



TQA GROUP

PTY LTD



Workplace Compliance Catalogue

For legally required compliance, conformance and comfort
– TQA help you rest easy knowing your workplace has
been audited and what your compliance level is.

Why be Compliant?



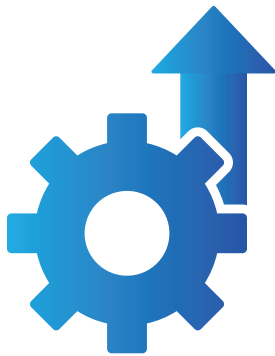
MANDATORY

you are legally required to operate a safe workplace which include a lot of compliance areas



SAFETY

a well maintained workplace is a safe workplace, which drastically reduces injuries



EFFICIENCY

a superb workplace is highly efficient, saving time and money (SYSTEM – Save Your Self Time, Energy and Money)



CULTURE

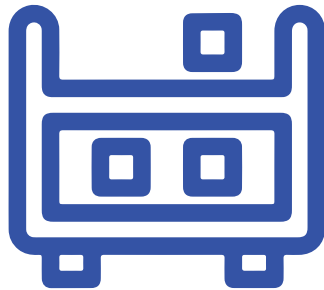
it helps the staff culture and you will attract “A” players to your workplace.

TQA Offerings

	What it is	Pages	What we do	Frequency
1	Pallet rack Audits	5 – 10	Mandatory 12 month audit of racking – incl solutions	Annually
2	Mezzanine Audits	11	Mandatory 12 month audit of mezzanine floors – incl solutions	Annually
3	Safety Audits	12 – 14	Walk through review and report	Initial and Monthly
4	Traffic Management Plans	15 – 23	Mandatory Plans– drawn and supplied	Initial
5	Evacuation Plans	24 – 25	Mandatory Plans– drawn and supplied	Initial
6	Signage Audits and Supplies	26 – 29	Safety Signage report and supply	Quarterly
7	Risk Compliance Register	30 – 32	Comprehensive gap analysis of the compliance framework – prep to ISO	Initial and annual followup
8	Workplace Inspections	33 – 37	210 point check of your workplace systems – with a report and solution	Monthly
9	Fire Extinguisher Audits and Servicing	38 – 41	Mandatory Servicing of Fire Equipment	Bi-annually
10	Test and Tag Compliance	42	Mandatory electrical test and tagging	2 years
11	Site Optimisation Audit	43– 45	Report on building maintenance and solution provision	Initial and annual followup
12	External Signage Audit	46	Branding your business with external signage – recommendation and solution	Initial and annual followup
13	WHS Audit prep to ISO	47– 49	Indepth, and in addition to #8, this preps your business along the way to ISO 45001	Initial and annual followup
14	Environmental Audit – prep to ISO	50 – 51	Indepth, and in addition to #8, this preps your business along the way to ISO 14001	Initial and annual followup
15	Maintenance register		We set up a register to record all your equipment, the serial numbers, model and manufacturer, the service organisation, and the service intervals, and it sends an emailed reminder to service	Initial and annual followup
16	SDS folders		We set up a folder with all the SDS, with multiple copies at all relevant internal locations to keep you compliant	Initial and annual followup

TQA Offerings

	What it is	Pages	What we do	Frequency
17	SWMs folder		We consult with your team, and set up a physical folder with all the SWMs, signed off by all relevant staff, scanned to a Sharepoint folder, and also with multiple copies at all relevant internal locations to keep you compliant	Initial and annual followup
18	SOPs folder		We consult with your team, and set up a physical folder with all the SOPs, signed off by all relevant staff, scanned to a Sharepoint folder, and also with multiple copies at all relevant internal locations to keep you compliant	Initial and annual followup
19	Service Register		to ensure your vehicles services are maintained	Initial and annual
20	Skills Matrix		with discussion we can isolate skills gaps and training opportunities in your workplace, increasing resilience and reducing redundancy because all roles are well covered	Annual
21	PPE Audit		(TBA)	Annual

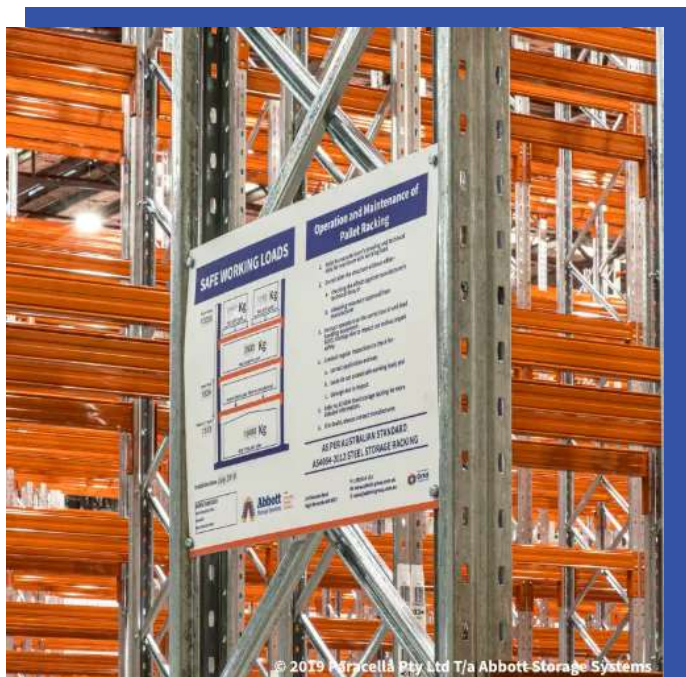


Pallet Rack Audits

Pallet Rack Audits are legally mandatory with new regulations in 2023, and make a lot of sense as well.

We find many companies also benefit from a regular storage review and identify new opportunities for effectiveness along the way

A sample rack audit plan and report follows, and shows the recommendations to ensure compliance. We then provide these items and can also offer installation services



13 August 2024



Client Details

Pallet Racking Audit Report

Hello [Name]

Thanks for your enquiry. We have thoroughly inspected the Pallet Racking at [Client Name] as per AS 4084:2023. Please see our itemised audit report as detailed below.

Item	Qty	Description	Location	Risk	Action	Comments
Factory 1						
1	1	Run Load Sign	R1-AccRLS (E)	Hazardous	New	Missing Safe Working Load Sign
2	1	Brace Z	R1-Bay2-Bra1 (R)	Hazardous	Replace	Replace damaged diagonal brace
3	1	Brace Z	R1-Bay2-Bra2 (R)	Hazardous	Replace	Replace damaged diagonal brace
4	1	Run Load Sign	R2-AccRLS (E)	Hazardous	New	Missing Safe Working Load Sign
5	1	Brace Z	R2-Bay2-Bra1 (R)	Hazardous	Replace	Replace damaged diagonal brace
6	1	Run Load Sign	R3-AccRLS (E)	Hazardous	New	Missing Safe Working Load Sign
7	1	Brace Z	R3-Bay2-Bra1 (R)	Hazardous	Replace	Replace damaged diagonal brace
8	1	Brace Z	R3-Bay2-Bra2 (R)	Hazardous	Replace	Replace damaged diagonal brace
9	1	Run Load Sign	R4-AccRLS (E)	Hazardous	New	Missing Safe Working Load Sign
10	1	Brace Z	R4-Bay2-Bra1 (R)	Hazardous	Replace	Replace damaged diagonal brace
11	1	Run Load Sign	R5-AccRLS (S)	Hazardous	New	Missing Safe Working Load Sign

12	1	Run Load Sign	R6-AccRLS (E)	Hazardous	Replace	Incorrect Safe Working Load Sign
13	1	Run Load Sign	R7-AccRLS (E)	Hazardous	Replace	Incorrect Safe Working Load Sign
14	1	Run Load Sign	R8-AccRLS (E)	Hazardous	Replace	Incorrect Safe Working Load Sign
15	1	Run Load Sign	R11-AccRLS (E)	Hazardous	New	Missing Safe Working Load Sign
16	1	Beam Clip	R11-Bay2-Be1-BeClip (F)	Hazardous	New	Missing Beam Pin
17	1	Beam Clip	R11-Bay2-Be3-BeClip (F)	Hazardous	New	Missing Beam Pin
18	1	Beam Clip	R11-Bay2-Be4-BeClip (F)	Hazardous	New	Missing Beam Pin
19	1	Run Load Sign	R12-AccRLS (E)	Hazardous	New	Missing Safe Working Load Sign
20	1	Beam Clip	R12-Bay2-Be3-BeClip (F)	Hazardous	New	Missing Beam Pin
21	1	Run Load Sign	R13-AccRLS (E)	Hazardous	New	Missing Safe Working Load Sign
22	1	Beam Clip	R13-Bay3-Be2-BeClip (F)	Hazardous	New	Missing Beam Pin
23	1	Beam Clip	R13-Bay3-Be2-BeClip (F)	Hazardous	New	Missing Beam Pin
24	1	Beam Clip	R13-Bay4-Be3-BeClip (F)	Hazardous	New	Missing Beam Pin
25	1	Run Load Sign	R14-AccRLS (E)	Hazardous	New	Missing Safe Working Load Sign
26	1	Run Load Sign	R18-AccRLS (E)	Hazardous	New	Missing Safe Working Load Sign
Factory 2 & 3						
1	1	Run Load Sign	R1-AccRLS (E)	Hazardous		Missing Safe Working Load Sign
2	10	Anchor Bolts	R1 Base Plates	Hazardous		Missing 1 anchor bolt per base plate
3	1	Beam Clip	R1-Bay2-Be1-BeClip (F)	Hazardous	New	Missing Beam Pin
4	1	Beam Clip	R1-Bay2-Be1-BeClip (F)	Hazardous	New	Missing Beam Pin
5	1	Beam Clip	R1-Bay4-Be1-BeClip (F)	Hazardous	New	Missing Beam Pin

6	1	Beam Clip	R1-Bay4-Be2-BeClip (F)	Hazardous	New	Missing Beam Pin
7	1	Beam Clip	R1-Bay4-Be3-BeClip (F)	Hazardous	New	Missing Beam Pin
8	1	Beam Clip	R1-Bay4-Be4-BeClip (F)	Hazardous	New	Missing Beam Pin
9	1	Run Load Sign	R2-AccRLS (E)	Hazardous	New	Missing Safe Working Load Sign
10	1	Run Load Sign	R3-AccRLS (E)	Hazardous	New	Missing Safe Working Load Sign
11	1	Run Load Sign	R4-AccRLS (E)	Hazardous	New	Missing Safe Working Load Sign
12	1	Run Load Sign	R5-AccRLS (E)	Hazardous	New	Missing Safe Working Load Sign
13	1	Run Load Sign	R7-AccRLS (E)	Hazardous	New	Missing Safe Working Load Sign
Additional Comments						

Please see below for our quotation of the Pallet Racking Repairs at [Client Name] as requested.

Pallet Racking Components to ensure compliance of Racking (Supply Only & Excluding Cantilever Bracing) [Quoted Figure] ex GST

This report serves as a snapshot of the condition of the pallet racking system at the time of inspection. Any decisions or actions based on this report should be made in consultation with qualified professionals and in accordance with relevant regulations and standards.

All prices include delivery. Please don't hesitate to call or email if we can be of further assistance.

Best regards,

Ben Lilley
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Pallet Racking Inspection Disclaimer

- This pallet racking inspection report is intended to provide general observations and assessments of the condition of the pallet racking system based on our visual inspection conducted on 08.07.2024. It is not a comprehensive structural analysis, engineering evaluation, or certification of safety compliance.
- We recommend engaging qualified engineers or specialists for a more thorough evaluation, especially if significant concerns are identified during our inspection.
- Regular maintenance and inspection by trained personnel are essential for ensuring the ongoing safety and integrity of the pallet racking system.
- Our assessment is primarily based on a visual examination of the pallet racking components and does not involve destructive testing or detailed measurements. While we strive to identify visible signs of damage or wear, not all defects may be apparent without closer inspection or testing beyond the scope of this assessment.
- Our findings are based on the assumption that the pallet racking system has been installed and maintained according to industry standards and manufacturer specifications. Any deviations from these standards may impact the accuracy of our assessment.
- While we strive to provide accurate and reliable information, we cannot guarantee the completeness or accuracy of our findings. Our inspection report should not be construed as a warranty or assurance of the structural integrity or safety compliance of the pallet racking system.

Confirmation Sign & return to action this

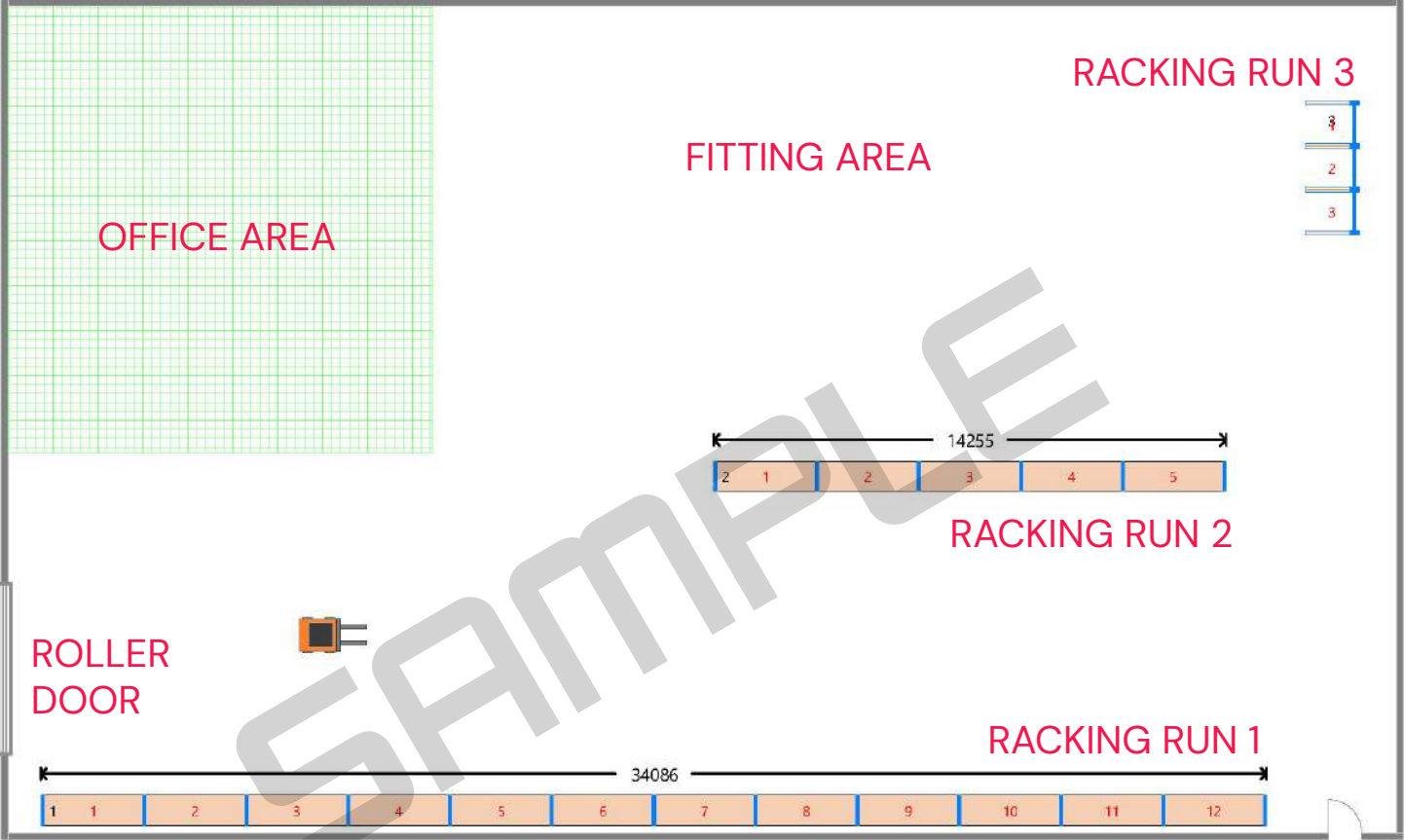
We would like to go ahead with the recommendation
for **racking compliance** – quote total & _____

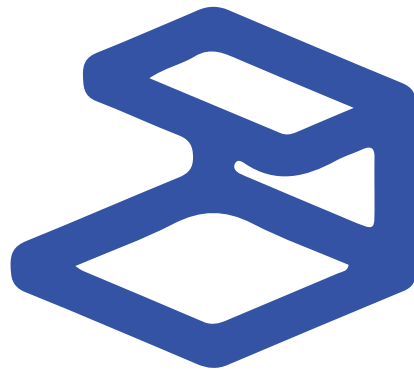
Please go ahead and arrange the repairs to be done

Signed _____ Date _____

Name _____ PO# _____

Racking Plan





Mezzanine Audits

Mezzanine Audits – mandatory audits of mezzanine make them a lot safer – we install kickboards, mezzanine gates, and shelving as needed, and audit the mezzanine system to ensure compliance





Safety Audits

Safety Audits – We make an initial inspection of the workplace and produce a report to highlight any gaps or opportunities for full compliance. First Aid Kits are audited, and PPE stocks are noted.

Sample as follows:

29 June 2024



Client Details

Site Safety Audit

Hello [Name]

I am pleased to present this Site Safety Report for your premises at [Client Address]. This details our ongoing commitment to maintaining a safe and secure environment within your warehouse and manufacturing operations. This report provides recommendations and identifies areas for improvement.

Item No.	Location	Risk Identified	Compliance Recommendation
001	Shed A – Side Wall	Missing Fire Extinguisher	Install new Fire Extinguisher 9kg (Dry Powder) ABE
002	Shed A – Above rear PA Door	Emergency Exit Light not illuminated.	Check power supply and/or install new Emergency Exit light as per AS 2293.2-2019
003	Shed C – above front PA door	Missing Emergency Exit Light. Only has signage installed	Install new Emergency Exit light as per AS 2293.2-2019
004	Shed C – above rear PA door	Missing Emergency Exit Light. Only has signage installed	Install new Emergency Exit light as per AS 2293.2-2019
005	Shed C – Next to rear PA door	Missing Fire Extinguisher	Install new Fire Extinguisher 9kg (Dry Powder) ABE
006	Shed C side wall	Damaged side wall metal brace	Remove and install new metal brace
007	Shed D – rear wall	Damaged floodlight	Remove and install new floodlight
008	Shed D	Missing First Aid kit – Signage located but no kit	Supply and install new First Aid cabinet.
009	Shed D – Mezzanine	Missing 'Don't climb' signage for ladder to mezzanine	Install relevant signage

010	Shed D – Exterior	Faded 5km speed sign	Remove and install new speed sign
011	Shed D – Exterior	Faded Fire Hydrant signage	Remove and install new signage
012	Shed A – Rear roller door	Hole in concrete floor	Fill and patch concrete floor
013	Shed A – Exterior	Faded Fire Hydrant signage	Remove and install new signage
014	Shed A – Rear PA Door	Door has been bolted shut	Remove bolts and welded bracing to allow door to open
015	Shed A – Rear PA Door	Broken PA Door handle and lock	Remove damaged handle and install new
016	Shed A – Above side PA Door	Emergency Exit Light not illuminated.	Check power and/or install new Emergency Exit light as per AS 2293.2-2019

Our quote to supply + install is \$ _____ +GST

Please feel free to contact us on 0477 400 233 or ben.lilley@tqagroup.com.au if you have any questions or require further information regarding the audit process.

Best regards,

Ben Lilley
TQA GROUP P/L
ben.lilley@tqagroup.com.au
0477 400 233

Confirmation Sign & return to action this

We would like to go ahead with the recommendation for **safety items and installation** – quote total & _____

Please go ahead and arrange the repairs to be done

Signed _____ Date _____

Name _____ PO# _____



Traffic Management Plans – TMP

We visit and measure, then draw up the plan, including designating zones and areas for traffic, with consultation with you and your staff – providing a vastly improved work environment. Pedestrian lanes, shared lanes, vehicle lanes can all be set out to protect staff and visitors, and equipment and goods from injury or damage.

TQA arrange painting of floor traffic ways, and install pedestrian handrail barriers to ensure safety in your workplace.

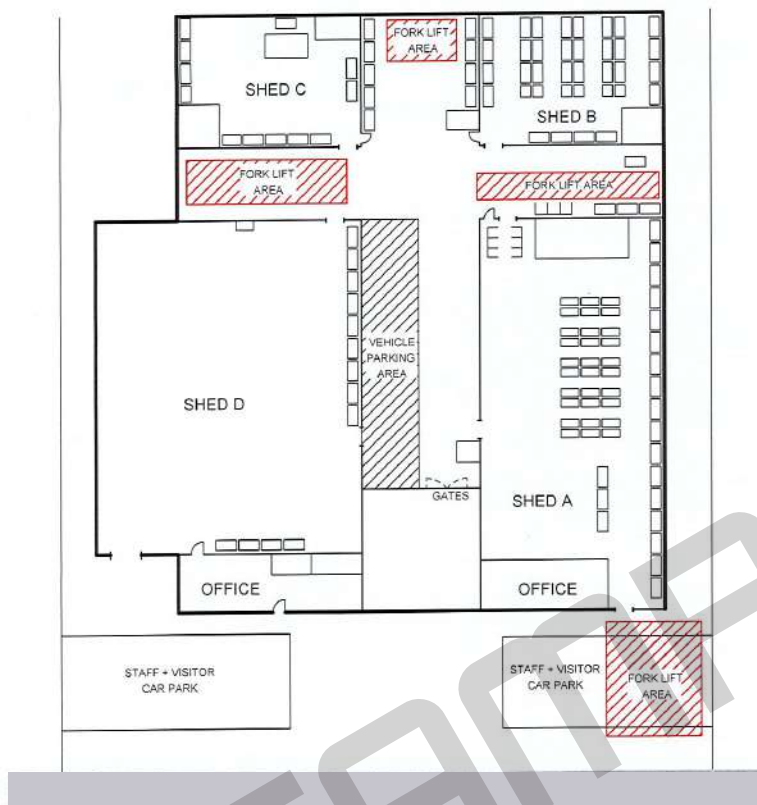


Traffic Management Procedures – we develop the site traffic needs and create an instructional document to induct all staff, so they are trained and deemed safe to proceed on site. The thinking this through means the site is well designed and effective.

Sample as follows:

Traffic Management Plan Sample

This would be displayed in prominent positions on your site.



LEGEND	
A	10kph Max Speed Shared Zone Sign
B	Forklift In Use Sign
C	Forklift In Use Sign
D	Forklift In Use Sign
E	Beware Of Forklifts Sign
F	Beware Of Forklifts Sign
G	Danger Flammable Material No Smoking Sign
H	No Entry Authorised Personnel Only Sign
I	Notice No Entry Unless Authorised Sign
J	No Parking Sign
K	Hearing Protection Must Be Worn Sign
L	All Enquiries At Front Office Sign
M	Hazchem Sign
N	Flammable Liquid Dangerous Goods Sign
O	Disabled Parking Location
P	Customer Parking Sign
Q	Fire Hydrant Location
R	Fire Hydrant Location
S	Bollards
T	Plastic Relocatable Bollards & Chain
U	Safety Barriers
V	Safety Barrier Gate
W	Painted Road Markings
X	Truck Parking
Y	Loading Zone With Exclusion Area
Z	Car Parking Bays
AA	Defined Pedestrian Walkway
AB	Cars Direction of Travel
AC	Trucks / Couriers / etc Direction of Travel
AD	Trucks / Couriers / etc Reversing
AE	Shared Work Zone For Pedestrians and Forklifts
	Gantry Crane Travel Area

Client :
Address :
Racking :
Frame :
Issue Date :

TRAFFIC MANAGEMENT PLAN

20 metres
Approx Scale



RACKING AUDITS – TRAFFIC MANAGEMENT PLANS – SAFETY AUDITS



1300 218 299



0477 400 233



www.tqagroup.com.au

A traffic plan details the steps required for a safe workplace.



Standard Operating Procedure Traffic Management Plan - [Company_Name]

To provide a Traffic Management Plan which addresses risks identified.
This procedure covers the requirements associated with management of onsite traffic including development of a site traffic management plan, general vehicle controls, pedestrian controls and review of these controls.
All Personnel: - Comply with traffic management plan Warehouse Distribution and Production Manager: - Oversee the traffic management within the facility and surrounds HSE Business Partner: - Ensure the compliance of Traffic Management Plan to State and Federal Government Laws and Regulations Drivers • Contractors: - Comply with traffic management plan
Traffic Assessment: SOP-BR-WH-001 Loading & Unloading of Trucks, SOP-BR-WH-009 Forklift operation, SOP- BR-WH-015 Ride on Pallet Jack Operation, SOP-BR-PR-060 Bulk Fill Delivery Process
Chemical burns and eye damage, being stuck/ crushed by mobile plant, pedestrian and vehicle interaction, sprain and strain

Area	Sub-areas	Controls I Work Instruction
1. Vehicle Movements	1.1 Traffic control signage	All pedestrians and employees using forklifts within the [Location] facilities must comply with safety signage throughout. These safety signs will be referred to throughout the Traffic Management Plan.
	1.2 Blind corners	Blind corners are corners where visibility is limited or obstructed when approaching. - Proceed with caution - Keep to the left - Use dome mirrors where appropriate - Be aware of bollards and safety fences
	1.3 Speed limits	All forklifts are speed limited and cannot exceed the walking pace speed limit. AH vehicles, including but not limited to cars, trucks and forklifts are required to adhere to this walking pace limit.

Standard Operating Procedure Traffic Management Plan - [Company_Name]

2. Pedestrians	2.1 Visitors	All visitors to use staff car parking facilities, and designated walkways to access the office, before completing the appropriate induction.
	2.2 Employees	After using designated employee car park (refer above), employees are to adhere to walkways to access work areas before applying appropriate PPE to present for work.
	2.3 Personal Protective Equipment (PPE)	In line with GWF-HSE-PR-05-03 Personal Protective Equipment, in all defined production and warehouse areas pedestrians are required to wear: - High visibility vests (excluding prior to start or after completion of work shift, where employee must adhere to defined walkways) - Safety boots (unless confined to defined walkways). - Eye protection in production and warehouse areas as per signage 
	2.4 Forklift interaction	When approaching blind corners, pedestrians must: - Proceed with caution, paying additional attention when proceeding through areas and not on a designated walkway - Stay in defined pedestrian safe areas where possible - If not in safe area, ensure forklift operator is aware of your presence - Ensure no distractions due to mobile phone use - if it is required to take a call this should only be done in an area where it is safe to do so
	2.5 Pedestrian walkways	Walkways are provided for pedestrians throughout most production and warehouse areas. These provide: - Safe passage to work areas - Separation from vehicles and forklifts wherever practical - A clear path from work area to exit doors in the event of an emergency - Additional line marking to illustrate direction of doors opening to minimize risk of opening doors into oncoming pedestrians Walkways are clearly identified by yellow markings on the ground.
	2.6	
	2.7 Signage	Additional signage is provided around the facility to assist in reducing risk to pedestrians. This includes DG diamonds alerting people to specific DG risks in the area, as well as PPE signage to alert to changes in requirements when moving from warehouse to production.



Standard Operating Procedure
Traffic Management Plan - [Company_Name]

3. Falling Objects	3.1 Pallet wrapping	In line with the GWF GWF-HSE-PR-11-06 Racking and Storage Procedure, pallets stored on upper levels must be wrapped. This reduces the risk of materials falling from heights. All pallets not at ground level or in a picking location are to be wrapped.
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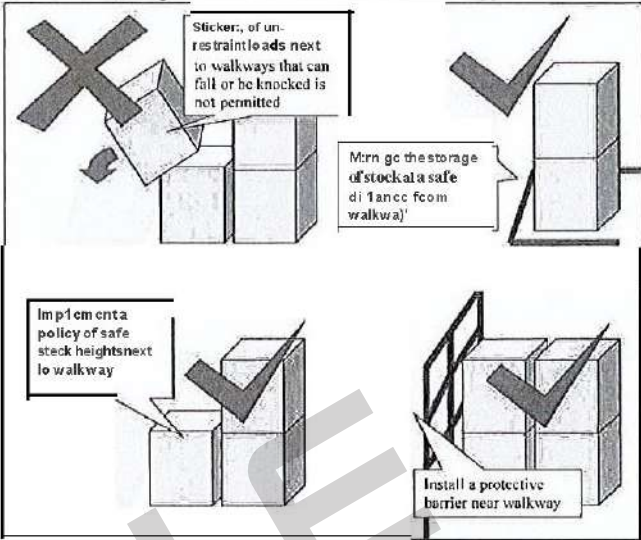
SAMPLE



Standard Operating Procedure
Traffic Management Plan - [Company_Name]

Area	Sub-areas	Controls/ Work Instruction
		limit of 5km/hr is posted around the Facility SPEED LIMIT 5km/hr
	1.4 Non-frequent vehicles	Non-frequent vehicles / visitors must sign off the relevant induction form, which includes relevant aspects of traffic management (noting this is specific to non-frequent vehicles given that other contractors are covered by the full contractor induction).
	1.5 Employee cars	Employee cars must be parked in designated car park areas, and not brought onto site areas where forklift and truck traffic are prevalent.
	1.6 Forklift operation	A minimum of 3 meters must be maintained between pedestrians and forklifts at all times. This relies on both forklift driver and pedestrian to be aware of each other's location. In general, the forklift has right of way however a driver may indicate to the pedestrian to proceed pending the situation. Horns must be used by the forklift driver to alert pedestrians and other drivers in the following situations: ▪ Driving through roller doors ▪ Approaching blind corners ▪ Crossing walkways Blind corners are corners where visibility is limited or obstructed when approaching the corner. Personnel using forklifts must: ▪ Proceed with caution ▪ Keep to the left ▪ Use dome mirrors where appropriate ▪ Be aware of bollards and safety fences ▪ Use horns when approaching

Standard Operating Procedure Traffic Management Plan - [Company_Name]

	3.2 Use of walkways/ barriers	Where practical, barriers have been installed to protect pedestrians where racking or stacked pallets are adjacent to a walkway. Pedestrians must remain vigilant and report any potentially unsafe stacked product to their line manager. <u>Example of the management of falling stock is provided below in figure 2.</u> 
4. Reveal & Dispatch of Goods	4.1 Dispatch of goods	Refer to SOP-BR-WH-001 Loading and Unloading of Trucks.
	4.2 Driver safety zones	Driver safety zones are indicated by green markings on the ground. The driver safety zone has been established to provide drivers a safe place to stand and observe the loading/ unloading process. Note that driver safety zones are not applicable to Bulk Delivery Vehicles as the driver is required to be adjacent to the vehicle during the pump out process.
	4.3 Driver exclusion zone	Refer to SOP-BR-WH-001 Loading and Unloading of Trucks.



Standard Operating Procedure
Traffic Management Plan - [Company_Name]

	4.4	Roadway interaction	Due to the requirement to reverse into the site there is frequent disruption to traffic. Trained employees can assist to manage traffic where required.
5. Bulk Chemical Pump-in	5.1	Unloading & segregation process	During unloading, pedestrian access through the warehouse to production must be isolated as per SOP-BR-PR-060 Bulk Fill Delivery Process. Access to production during this time is via the pedestrian walkway outside of building alongside driveway. The tanker being unloaded must be clearly isolated / segregated from pedestrians and other vehicles.
6.	6.1		Traffic Flow

SAMPLE



Standard Operating Procedure
Traffic Management Plan - [Company_Name]

MEMORANDUM OF UNDERSTANDING

I, _____

(Trainee Name) acknowledge having been trained

and that I understand.

(Trainee Name) acknowledge having been trained in the **Traffic Management Procedure** and that I understand & agree with the requirements.

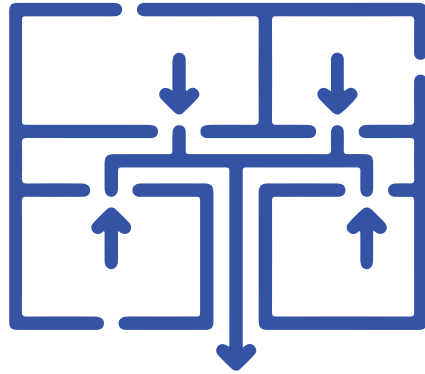
I agree to comply with this policy/procedure in every regard.

Trainee Signature: _____ Date: ____

Trainee Full Name (Printed): _____

Witness Signature: _____ Date: ____

Witness _____ Full Name (Printed) _____

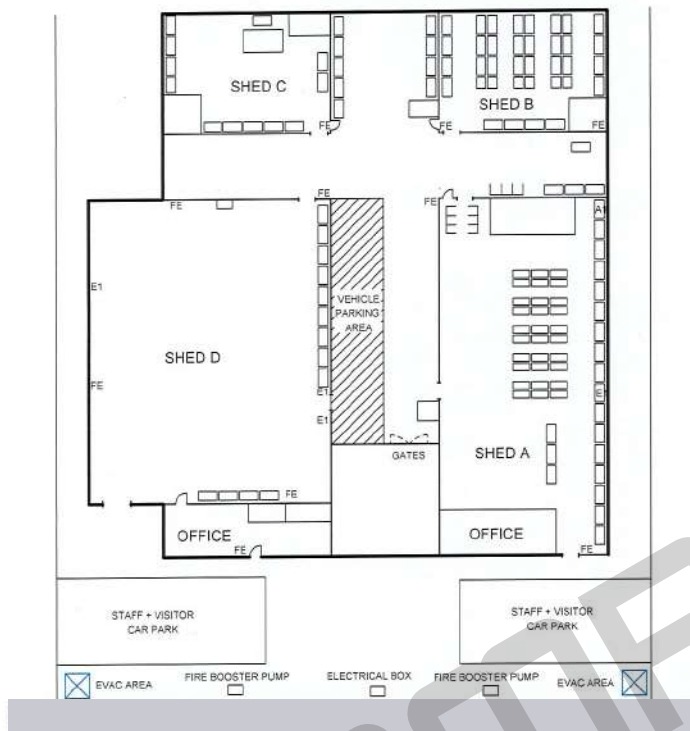


Evacuation Plans

Evacuation Plans – are a legal requirement to adequately advise the people in the building clearly where they are to go in the event of evacuation. These Plans must be displayed at key points in the building and will indicate where the viewer is with a specific “You are here” sign.

Sample as follows:

Evacuation Map



LEGEND	
A	10kph Max Speed Shared Zone Sign
B	Forklift In Use Sign
C	Forklift In Use Sign
D	Forklift In Use Sign
E	Beware Of Forklifts Sign
F	Beware Of Forklifts Sign
G	Danger Flammable Material No Smoking Sign
H	No Entry Authorised Personnel Only Sign
I	Notice No Entry Unless Authorised Sign
J	No Parking Sign
K	Hearing Protection Must Be Worn Sign
L	All Enquiries At Front Office Sign
M	HAZCHEM Hazchem Sign
N	Flammable Liquid Dangerous Goods Sign
O	Disabled Parking Location
P	Customer Parking Sign
Q	Fire Hydrant Location
R	Fire Hydrant Location
S	Bollards
T	Plastic Relocatable Bollards & Chain
U	Safety Barriers
V	Safety Barrier Gate
W	Painted Road Markings
X	Truck Parking
Y	Loading Zone With Exclusion Area
Z	Car Parking Bays
AA	Defined Pedestrian Walkway
AB	Cars Direction of Travel
AC	Trucks / Couriers / etc Direction of Travel
AD	Trucks / Couriers / etc Reversing
AE	Shared Work Zone For Pedestrians and Forklifts
	Gantry Crane Travel Area

Client :
Address :
Racking :
Frame :
Issue Date : 24/06/2024

EVACUATION MAP

Safety Legend

- First Aid Kit
- Roller Door
- Mezz Gate
- Ladder
- FE Fire Extinguisher
- FH Fire Hose
- E1 Electrical Switch Board
- A1 Air Compressor

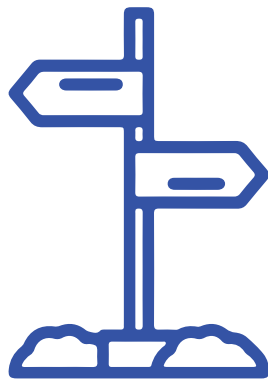


RACKING AUDITS – TRAFFIC MANAGEMENT PLANS – SAFETY AUDITS

1300 218 299

0477 400 233

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Signage Audit

We visit and report on missing safety and directional signage then provide a proposal to supply and install signage as needed. A sample follows. This includes Emergency Exit lighting.

Sample as follows:



11 July 2024



Client Details

Safety Signage Audit Report

Hello [Name]

Thanks for the opportunity to present this audit report to you. We have evaluated the [Client Details] site and present the following recommendations for additional safety signage as per the Australian Standards AS1319:2004.

Location	Sign Type	Qty
A1	No Unauthorised Entry	1
A2	Reception	1
A2	No smoking	1
A3	No Unauthorised Entry	1
A3	Hi Vis must be worn	1
A4	Hi Vis must be worn	1
A4	No Unauthorised Entry	1
A5	No Unauthorised Entry	1
A5	Hi Vis must be worn	1
A5	Safety Boots must be worn	1
A5	No smoking	1
A6	5km Forklift Speed Zone	1
A7	No Unauthorised Entry	1
A7	Hi Vis must be worn	1
A7	Safety Boots must be worn	1
A7	No smoking	1
A8	5km Forklift Speed Zone	1
A9	No Unauthorised Entry	1
A9	Hi Vis must be worn	1
A9	Safety Boots must be worn	1
A9	No smoking	1
B1	No Unauthorised Entry	1

B1	Hi Vis must be worn	1
B1	Safety Boots must be worn	1
B1	No smoking	1
B2	No Unauthorised Entry	1
B2	Hi Vis must be worn	1
B2	Safety Boots must be worn	1
B2	No smoking	1
B2	5km Forklift Speed Zone	1
B4	No Unauthorised Entry	1
B4	Hi Vis must be worn	1
B4	Safety Boots must be worn	1
B4	No smoking	1
B5	No Unauthorised Entry	1
B5	Hi Vis must be worn	1
B5	Safety Boots must be worn	1
B5	No smoking	1
B6	No Unauthorised Entry	1
B6	Hi Vis must be worn	1
B6	Safety Boots must be worn	1
B6	No smoking	1
B8	No Unauthorised Entry	1
B8	Hi Vis must be worn	1
B8	Safety Boots must be worn	1
B8	No smoking	1
B9	5km Forklift Speed Zone	1
C1	No Unauthorised Entry	1
C1	Hi Vis must be worn	1
C1	Safety Boots must be worn	1
C1	No smoking	1
C3	No Unauthorised Entry	1
C3	No smoking	1
C4	Watch you step	2
C5	Wash your hands	2
C6	First Aid kit sign	1
Emergency Exit Lights		
C7	Emergency Exit light not working	1
C8	Emergency Exit light not working	1
C2	Emergency Exit light not working	1



62 Barrie Rd Tullamarine
Vic 3043



info@tqagroup.com.au
ben.lilley@tqagroup.com.au



1300 218 299



0477 400 233

Total price for all recommended signage and emergency exit light boxes is;

[Quoted Figure] excl GST

Price includes delivery but excludes installation.

Don't hesitate to call or email if we can be of further assistance.

Best regards,

Ben Lilley

TQA GROUP P/L

ben.lilley@tqagroup.com.au

0477 400 233

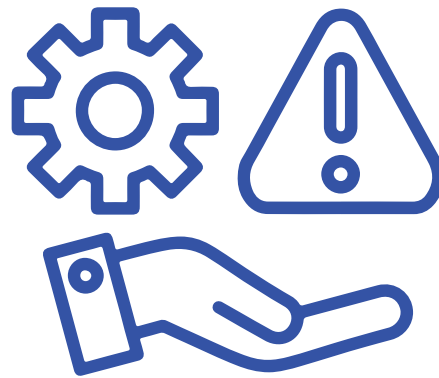
Confirmation Sign & return to action this

We would like to go ahead with the recommendation
for **signage supply + installation** – quote total & _____

Please go ahead and arrange the repairs to be done

Signed _____ **Date** _____

Name _____ **PO#** _____



Risk Compliance Register

This is a mandatory requirement to have assessed the workplace for risk, and this audit reports on the needed systems and their functionality. Where any gaps are identified these can be fixed and the solution provided to ensure compliance.

Sample as follows:

Risk & Compliance Register

20th July 2024

Next Review:
Consultation:

Hazard	Description of Hazard/Risk	Current controls	Consequence	Likelihood	Risk Level	Required Controls	Level of Control (e) Elimination Substitution	Consequence	Likelihood	Residual Risk Rating
Chemicals - storage and handling	Paint Adhesive glue - about 20kg Acetone cans No welding Aluminium box - varied / used as cabinet for flammable items) - needs improvement. SUS? Not yet Chemical register? Not yet No formal training - on the job Labelled Spill kits Closed fuel tanks (spill kit) - needs replacing	No loose covers - not used often Lead points so no coats across workshop Cardless tools - mostly Spill kits no steps Ladders rarely used - reaching vehicle roof (try to avoid - add roof fixtures before putting on to avoid working on steps) - difficult to get to middle of roof (depends on car - some high roof vans) - MH - RA for possible solution? For pre commissioning For post commissioning Close all sub below it is started, hood been used well.	Major (4)	Possible (3)	-High (12)	Examples of potential required controls (or may be existing) Safe work instructions Risk assessment SDS folder Chemical Hazardous Goods Risk Assessment prior to purchase Gas cylinders secured Chemicals labelled Use personal protective equipment described in the SDS Training provided Spill containment kit	Eng. A. P	Major (4)	Unlikely (2)	Medium (8)
Electrical Work and Electrical equipment	Need central register for all information - update everyone No lock out - broken equip thrown out Circular saws - changing blades (SCOP) No tag out system Holes - serviced (maintenance register) - Sam updates everyone when due	T&T 6 monthly (scheduled) No lock out - broken equip thrown out Circular saws - changing blades (SCOP) No tag out system Holes - serviced (maintenance register) - Sam updates everyone when due	Major (4)	Possible (3)	-High (12)	Look Out Tag Out of electrical sources prior to work, Testing and tagging of electrical equipment Annual RCD testing (Site) Contractors with electrical trade qualifications	EI, Eng. A	Major (4)	Unlikely (2)	Medium (8)
Vehicular/pedestrian interaction	Forklift - small workshop TAP WIP Rules around using horn Vehicle bays to be marked out Signage No formal induction process - checklist for tasks not the work space Workplace Checklist - not regular Fire equip 6 monthly Hoses	Forklift - small workshop TAP WIP Rules around using horn Vehicle bays to be marked out Signage No formal induction process - checklist for tasks not the work space Workplace Checklist - not regular Fire equip 6 monthly Hoses								
Powered Plant		Compressed air - self servicing - not independently serviced.								
Other plant or mechanical hazards (e.g. compressed air?)										
Slips/trip/falls		No loose covers - not used often Lead points so no coats across workshop Cardless tools - mostly Spill kits no steps Ladders rarely used - reaching vehicle roof (try to avoid - add roof fixtures before putting on to avoid working on steps) - difficult to get to middle of roof (depends on car - some high roof vans) - MH - RA for possible solution? For pre commissioning For post commissioning Close all sub below it is started, hood been used well.								
Noise		Impact drivers Air tools Hammers Drop saw SDPs available - not being used PPE								
Plant		Gloves Paint outside (no room for booth) Touch ups only								

Hazard	Description of Hazard/Risk	Current controls	Current Risk Rating			Level of Control (s)	Residual Risk Rating		
			Consequence	Likelihood	Risk Level		Consequence	Likelihood	Risk Level
Manual handling		No formal training Lifting alloy trays onto vehicles - 50-60kg lifted by 3-4 people minimum - main concern Averted more than heavy RY?							
Pallet racking		Pallet racking inspection - annual No other checks Issues checked regularly (IFA issued) - load more training/education Quota of issues for each branch - toolbox talk - once a week (odd safety) Roles and responsibilities - checked list for BM's (KPI's)							



Workplace Inspection

We visit your site and work through a 210 point comprehensive check list then report with solutions and implementations. This is a monthly recommendation

Sample as follows:



Workplace Inspection Checklist

DATE	PERSON LEADING INSPECTION	* CONSULTED WITH	INSPECTION TEAM
LOCATION			

1. ACCESS / EGRESS / SECURITY	Y	N	N/A
1.1 Security cameras installed and located correctly (key entry and exits etc)	☐	☐	☐
1.2 Adequate lighting in external areas	☐	☐	☐
1.3 Means of access / egress unobstructed (including emergency stairwells)	☐	☐	☐
1.4 Fire/exit doors unobstructed, functional and cannot be locked to prevent egress	☐	☐	☐
1.5 Emergency Exit signs clearly visible	☐	☐	☐
1.6 Emergency Exit signs clearly indicate the location of the exits	☐	☐	☐
1.7 Emergency diagram displayed at/near main points of egress and includes evacuation area	☐	☐	☐

2. HSEQ NOTICE BOARD / INFORMATION	Y	N	N/A
2.1 HSEQ Notice Board prominently displayed	☐	☐	☐
2.2 HSEQ Policy displayed and current	☐	☐	☐
2.3 Claims and Rehabilitation Management information displayed and current	☐	☐	☐
2.4 Building emergency personnel and contact numbers displayed and current	☐	☐	☐
2.5 Minutes of HSEQ related meetings displayed and latest version	☐	☐	☐
2.6 SharePoint accessible with consistent national procedures available?	☐	☐	☐
2.7 If You Are Injured poster displayed	☐	☐	☐

3. FIRST AID	Y	N	N/A
3.1 First Aid Box signed, clearly visible, stocked (all stock in date), and accessible	☐	☐	☐
3.2 Photo and contact details of First Aid Officer near kit	☐	☐	☐
3.3 Check first aid kit has been restocked within the last 6 months (check the sticker on the front of the kit or book inside kit)	☐	☐	☐
3.4 Incident/Injury Register is available	☐	☐	☐

4. FIRE FIGHTING	Y	N	N/A
4.1 All fire extinguishers readily available for use and unobstructed (1m area around extinguisher is clear)	☐	☐	☐
4.2 All fire extinguishers clearly visible and signposted	☐	☐	☐
4.3 All fire extinguishers serviceable (within 6 months from last stamp)	☐	☐	☐
4.4 Hose reels clearly visible, unobstructed, and signposted (1m area around reel is clear) (if applicable)	☐	☐	☐
4.5 Hose reels serviceable (within 6 months from last stamp) (if applicable)	☐	☐	☐
4.6 Emergency alarm tested where applicable (ask employees)	☐	☐	☐
4.7 Work area free of uncontrolled potential fire hazards (e.g., nothing hanging from ceiling impeding detectors or sprinklers etc)	☐	☐	☐

5. HOUSE KEEPING	Y	N	N/A
5.1 Area generally clean and tidy, materials stacked away tidily and properly	☐	☐	☐

5.2 Walkways and pedestrian access areas clear	☐	☐	☐
5.3 Objects stacked in a safe manner overhead, on cabinets or shelving in the area	☐	☐	☐
5.4 All drawers closed	☐	☐	☐
5.5 Cabinets appear stable and not top heavy	☐	☐	☐
5.6 Furniture in good repair	☐	☐	☐
5.7 Desktops / work benches clean and tidy	☐	☐	☐
5.8 Areas under desks free of paper and other combustible material	☐	☐	☐
5.9 Areas under desks free of electric heaters	☐	☐	☐
5.10 Floor coverings are in good condition (no holes/tears in carpet/lino etc)	☐	☐	☐
5.11 Corridors, walkways and work areas are adequately lit	☐	☐	☐
5.12 Noise level, lighting, temperature, and ventilation are adequate for work tasks	☐	☐	☐

6. ELECTRICAL SAFETY	Y	N	N/A
6.1 Portable electrical items tagged and in date	☐	☐	☐
6.2 Fixed electrical equipment tagged and in date	☐	☐	☐
6.3 Electrical cords run in a safe manner so as not to cause trip hazards or damage to the cable	☐	☐	☐
6.4 Cables in good condition and undamaged	☐	☐	☐
6.5 Electrical power boards used safely (i.e., not overloaded, and double adaptors not used)	☐	☐	☐

7. KITCHEN/S	Y	N	N/A
7.1 Fridges clean inside, operational and lighting functional	☐	☐	☐
7.2 Fridges free of contaminated food items	☐	☐	☐
7.3 Microwave oven clean inside	☐	☐	☐
7.4 Microwave oven located at the appropriate height (approx. waist height)	☐	☐	☐
7.5 Oven clean	☐	☐	☐
7.6 External area of the oven insulated against heat	☐	☐	☐
7.7 Kitchen and sink area in a clean state	☐	☐	☐
7.8 Tables clean and in a good state of repair	☐	☐	☐

8. TOILETS	Y	N	N/A
8.1 Toilets clean and tidy	☐	☐	☐
8.2 Washrooms clean and tidy	☐	☐	☐
8.3 Good supply of soap available and hand drying facilities are available	☐	☐	☐
8.4 Toilets, taps, shower heads not dripping / leaking	☐	☐	☐

9. MANUAL HANDLING / ERGONOMICS	Y	N	N/A
9.1 Storage rooms/areas are tidy and free from obstructions	☐	☐	☐
9.2 Filing cabinets are in good condition (slide easily, handles intact and work etc)	☐	☐	☐
9.3 Shelving is stable, in good condition and not overloaded	☐	☐	☐
9.4 Broken/faulty office equipment is removed and not left in storage areas	☐	☐	☐
9.5 Files/boxes are archived regularly	☐	☐	☐
9.6 Printing supplies are stored appropriately and do not pose a manual handling hazard to access/replace	☐	☐	☐
9.7 Trolleys are available for transporting heavy items	☐	☐	☐
9.8 Any trolleys are in good repair (e.g., wheels turn freely, handles intact etc)	☐	☐	☐
9.9 Employees operating with laptop are using separate screen, mouse and keyboard	☐	☐	☐
9.10 Chairs appear in good condition (castors on, appear to be adjusted to employee needs)	☐	☐	☐

9.11 Footstools available and used where required so feet are "grounded"	☐	☐	☐
9.12 Monitors are at suitable height (e.g., top is below eye level, but not too low to cause neck flexion)	☐	☐	☐

10. FACTORY and TRAFFIC MANAGEMENT	Y	N	N/A
10.1 Traffic Management Plan is approved, available and implemented (internal and external to site)	☐	☐	☐
10.2 Pedestrian footpaths well defined and delineated from mobile vehicles / plant	☐	☐	☐
10.3 Traffic and pedestrian signage in place and appropriate, safety barriers in good condition (where applicable)	☐	☐	☐
10.4 Driver safety programs in place (motor vehicle policy, safety rules communicated etc)	☐	☐	☐
10.5 Vehicles have keys removed	☐	☐	☐
10.6 Any uneven surfaces or cracks in the concrete	☐	☐	☐
10.7 Aisles clear and not blocked by product or used as a storage area	☐	☐	☐
10.8 Pallets stored neatly, and damaged pallets disposed of appropriately to reduce chance of injury	☐	☐	☐
10.9 Pallet racking is free from damage, has SWL displayed, and evidence of weekly and then 12m formal inspections (bases to be bolted down, clips installed, no bent frames or beams)	☐	☐	☐
10.10 Material stacks stable and in good condition, with only single stacked pallets next to all walkways	☐	☐	☐
10.11 Staging area clearly marked and organised	☐	☐	☐
10.12 Trolleys in good condition (wheels roll freely, etc)	☐	☐	☐
10.13 Pallets stored above 3 rd level are shrink wrapped and secured to the pallet.	☐	☐	☐
10.14 Forklift preoperational checks performed (random sample)	☐	☐	☐
10.15 Moving plant/vehicles obey the 3m exclusion zone around them at all times	☐	☐	☐
10.16 Spotters observed assisting drivers and plant operators where required	☐	☐	☐
10.17 Are random vehicles inspections occurring and are records available	☐	☐	☐
10.18 Are licences available for workers where required? (e.g., forklift etc)			

11. HAZARDOUS CHEMICALS	Y	N	N/A
11.1 Containers of chemicals are securely sealed, labelled, and appropriately stored	☐	☐	☐
11.2 Chemical register in place and current	☐	☐	☐
11.3 Safety Data Sheets (SDS) available to ALL staff and up to date (<5 years)	☐	☐	☐
11.4 Are gas bottles upright, restrained from falling, in a ventilated area and >4m from any combustibles?			

12. PLANT & EQUIPMENT	Y	N	N/A
12.1 PPE - clothing, head, eye, hearing, foot protection – personnel are compliant with area requirements	☐	☐	☐
12.2 Tag Out tags available and used where required	☐	☐	☐
12.3 Plant is well maintained with records of service (compressed air/MIG welder/forklifts/hoists etc)	☐	☐	☐
12.4 Personnel using mechanical means or assistance to lift heavy items	☐	☐	☐
12.5 Pre-purchase checklist used prior to the purchase of new plant	☐	☐	☐
12.6 Pre starts are being documented where relevant	☐	☐	☐
12.7 All lighting in the area functional	☐	☐	☐
12.8 Powered hand tools in use appear to be in good condition	☐	☐	☐
12.9 Have torque wrenches been calibrated? (labels, dates of calibration and associated documents must be available)			

13. QUALITY (review 1-2 jobs)	Y	N	N/A
13.1 Rego checked	☐	☐	☐
13.2 TQA supply fire extinguishers and requisite items to ensure compliance and safety.	☐	☐	☐

13.2 Is car in the building?	☐	☐	☐
13.3 VIN checked (take photo)	☐	☐	☐
13.4 Has the checklist been completed correctly	☐	☐	☐
13.5 Is client purchase order attached to the job?	☐	☐	☐
13.6 Is the CAD drawing attached?	☐	☐	☐
13.7 Was PO issued to supplier and parts received?	☐	☐	☐

Miscellaneous observations:

NB: Make a list of all corrective actions below - these must then be entered into the IFA system via the QR Code with responsibility and timeframes assigned.

SAMPLE



Fire Extinguisher Audit

This mandatory 6 month audit is performed to keep all fire equipment service and up to date. Our accredited auditor will report and can service on the spot as needed.

Sample report as follows:



28 June 2024



Client Details

Fire Extinguisher Inspection Report

Hello **[Name]**

The below routine inspection and testing of fire extinguishers and fire blankets has been carried out in accordance with AS1851 2012.

Inspection Type: 6 Monthly

Item No.	Location	Asset	Test Result	Expiry Date	Comments
001	Shed A - Lunchroom	• Fire Blanket	PASSED		
002	Shed A	• Fire Extinguisher 2.5kg (Dry Powder) ABE	PASSED		
003	Shed A	• Fire Extinguisher 9kg (Dry Powder) ABE	PASSED		Non-Conformance - Please move cardboard boxes that are preventing fast access.
004	Shed A	• Fire Hose Reel	PASSED		
005	Shed A	• Fire Extinguisher 4.5kg (Dry Powder) ABE	PASSED		
006	Shed A	• Fire Extinguisher 4.5kg (Dry Powder) ABE	PASSED		
007	Shed A	• Fire Extinguisher 9kg (Dry Powder) ABE	PASSED		
008	Shed A	• Fire Hose Reel	PASSED		

009	Shed A	• Fire Extinguisher 9kg (Dry Powder) ABE	MISSING		Missing Fire Extinguisher – 9kg ABE (Dry Powder)
010	Shed A	• Fire Hose Reel	PASSED		
011	Shed B	• Fire Extinguisher 9kg (Dry Powder) ABE	PASSED		
012	Shed B	• Fire Extinguisher 9kg (Dry Powder) ABE	PASSED		
013	Shed C	• Fire Extinguisher 9kg (Dry Powder) ABE	PASSED		
014	Shed C	• Fire Extinguisher 9kg (Dry Powder) ABE	MISSING		Fire Extinguisher signage attached to the wall. No Fire Extinguisher – 9kg ABE (Dry Powder)
015	Shed D	• Fire Extinguisher 9kg (Dry Powder) ABE	PASSED		
016	Shed D	• Fire Hose Reel	PASSED		
017	Shed D	• Fire Extinguisher 9kg (Dry Powder) ABE	PASSED		
018	Shed D	• Fire Extinguisher 9kg (Dry Powder) ABE	PASSED		
019	Shed D	• Fire Hose Reel	PASSED		
020	Shed D	• Fire Extinguisher 9kg (Dry Powder) ABE	PASSED		
021	Shed D	• Fire Hose Reel	PASSED		
022	Shed D	• Fire Extinguisher 9kg (Dry Powder) ABE	MISSING		Fire Extinguisher signage attached to the wall. No Fire Extinguisher – 9kg ABE (Dry Powder)
023	Shed D	• Fire Extinguisher 9kg (Dry Powder) ABE	PASSED		
024	Shed D	• Fire Hose Reel	PASSED		

025	Shed D Office Area	• Fire Extinguisher 2.0kg (Carbon Dioxide)	PASSED		
026	Shed D Office Area	• Fire Extinguisher 2.5kg (Dry Powder) ABE	PASSED		
027	Shed D Lunchroom	• Fire Blanket	PASSED		
028	Shed D Office Area	• Fire Extinguisher 2.5kg (Dry Powder) ABE	PASSED		
029	Shed D Office Area	• Fire Hose Reel	PASSED		

Recommendations:

With our observations around the workplace, we recommend the following:

- Shed D – External Fire Hydrant signage has faded and needs replacing
- Shed A – External Fire Hydrant signage has faded and needs replacing

Additional Comments:

Standard References: AS1851 2012 Routine service of fire protection systems and equipment.

Technician: Ben Lilley
Certificate No. 14241433-9272001

Signature By Certifier _____

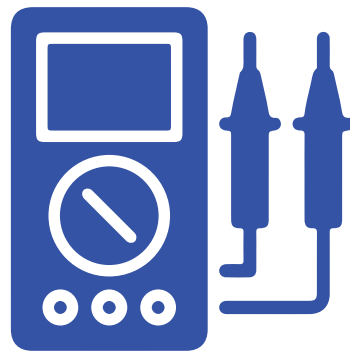
Date: 28 June 2024

Defects Classification and non-conformance:

- **Critical defect** – a defect that renders a system in operative.
- **Non-critical defect** – a system impairment or faulty component not likely to critically affect the operation of the system.
- **Non-conformance** – a missing or incorrect feature that does not affect the system operation but is required to facilitate the ongoing routine service.

Don't hesitate to call or email if we can be of further assistance.

Best regards,
Ben Lilley
TQA GROUP P/L
ben.lilley@tqagroup.com.au
0477 400 233



Test and Tag

all electrical items are tested to ensure electrical safety in the workplace. Our qualified tester will provide you with a report and isolate any items found defective.



Site Optimisation and Remediation

How much does the appearance and functionality of a workplace reflect on the output!

We inspect and report and can provide solutions with implementation to ensure your workplace is excellently presented

Sample as follows:



62 Barrie Rd Tullamarine
Vic 3043



info@tqagroup.com.au
ben.lilley@tqagroup.com.au



1300 218 299



0477 400 233

30 June 2024



Client Details

Site Remediation Audit & Quotation

Hello [Client Name]

Thanks for your enquiry. Our inspection at [Client Address] on 25.06.2024, has found the following issues that we would recommend be addressed.

- Exterior render chipped off corners
- Weeds, need spraying
- Exterior light partially fallen down
- Exterior sign removal - (past tenant)
- Car park/Container line markings at [West Side]
- Gate Lock & Chain missing from [West Side]
- Office cladding damaged above breezeway entry from [Redacted]
- Corner sheet metal flashing loose in breezeway
- Male toilet door repair downstairs
- Damaged plasterboard in upstairs rear office
- Office door upstairs is jamming
- Carpet replacement in downstairs front office
- Rotted wooden windowsill, downstairs office
- 2x fire extinguishers reinstalled
- Exterior stormwater drain cleaned out
- 4x Front gate posts to be made plumb



62 Barrie Rd Tullamarine
Vic 3043



info@tqagroup.com.au
ben.lilley@tqagroup.com.au



1300 218 299



0477 400 233

Inspection Disclaimer.

This inspection report is intended to provide general observations and assessments of the condition of [Client Address] based on our visual inspection conducted on [Date]. It is not a comprehensive structural analysis, engineering evaluation, or certification of safety compliance. Any decisions or actions based on this report should be made in consultation with qualified professionals and in accordance with relevant regulations and standards.

Please see below for our estimation of costs for the repairs and remediation works at [Client Name] as noted.

[Quoted Figure] excl GST

Pricing includes all materials and delivery. Please don't hesitate to call or email if we can be of further assistance.

Best regards,

Ben Lilley

TQA GROUP P/L

ben.lilley@tqagroup.com.au

0477 400 233

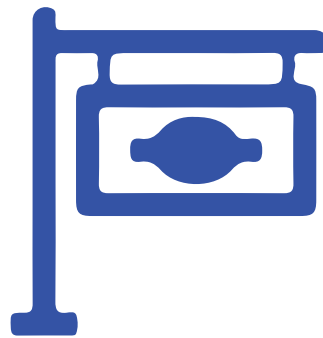
Confirmation Sign & return to action this

We would like to go ahead with the recommendation for **site works** – quote total \$ _____

Please go ahead and arrange the repairs to be done

Signed _____ **Date** _____

Name _____ **PO#** _____



External Signage

Often the external signage needs a freshen up, a new sign or a new idea – we provide a report for your consideration, then can design and install signage to ensure your site is glowing with potential.

Sample can be provided



WHS Risk Audit

This is an indepth report used to progress you towards full ISO 45001 certification. We visit and consult, to complete this report – then we can provide the solutions to propel you to completion.

Sample as follows:

WHS RISK AUDIT

HSF07 OHS HAZARD IDENTIFICATION AND RISK ASSESSMENT MATRIX - IOS45001 & AS/NZS4801

WHS Risks	Risk Criteria (Enter Highest Value for each Score)	Value	Score	What Contributed to the Score	Guidance Notes
Electrical Hazards	Office administration equipment only (ie: computers)	0	10	Regular work in vicinity or using electrical equipment	This Risk factor relates to the hazards associated with the use of Electrical Equipment and / or in the vicinity of Electrical Equipment where there is potential for Electrical Shock Hazard. Understanding of control measures that could be implemented for physical hazards in the workplace and the hierarchy of control.
	Use of electrical equipment (ie: drills, power saws, etc)	2			
	Occasional work on electrical equipment (ie: repairs)	5			
	Regular or daily work on electrical equipment (ie: repairs)	10			
Vehicle / Pedestrian Interaction	There is no vehicle traffic in the area (excl. employee carpark)	0	10	Mobile plant in factories - potential for vehicle/pedestrian impact	This risk factor relates to any Potential hazards where there is possibility for interaction between the vehicles. Including motor vehicles and fork lift trucks and pedestrians. Understanding of control measures that could be implemented for physical hazards in the workplace and the hierarchy of control.
	There is very limited vehicle interaction	5			
	Vehicle movements occur around work areas, and/or pedestrians can enter	10			
Powered Plant (incl. Plant Rooms)	No powered plants on site	0	10	As above in addition to other plant (e.g., CNC machines etc)	This risk factor relates to any Potential hazards where there is possibility for interaction between the mechanical or electrically powered plants and equipment with human. Understanding of control measures that could be implemented for physical hazards in the workplace and the hierarchy of control.
	Powered plant used occasionally	5			
	Powered plant used daily	10			
Other Plant or Mechanical Hazards	No other type of plants used on site	0	10	Enter commentary in these fields	This risk factor relates to any Potential hazards where there is possibility for interaction between the mechanical hazards or other types of mechanical plants such as scaffolding. Understanding of control measures that could be implemented for physical hazards in the workplace and the hierarchy of control.
	Other plant used occasionally	5			
	Other plant used regularly or daily	10			
Confined Spaces	There are no confined spaces on site	0	0	Nil	This risk factor relates to any Potential hazards within a confined space as defined in AS/NZS 2865 or other National or International Standards. Understanding of control measures that could be implemented for physical hazards in the Confined Space workplace and the hierarchy of control.
	There is a confined space requiring entry	10			
	There are a number of confined spaces requiring entry	20			
Below Ground	There are no below ground work environments on site	0	0	Nil	The risk factor relates to working in a trench (if the excavated depth is more than 1.5 metres), a shaft (if the excavated depth is more than two metres including mines), and/or underground tunnel or tank or pit.
	There is occasional below ground work (incl. a trench 1.5m+ deep)	10			
	There is regular or daily below ground work (incl. a trench 1.5m+ deep)	30			
Slips, Trips, and Falls	Slip, trips, and falls possible (ie: office environment)	0	20	Factories	This risk factor relates to any Potential hazards where there is possibility of trips, whether on construction sites, in workshops or other types of environment where cables or other materials exist that can trip. Slips and fall from wet areas or grease oily floor. Falls can be from docks, platforms or similar.
	There are clear slip, trip, and fall hazards in the workplace	5			
	There are activities that expose people to slip, trip, and fall hazards	20			
Noise	There is little/no noise (ie: office environment)	0	5	Not formally assessed but some tasks may present risk of excessive noise (e.g., CNC machine)	This risk factor relates to any potential hazards where there is possibility of noise from machines, fabrication areas, or general building or manufacturing areas etc. This should not be confused with the Environmental requirements. Understanding of control measures that could be implemented for physical hazards in the workplace and the hierarchy of control.
	Nuisance noise levels only (do not exceed the max. legislated levels)	5			
	Noise levels can exceed maximum legislated noise level	15			
Thermal Environment	There is no thermal exposure	0	0	N/A	Working for length of time in cold rooms or out in the sun or in areas where the temperature is excessive. E.G Boiler rooms, Furnace operation. Understanding of control measures that could be implemented for physical hazards in the workplace and the hierarchy of control.
	There is exposure to extreme thermal discomfort (ie: hot outdoor work,	5			
	There are no pressurised equipment on site	0			
Pressurised Environment	There is work in or near pressurised environments	5	5	Compressed air	Examples of pressure systems and equipment are: boilers and steam heating systems, pressurised process plant and piping, compressed air systems (fixed and portable), pressure cookers, autoclaves and retorts, heat exchangers and refrigeration plant, valves, steam traps and filters, pipe work and hoses, pressure gauges and level indicators. The main hazards are impact from the blast of an explosion or release of compressed liquid or gas, impact from parts of equipment that fail or any flying debris, contact with the released liquid or gas, such as steam fire resulting from the escape of flammable liquids or gases.
Dangerous Goods	There are little/no dangerous goods on site (ie: under 10 ltrs)	0	5	Gas cylinders etc	Are dangerous substances as defined by law or regulation, but can be generally described as substances or articles that, because of their physical, chemical (physicochemical) or acute toxicity properties, present an immediate hazard to people, property, or the environment. Types of substances classified as dangerous goods include explosives, flammable liquids and gases, corrosives, chemically reactive or acutely
	There are dangerous good present (not licensable)	5			
	There are licensable quantities of dangerous goods	10			

Dangerous Goods	There are little/no dangerous goods on site (ie: under 10 ltrs)	0	5	Gas cylinders etc	Are dangerous substances as defined by law or regulation, but can be generally described as substances or articles that, because of their physical, chemical (physicochemical) or acute toxicity properties, present an immediate hazard to people, property, or the environment. Types of substances classified as dangerous goods include explosives, flammable liquids and gases, corrosives, chemically reactive or acutely toxic substances, and poisons. It is a hazardous substance as defined by law or regulation, but can be generally described as a substance that can have an adverse effect on health including poisons and substances that can cause skin or eye irritation or burns, or substances that may cause cancer. Understanding of control measures that could be implemented for hazardous substances in the workplace and the hierarchy of control.
	There are dangerous good present (not licensable)	5			
	There are licensable quantities of dangerous goods	10			
	There is no storage, transport, or use of hazardous substances	0			
Hazardous Substances (incl. Asbestos)	There is handling, storage, transport, or use of hazardous substances	5	5	Chemicals, welding, dust/wood	The law of explosives covers dangerously volatile substances, including gasoline, oil, dynamite, and blasting caps filled with highly explosive compounds. Understanding of control measures that could be implemented for explosives in the workplace and the hierarchy of control.
	There is regular or daily handling, storage, transport, or use of hazardous substances	15			
	There are no explosives on site	0			
	There are explosives present on site	5			
Storage or Use of Explosives	Explosives are used on site	10	0	N/A	Airborne contaminants: Biological hazards, infectious materials and/or zoonosis etc Understanding of control measures that could be implemented for protection against atmospheric contaminants in the workplace and the hierarchy of control.
	There are no atmospheric contaminants	0			
	There has been or may need to be test/s for atmospheric contaminants	2			
	Atmospheric contaminants exist requiring breathing apparatus use in some circumstances	5			
Ionising or Non-Ionising Radiation	There is no radiation source on site	0	0	N/A	Ionising radiation is energy emitted from a source is generally referred to as radiation. Examples include heat or light from the sun, microwaves from an oven, X-rays from an X-ray tube, and gamma rays from radioactive elements. Non-ionizing radiation is the term given to radiation in the part of the electromagnetic spectrum where there is insufficient energy to cause ionization. It includes electric and magnetic fields, radio waves, microwaves, infrared, ultraviolet, and visible radiation. Understanding of control measures that could be implemented for potential hazards from ionising and non-ionising radiations in the workplace and the hierarchy of control.
	There are low radiation sources	2			
	There are high radiation sources	5			
	There are many manual handling tasks	15			
Manual Handling	No manual handling	0	15	Manual handling tasks are present	Ergonomic hazards such as manual handling, occupational overuse syndrome work organisation design and processes. Understanding of control measures that could be implemented for ergonomic hazards in the workplace and the hierarchy of control.
	Manual handling is limited to a small number of tasks	5			
	There are many manual handling tasks	15			
	There is no bullying on site	0			
Threats, Violence, or Assault	There is potential for exposure to internal bullying or violence	2	0	No reported incidents or issues	Harassment and discrimination, repetitive and boring tasks, difficult circumstances in dealing with the public, aggression and depression that may be encountered in workplaces. Understanding of control measures that could be implemented for psychological hazards in the workplace, including awareness of relevant Commonwealth or State legislation.
	There is potential for exposure to external bullying or violence	10			
	Both conditions may apply	12			
	Workers speak a common language and never in isolation	0			
Other Factors	Workers do not speak a common language	2	0	N/A	Understanding of control measures that could be implemented for psychological hazards in the workplace, including awareness of relevant Commonwealth or State legislation.
	Employees work in isolation	10			
	Both conditions may apply	12			



Environmental Risk Audit

The environmental Impact of your operation is a report that is often wanted, so we visit, consult and report – then provide solutions and monitoring to ensure the environmental impact is how it should be! Helps you on the path to ISO 14001

Sample as follows:

ENVIRONMENTAL RISK AUDIT									
Company Name:		Audit Date:		Auditor:					
ECF05 EMS RISK ASSESSMENT MATRIX									
Environmental Risks	Media	Risk Criteria (Enter Highest Value for each Score)	Value	Score	What Contributed to the Score	Auditor Competencies Required	Competency Required	Guidance Notes	
Atmospheric Emissions	AIR	Non-Production Emissions	1	2	Welding/CNC/paint booth processes	E01	No	Emissions are particularly relevant for industrial processes and activities emitting potential environmentally harmful gases, vapours and particulates including carbon dioxide, sulfur oxides, nitrogen oxides, radon, chlorofluorocarbons, and ozone depleting gases, chlorinated hydrocarbons and dust. Emissions may have impacts on the site, surrounding sites or be global.	
		Production Emissions	2						
		Industry specific regulations/permits/controls	3						
Odour	AIR	Remote downwind receptors, occasional odours	1	1	Welding/CNC/paint booth processes	E01	No	This environmental factor is associated with activities that may generate malodorous emissions. Risk rating is generally related to toxicity of emissions and proximity to receptors such as nearby residences including other businesses.	
		Remote downwind receptors within 1km (0.6miles)	2						
		Community concern, regulatory interest or licence	3						
Stormwater / Ground Water	WATER	Limited outside chemical drum storage or erosion	1	1	Limited chemicals maintained onsite - potential to affect stormwater?	E02	No	This factor relates to the management of stormwater on the site, the segregation of clean versus dirty water and the potential to impact on the surrounding environment through the poor redirection of stormwater and the proximity of receptors.	
		Outside chemical bulk storage, sumps/ponds or erosion	2						
		Uncontained chemicals or large scale erosion potential	3						
Receiving / Destination Water Bodies	WATER	Not used for the purposes below	1	0	N/A	E02	No	Risk factors associated with this environmental factor relate to the beneficial uses of water bodies (e.g. lakes, rivers, groundwater, oceans) receiving stormwater, waste water and/or treated effluent where applicable.	
		Used for irrigation or industrial water supply	2						
		Used for preservation/recreation/drinking/cultivation	3						
Waster Water / Effluent	WATER	Production discharge	1	0	N/A	E02	No	This environmental factor concerns process industries or organizations which discharge waste water or treated effluent.	
		Onsite wastewater treatment	2						
		Industry-specific regulations/permits/restrictions	3						
Soil / Land Degradation	LAND	Minor clearing with potential for erosion	1	0	N/A	E03	No	This environmental factor relates to adverse effects on soil quality and productivity and could include liabilities incurred through previous land use. Emissions may have localised impacts on the site itself or surrounding sites.	
		Large area clearing or limited chemical release	2						
		Large area clearing, chemical release, or contamination	3						
Solid Waste Disposal / Generation	SOLID WASTE	Generate small quantities of recyclable waste	1	1	Small quantities?	E04	No	This environmental factor relates to generation of solid waste and the nature of their disposal. Liquid and hazardous waste generation/disposal is dealt with under the wastewater/effluent or hazardous materials categories.	
		Generate large quantities of recyclable waste	2						
		Generate large quantities of non-recyclable waste	3						
Water Consumption	RESOURCE	Low usage with little impact on available water resources	1	1	Low usage?	E05	No	Organisations that use large quantities of water can have a significant impact on water resources and the aquatic environment.	
		High usage with reuse practices	2						
		High usage, once-through usage practices or high losses	3						
Energy Consumption	RESOURCE	Service industry, low usage or high self-sufficiency	1	2	Manufacturing plant QLD	E05	No	Organisations that use large quantities of water can have a significant impact on water resources and the aquatic environment.	
		Transportation or manufacturing	2						
		Resources/utilities/mining/other high use industries	3						
Chemical Use / Storage	HAZ MAT	Use and storage of small quantities	1	1	Small quantities?	E06	No	This environmental factor relates to amounts of dangerous, flammable and hazardous goods used and stored and their management.	
		Use and storage of drums or bulk in containment	2						
		Bulk with no containment or in a tank farm	3						
Hazardous Waste Disposal / Generation	HAZ MAT	Small quantities of regulated waste	1	1	Gas cylinders, oil, chemicals (paints)?	E06	No	This environmental factor relates to the storage, transport and disposal of hazardous waste.	
		Regulated waste in excess of a few drums/year	2						
		Hazardous waste in excess of a few drums/year	3						
Flora & Fauna	ECO-SYSTEM	Exposure to industrial areas and common wildlife	1	0	N/A	E07	No	This is an ecological factor relating to impacts on potentially significant vegetation communities and to removal of animal habitats.	
		Exposure to natural area and locally threatened species	2						
		Exposure to sensitive areas and rare species	3						
Noise & Vibration	NOISE / VIBRATE	Exposure to industrial areas	1	1	Factories?	E08	No	Organizations generating noise/vibration in close proximity to human receptors are affected by this environmental factor.	
		Notifiable to local external parties	2						
		Controlled by permits or monitoring requirements	3						
Archaeological, Euro, or Indigenous Heritage	SOCIO / CULTURE	In the vicinity but not close proximity	1	0	N/A	E09	No	This is relevant for activities or sites that may affect areas of cultural significance. Site disturbance activities in older urban areas and undeveloped areas with few registered culturally significant sites e.g. forestry, mining or some agricultural practices.	
		In close proximity	2						
		Recognized and segregated for protection	3						
Regulatory, Political, Community sensitivity	OTHER	Limited regulatory controls	1	0	N/A	None	No	Generally, regulatory licenses and permits relate to an organization's significant environmental impacts. This factor also includes activities, businesses or sites that have the potential to attract community outrage due to specific factors pertinent to the industry, business or geographical location.	
		Require licenses or permits	2						
		Compliance challenges or industry specific regulations	3						

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