to list out the critical control measures listed in the RA.</i></p>	
Audit Methods	IP	IP	
Management (Manager, Department /Section Heads, etc)			
OSH Persons and WSH Committee member			
Line Management (Supervisors, Engineers, Team Leaders etc)			
Employees (Workers)			
Others (Contractors, Supplier, Visitors, etc)			

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	Consultation and communication		
S/No.	3.3.28	3.3.29	3.3.30
Band	III	III	III
Specification	(SS506: : 2009 Guidelines- 4.4.3.2.3)	(SS506: : 2009 Guidelines 4.4.3.2.3)	(SS506: 2009 Guidelines- 4.4.3.2.3)
Audit Question	<p>Do communication to contractors include the WSH performance requirements for contractors?</p> <p><i>Interview 3 contractors to check that they are aware of their WSH performance requirements stipulated by the project.</i></p>	<p>Does communication to contractors include the consequence of non-conformity with WSH requirements?</p> <p><i>Interview 3 contractors to check that they are aware of the consequence of non-conformity with WSH requirements stipulated by the project.</i></p>	<p>Does communication to visitors include WSH requirements relevant to their visits such as PPE that needs to be worn, traffic controls, access controls and escort requirements.</p> <p><i>Interview visitor management personnel / Verify visitor records to confirm. Was auditor informed of the same when visiting the site?</i></p>
Audit Methods	IP	IP	DR/IP
Management (Manager, Department /Section Heads, etc)			
OSH Persons and WSH Committee member			
Line Management (Supervisors, Engineers, Team Leaders etc)			
Employees (Workers)			
Others (Contractors, Supplier, Visitors, etc)			

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	Consultation and communication		
S/No.	3.3.31	3.3.32	3.3.33
Band	III	III	III
Specification	(SS506: 2009 Guidelines- 4.4.3.2.3)	(SS506: 2009 : Guidelines- 4.4.3.2)	(SS506: 2009 Guidelines- 4.4.3.2a)
Audit Question	<p>Does communication to visitors include evacuation procedures and responses to alarms?</p> <p><i>Interview visitor management personnel / Verify visitor records to confirm. Was auditor informed of the same when visiting the site?</i></p>	<p>Are employees aware of their employee OSH representative(s) and specified management appointee?</p> <p><i>Obtain the names of representatives from management and verify with these employees.</i></p>	<p>Does the implementation of employees participation include getting employees involvement in hazard identification, risks assessments and determination of controls?</p> <p><i>Interview 3 relevant personnel to confirm they were involved in hazard identification, risks assessments and determination of controls.</i></p>
Audit Methods	DR/IP	IP	IP
Management (Manager, Department /Section Heads, etc)			
OSH Persons and WSH Committee member			
Line Management (Supervisors, Engineers, Team Leaders etc)			
Employees (Workers)			
Others (Contractors, Supplier, Visitors, etc)			

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	Consultation and communication		
S/No.	3.3.34	3.3.35	3.3.36
Band	III	III	III
Specification	(SS506: 2009 Guidelines- 4.4.3.2a)	(SS506: 2009 Guidelines- 4.4.3.2a)	(SS506: 2009 : Guidelines - 4.4.3.4)
Audit Question	<p>Check the implementation of employees participation, include getting employees involvement in recommending improvements to OSH performance?</p> <p><i>Interview 3 relevant personnel to confirm that there is a procedure/ framework in place for them to suggest improvements to OSH performance, or check for evidence for such a framework, e.g. staff suggestion scheme.</i></p>	<p>Does the implementation of employees participation, include getting employees involvement in consultation on changes that affect OSH, eg. Introduction of new equipment/ surroundings/ materials/ processes?</p> <p><i>Identify a change in the workplace. Interview 3 workers to confirm they were involved in the introduction of changes in the work.</i></p>	<p>Does the implementation of consultation with contractors include new or unfamiliar hazards and the respective controls, emergency procedures or changes in legal and other requirements.</p> <p><i>Interview 3 contractors for evidence.</i></p>
Audit Methods	PI/IP	IP	IP
Management (Manager, Department /Section Heads, etc)			
OSH Persons and WSH Committee member			
Line Management (Supervisors, Engineers, Team Leaders etc)			
Employees (Workers)			
Others (Contractors, Supplier, Visitors, etc)			

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	Consultation and communication		
S/No.	3.3.37	3.3.38	3.3.41
Band	IV	IV	IV
Specification	(UAI - EMPLOY06) (CP 79 - Section 4.3)	(CP 79 - Section 7.5)	(UAI - COMSYS03)
Audit Question	<p>Does the management support the WSH committee's suggestions on OHS issues?</p> <p><i>Interview WSH committee members for verification.</i></p>	<p>Does the project establish and implement procedure to recognise, acknowledge and reward individuals and teams with good WSH performance?</p> <p><i>Check for evidence to see if recognition, acknowledgement and rewarding system is established for OSH performance and interview WSH Committee members for verification</i></p>	<p>Are surveyed employees able to bring forward WSH concern without fear of reprisal?</p> <p><i>Interview minimum 3 personnel for evidence.</i></p>
Audit Methods	IP	DR & IP	IP
Management (Manager, Department /Section Heads, etc)			
OSH Persons and WSH Committee member			
Line Management (Supervisors, Engineers, Team Leaders etc)			
Employees (Workers)			
Others (Contractors, Supplier, Visitors, etc)			

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	Operational control		
S/No.	3.6.22	3.6.23	3.6.24
Band	III	III	III
Specification	(SS506 : 2009 Requirements - 4.4.6) (CP 79 - Section 10.3)	(CP 79 - Section 9.2 / 9.3) (CP 79 - Section 8.5c)	(CP 79 - Section 6.2)
Audit Question	Is the maintenance program implemented accordingly? <i>Check maintenance and repair records and/or interview operators.</i>	Are the periodic inspections carried out accordingly? The inspection methodology shall include the following: a) safety inspections are carried out at a specified frequency and thoroughness commensurate with the dynamic and rapid changes of the worksite conditions b) suitably safety checklists shall be developed and maintained to facilitate the inspection c) the results of the inspection shall be recorded in the checklists and reported to the responsible person <i>Check inspections records and interview competent person.</i>	Are the rules and regulations implemented and enforced at the worksite? The in-house rules and regulations shall include the following: a) provision and use of personal protective equipment b) operation and maintenance of plant, machinery and equipment c) handling, storage and use of materials d) reporting of hazards and incidents e) general housekeeping at the worksite f) removal of fire hazards <i>Check enforcement records, interview personnel and display of documents.</i>
Audit Methods	DR/IP	DR & IP	DR / PI / IP
Management (Manager, Department /Section Heads, etc)			
OSH Persons and WSH Committee member			
Line Management (Supervisors, Engineers, Team Leaders etc)			
Employees (Workers)			
Others (Contractors, Supplier, Visitors, etc)			

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	Operational control	Emergency preparedness and response	
S/No.	3.6.26	3.7.18	3.7.19
Band	III	III	III
Specification	(UAI - BUYING05) (CP 79 - Section 12.3a)	(SS506: : 2009 Guidelines - 4.4.7.7)	(UAI - EMERG05)
Audit Question	Are workers aware of the hazards as listed in the Safety Data Sheet? <i>Check briefing/ training records, and interview workers</i>	Are changes made in emergency preparedness and response procedure(s) communicated to the personnel and functions that are impacted by the change, and their associated training needs evaluated? <i>Interview 3 personnel who are impacted by the most recent change made.</i>	Are personnel aware of and understand emergency response procedures and their responsibilities in the event of emergencies? <i>Interview minimum 3 relevant personnel</i>
Audit Methods	DR & IP	IP	IP
Management (Manager, Department /Section Heads, etc)			
OSH Persons and WSH Committee member			
Line Management (Supervisors, Engineers, Team Leaders etc)			
Employees (Workers)			
Others (Contractors, Supplier, Visitors, etc)			

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Accidents, incidents, non-conformances and corrective and preventive action			
S/No.	4.2.12	4.2.21	4.2.27
Band	III	III	IV
Specification	(SS506: : 2009 Guidelines - 4.5.3.1).	(SS506: : 2009 Guidelines - 4.5.3.1).	(SS506: : 2009 Guidelines- 4.5.3.1).
Audit Question	<p>With reference from the past incident investigation, were the results of such investigations communicated?</p> <p style="color: red;"><i>Interview 3 personnel for verification.</i></p>	<p>With reference from the past non-conformances to legal requirements identified (eg. From safety inspection records), were the results of such investigations communicated?</p> <p style="color: red;"><i>Interview 3 personnel for verification.</i></p>	<p>Were all incidents reported and investigated?</p> <p style="color: red;"><i>Sample 3 cases for the above requirement.</i></p>
Audit Methods	IP	IP	DR/IP
Management (Manager, Department /Section Heads, etc)			
OSH Persons and WSH Committee member			
Line Management (Supervisors, Engineers, Team Leaders etc)			
Employees (Workers)			
Others (Contractors, Supplier, Visitors, etc)			

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	Accidents, incidents, non-conformances and corrective and preventive action	Audit	Management review
S/No.	4.2.29	4.4.7	4.5.3
Band	IV	III	II
Specification	(SS506: 2009: Guidelines - 4.5.3.1).	(SS 506:2009 Requirements - 4.5.5)	(UAI - REVIEW01)
Audit Question	<p>Were adequate support and resources given by the management for incidents and non-conformities investigations?</p> <p><i>Sample 3 cases for the above requirement.</i></p>	<p>Are auditors trained to conduct internal audits that maintain independence, objectivity and impartiality ?</p> <p><i>Check auditors training records or Interview internal auditors</i></p>	<p>Are these management review procedures implemented and maintained at planned intervals (based on documents and interviews)?</p> <p><i>Verify relevant documents with 3 participants..</i></p>
Audit Methods	DR/IP	DR/IP	DR/IP
Management (Manager, Department /Section Heads, etc)			
OSH Persons and WSH Committee member			
Line Management (Supervisors, Engineers, Team Leaders etc)			
Employees (Workers)			
Others (Contractors, Supplier, Visitors, etc)			

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	Management Review		
S/No.	4.5.9	4.5.10	4.5.11
Band	III	III	III
Specification	(SS 506: 2009 Requirements - 4.6)	(SS 506: 2009 Requirements - 4.6)	(SS506: 2009 Requirements - 4.6)
Audit Question	<p>Are the recommendations of the management review implemented?</p> <p><i>Sample 3 recommendations for implementation.</i></p>	<p>Are management review findings used to initiate preventive and corrective actions?</p> <p><i>Check documentation for the above requirement and verify with management or personnel in charge.</i></p>	<p>Is the management review carried out with the aim to ensure the continuing suitability, adequacy and effectiveness of the WSH management system? Changes to the WSHMS shall include WSH performance, objectives, resources and other elements of the SMS.</p> <p><i>Check documentation and interview personnel for the above requirement.</i></p>
Audit Methods	DR/PI/IP	DR & IP	DR & IP
Management (Manager, Department /Section Heads, etc)			
OSH Persons and WSH Committee member			
Line Management (Supervisors, Engineers, Team Leaders etc)			
Employees (Workers)			
Others (Contractors, Supplier, Visitors, etc)			

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	Management Review		
S/No.	4.5.13		
Band	III		
Specification	(SS506: 2009 Requirements - 4.6)		
Audit Question	<p>Is the management review findings and subsequent actions documented and disseminated to personnel with OSH responsibilities and relevant parties?</p> <p style="color: red;"><i>Sample 3 action items and verify with relevant parties.</i></p>		
Audit Methods	DR & IP		
Management (Manager, Department /Section Heads, etc)			
OSH Persons and WSH Committee member			
Line Management (Supervisors, Engineers, Team Leaders etc)			
Employees (Workers)			
Others (Contractors, Supplier, Visitors, etc)			