

Workplace Assessment

Department of Labour
TE TARI MAHI



Trading Name:		Contact & Designation:	
Registered Name:		No. of Employees:	
Site Address:		Workinfo ID No.:	
Postal Address:		Inspector:	
Phone: (07) Fax: (07)		Date of Assessment:	
Assessment		Assessment	
Rating		Rating	
1.0 Health & Safety Management		7.0 Contractors	
1.1 Health & Safety Policy Exists, Current, Signed off by Manager, all Staff familiar with the Policy.	1	7.1 Advised of hazards relating to task, advice recorded in writing	3
1.2 Manager has Current Certificate of Competence, on site on daily basis, has notified the Secretary or manager in writing	3	7.2 Induction undertaken	3
1.3 Copies of HSE Act and Regulations on site, Plan of site exists, Copies of Code of Practice for Surface Mines and Quarries on site, Copies of MinEx Guidelines on site	3	7.3 H&S performance monitored /in contracts	1
Performance score	67%	7.4 H&S Plan/Safety Manual provided by contractor	0
2.0 Hazard Management		Performance score	
		67%	
2.1 Hazard Management system in place	4	8.0 Quarry face, stockpile, machinery access	
2.2 Significant hazards been identified	2	8.1 Hazardous Substance Register on site, Quantities of Hazardous Substances Written Down, Safety data sheets for chemicals and explosives	0
2.3 Controls developed for significant hazards	5	8.2 Chemicals - explosives, signage at gate, signage on sheds, magazine (Location test Certificates)	0
2.4 Eliminate/Isolate/Minimise hierarchy followed, Daily/Weekly Inspections conducted and Written down	0	8.3 Approved handler requirements and qualifications	0
2.5 Staff aware of hazard controls,	0	Performance score	N/A
2.6 Hazards regularly reviewed	0	9.0 Health/Environmental Monitoring	
Performance score	50%	9.1 Health monitored in relation to hazards, e.g Noise and Dust	0
3.0 Information/Training/Supervision		9.2 Environment monitored in relation to hazards, e.g Noise and Dust	0
		Performance score	N/A
3.1 Information provided to staff on hazards	0	10.0 Employment Relations	
3.2 Staff have knowledge/experience to perform tasks, Employees Questionnaire rating (0-----4)	2	10.1 All staff have written employment agreements	0
3.3 Untrained staff supervised by competent person	3	10.2 Are Wage and time records kept	0
3.4 Staff trained in safe use of plant, equipment & PPE; Staff signed off as competent especially mobile plant	0	Performance score	N/A
3.5 Induction of all staff	0	Site Inspection (CHECK SHEET SCORE Rate 0-4)	
Performance score	75%	11.0 (point for every failure)	
4.0 Accident Reporting/Recording/Investigation		11.1 Housekeeping/Amenities	3
4.1 Register of accidents maintained	0	11.2 Vehicles, maint, driving, safety / compliance	3
4.2 Serious Harm accidents reported to DOL	0	11.3 Psychosocial - e.g shiftwork, fatigue	2
4.3 All accidents and near misses investigated	0	11.4 Physical (Plant) - e.g Machinery, equipment, electrical lockout, tagging, walkways, Fire equip	1
4.4 Outcomes of investigations incl' in hazard register	0	11.5 Physical (Environmental) - e.g noise, lighting, airborne substances	2
Performance score	N/A	11.6 Quarry face, stockpile, machinery access	0
5.0 Emergency procedures		11.7 Chemical - e.g Solvents, pesticides, petrochemical	0
5.1 Emergency plan in writing. Posted near phone, location given, directions on what to say.	1	11.8 Ergonomics - e.g work tasks/manual handling	3
5.2 Staff trained in emergency procedures	4	11.9 PPE used as appropriate	4
5.3 Emergency drills in last 12 months	4	Performance score	71%
5.4 Visitor management, sign in system, written rules, tags available	4	12.0 Hazard Review - (Pick 3 hazards at random)	

Note - This assessment is based on information and observations at the time and should not be relied on to satisfy legal responsibilities.

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5.5	First aid management, place for indisposed employees, current first aid qualified people on site	0	12.1	Are these hazards in the hazard register?	0
Performance score		75%	12.2	Are effective controls in place?	0
6.0 Employee involvement			12.3	Are staff who work in that area aware of hazards & controls?	0
6.1	H&S Representatives/Committees (30 or more staff), Health and Safety Meetings held, Minutes written down.		12.4	Included in induction & training?	0
Performance score		N/A	Performance score		N/A
Rating Key			Risk Assessment		
0	Not applicable		Low Risk 90 - 100%		
1	Does not meet standards		Medium Risk 80 - 89%		
2	Meets some but not all requirements		High Risk < 80%		
3	Meets requirements		Overall Score →		
4	Exceeds requirements				

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