

## **INTRODUCTION**

This Audit Record Form is designed to ensure EZFurn’s work health & safety polies & procedures are reviewed regularly: to ensure the company meets its legislative obligations, and to confirm there are systems in place that ensure the safety and well-being of employees and contractors.

The outcome of audits will provide the company with the relevant information on actions that can be taken to comply with work health and safety legislative obligations, and to improve overall work health and safety performance.

On review, audited policies, procedures and systems are to be restructured to comply with current legislation and offer the best safe work practises.

**NAME:**

**DATE OF INDUCTION:**

## **AUDIT PARTICIPANTS:**

**NAME:**

**POSITION:**

## ASSESSMENT AND RATING METHODOLOGY

This report provides an overview of the WHS Policy & Procedures specifying whether the documents conform to the standards objectives. Should there be an element that does not conform; the degree of non-compliance is stated.

RESULT	PERFORMANCE
Conformance  YES	An element is deemed to have met conformance when it can be demonstrated that the element requirements have been addressed.
Minor Non-conformance  "NO - Minor"	An element is deemed to have met conformance when it can be demonstrated that the element requirements have been addressed.
Major non-conformance  "NO - Major"	A major non-conformance is where many of the element requirements have not been met or are in the early stages of development. Areas of high risk that have not been effectively controlled would also constitute a major non-conformance.

## ASSESSMENT AND RATING METHODOLOGY

<b>EMERGENCY PLAN &amp; PROCEDURES</b>	
<b>COMMENTS</b>	<b>RATING</b>

<b>DOCUMENTATION REVIEWED (YES/ NO)</b>	<b>CONFORMANCE (YES/ NO)</b>	<b>MAJOR/ MINOR NON-CONFORMANCE</b>
---	------------------------------	-------------------------------------

<b>EVACUATION PLAN</b>	
<b>COMMENTS</b>	<b>RATING</b>

<b>DOCUMENTATION REVIEWED (YES/ NO)</b>	<b>CONFORMANCE (YES/ NO)</b>	<b>MAJOR/ MINOR NON-CONFORMANCE</b>
---	------------------------------	-------------------------------------

## ASSESSMENT AND RATING METHODOLOGY

### **MATERIAL SAFETY DATA SHEETS**

COMMENTS	RATING
----------	--------

DOCUMENTATION  
REVIEWED (YES/ NO)

CONFORMANCE  
(YES/ NO)

MAJOR/ MINOR  
NON-CONFORMANCE

### **WORK HEALTH & SAFETY POLICY**

COMMENTS	RATING
----------	--------

DOCUMENTATION  
REVIEWED (YES/ NO)

CONFORMANCE  
(YES/ NO)

MAJOR/ MINOR  
NON-CONFORMANCE

**ASSESSMENT AND RATING METHODOLOGY**

<b>ABRASIVE CUT OFF SAW SAFE OPERATING PROCEDURE</b>	
<b>COMMENTS</b>	<b>RATING</b>

<b>DOCUMENTATION REVIEWED (YES/ NO)</b>	<b>CONFORMANCE (YES/ NO)</b>	<b>MAJOR/ MINOR NON-CONFORMANCE</b>
---	------------------------------	-------------------------------------

<b>AIR COMPRESSOR SAFE OPERATING PROCEDURE</b>	
<b>COMMENTS</b>	<b>RATING</b>

<b>DOCUMENTATION REVIEWED (YES/ NO)</b>	<b>CONFORMANCE (YES/ NO)</b>	<b>MAJOR/ MINOR NON-CONFORMANCE</b>
---	------------------------------	-------------------------------------

## ASSESSMENT AND RATING METHODOLOGY

<b>BENCH GRINDER SAFE OPERATING PROCEDURE</b>	
<b>COMMENTS</b>	<b>RATING</b>

<b>DOCUMENTATION REVIEWED (YES/ NO)</b>	<b>CONFORMANCE (YES/ NO)</b>	<b>MAJOR/ MINOR NON-CONFORMANCE</b>

<b>BAND SAW SAFE OPERATING PROCEDURE</b>	
<b>COMMENTS</b>	<b>RATING</b>

<b>DOCUMENTATION REVIEWED (YES/ NO)</b>	<b>CONFORMANCE (YES/ NO)</b>	<b>MAJOR/ MINOR NON-CONFORMANCE</b>

**ASSESSMENT AND RATING METHODOLOGY**

<b>CIRCULAR SAW SAFE OPERATING PROCEDURE</b>	
<b>COMMENTS</b>	<b>RATING</b>

<b>DOCUMENTATION REVIEWED (YES/ NO)</b>	<b>CONFORMANCE (YES/ NO)</b>	<b>MAJOR/ MINOR NON-CONFORMANCE</b>
---	------------------------------	-------------------------------------

<b>DRILL PRESS SAFE OPERATING PROCEDURE</b>	
<b>COMMENTS</b>	<b>RATING</b>

<b>DOCUMENTATION REVIEWED (YES/ NO)</b>	<b>CONFORMANCE (YES/ NO)</b>	<b>MAJOR/ MINOR NON-CONFORMANCE</b>
---	------------------------------	-------------------------------------

**ASSESSMENT AND RATING METHODOLOGY**

<b>DROP SAW SAFE OPERATING PROCEDURE</b>	
<b>COMMENTS</b>	<b>RATING</b>

<b>DOCUMENTATION REVIEWED (YES/ NO)</b>	<b>CONFORMANCE (YES/ NO)</b>	<b>MAJOR/ MINOR NON-CONFORMANCE</b>
---	------------------------------	-------------------------------------

<b>DISC SANDER SAFE OPERATING PROCEDURE</b>	
<b>COMMENTS</b>	<b>RATING</b>

<b>DOCUMENTATION REVIEWED (YES/ NO)</b>	<b>CONFORMANCE (YES/ NO)</b>	<b>MAJOR/ MINOR NON-CONFORMANCE</b>
---	------------------------------	-------------------------------------



**ASSESSMENT AND RATING METHODOLOGY**

<b>ELECTRIC &amp; BATTERY POWERED DRILL SAFE OPERATING PROCEDURE</b>	
<b>COMMENTS</b>	<b>RATING</b>

<b>DOCUMENTATION REVIEWED (YES/ NO)</b>	<b>CONFORMANCE (YES/ NO)</b>	<b>MAJOR/ MINOR NON-CONFORMANCE</b>
---	------------------------------	-------------------------------------

<b>FORKLIFT SAFE OPERATING PROCEDURE</b>	
<b>COMMENTS</b>	<b>RATING</b>

<b>DOCUMENTATION REVIEWED (YES/ NO)</b>	<b>CONFORMANCE (YES/ NO)</b>	<b>MAJOR/ MINOR NON-CONFORMANCE</b>
---	------------------------------	-------------------------------------

**ASSESSMENT AND RATING METHODOLOGY**

<b>GAS METAL ARC WELDER SAFE OPERATING PROCEDURE</b>	
<b>COMMENTS</b>	<b>RATING</b>

<b>DOCUMENTATION REVIEWED (YES/ NO)</b>	<b>CONFORMANCE (YES/ NO)</b>	<b>MAJOR/ MINOR NON-CONFORMANCE</b>
---	------------------------------	-------------------------------------

<b>HOT AIR GUN SAFE OPERATING PROCEDURE</b>	
<b>COMMENTS</b>	<b>RATING</b>

<b>DOCUMENTATION REVIEWED (YES/ NO)</b>	<b>CONFORMANCE (YES/ NO)</b>	<b>MAJOR/ MINOR NON-CONFORMANCE</b>
---	------------------------------	-------------------------------------

## ASSESSMENT AND RATING METHODOLOGY

### MANUAL METAL ARC WELDER SAFE OPERATING PROCEDURE

COMMENTS	RATING
----------	--------

DOCUMENTATION  
REVIEWED (YES/ NO)

CONFORMANCE  
(YES/ NO)

MAJOR/ MINOR  
NON-CONFORMANCE

### NAIL GUN SAFE OPERATING PROCEDURE

COMMENTS	RATING
----------	--------

DOCUMENTATION  
REVIEWED (YES/ NO)

CONFORMANCE  
(YES/ NO)

MAJOR/ MINOR  
NON-CONFORMANCE

**ASSESSMENT AND RATING METHODOLOGY**

<b>SEWING MACHINE SAFE OPERATING PROCEDURE</b>	
<b>COMMENTS</b>	<b>RATING</b>

<b>DOCUMENTATION REVIEWED (YES/ NO)</b>	<b>CONFORMANCE (YES/ NO)</b>	<b>MAJOR/ MINOR NON-CONFORMANCE</b>
---	----------------------------------	---

<b>STAPLE GUN SAFE OPERATING PROCEDURE</b>	
<b>COMMENTS</b>	<b>RATING</b>

<b>DOCUMENTATION REVIEWED (YES/ NO)</b>	<b>CONFORMANCE (YES/ NO)</b>	<b>MAJOR/ MINOR NON-CONFORMANCE</b>
---	----------------------------------	---

**ASSESSMENT AND RATING METHODOLOGY**

<b>STRAIGHT KNIFE CUTTER SAFE OPERATING PROCEDURE</b>	
<b>COMMENTS</b>	<b>RATING</b>

<b>DOCUMENTATION REVIEWED (YES/ NO)</b>	<b>CONFORMANCE (YES/ NO)</b>	<b>MAJOR/ MINOR NON-CONFORMANCE</b>
---	----------------------------------	---

<b>UNLOADING OF A CONTAINER SAFE WORK PROCEDURE</b>	
<b>COMMENTS</b>	<b>RATING</b>

<b>DOCUMENTATION REVIEWED (YES/ NO)</b>	<b>CONFORMANCE (YES/ NO)</b>	<b>MAJOR/ MINOR NON-CONFORMANCE</b>
---	----------------------------------	---

**ASSESSMENT AND RATING METHODOLOGY**

<b>WHEEL CUTTER SAFE OPERATING PROCEDURE</b>	
<b>COMMENTS</b>	<b>RATING</b>

<b>DOCUMENTATION REVIEWED (YES/ NO)</b>	<b>CONFORMANCE (YES/ NO)</b>	<b>MAJOR/ MINOR NON-CONFORMANCE</b>
---	------------------------------	-------------------------------------

<b>WORKING AT HEIGHTS SAFE WORK PROCEDURE</b>	
<b>COMMENTS</b>	<b>RATING</b>

<b>DOCUMENTATION REVIEWED (YES/ NO)</b>	<b>CONFORMANCE (YES/ NO)</b>	<b>MAJOR/ MINOR NON-CONFORMANCE</b>
---	------------------------------	-------------------------------------

**ASSESSMENT AND RATING METHODOLOGY**

<b>EMPLOYEE INDUCTION CHECKLIST</b>	
<b>COMMENTS</b>	<b>RATING</b>

<b>DOCUMENTATION REVIEWED (YES/ NO)</b>	<b>CONFORMANCE (YES/ NO)</b>	<b>MAJOR/ MINOR NON-CONFORMANCE</b>
---	------------------------------	-------------------------------------

<b>EMPLOYEE LICENCE INFORMATION</b>	
<b>COMMENTS</b>	<b>RATING</b>

<b>DOCUMENTATION REVIEWED (YES/ NO)</b>	<b>CONFORMANCE (YES/ NO)</b>	<b>MAJOR/ MINOR NON-CONFORMANCE</b>
---	------------------------------	-------------------------------------

**ASSESSMENT AND RATING METHODOLOGY**

<b>ENVIRONMENTAL INCIDENT REPORT FORM</b>	
<b>COMMENTS</b>	<b>RATING</b>

<b>DOCUMENTATION REVIEWED (YES/ NO)</b>	<b>CONFORMANCE (YES/ NO)</b>	<b>MAJOR/ MINOR NON-CONFORMANCE</b>
---	------------------------------	-------------------------------------

<b>HARNESS &amp; LANYARD INSPECTION GUIDELINES</b>	
<b>COMMENTS</b>	<b>RATING</b>

<b>DOCUMENTATION REVIEWED (YES/ NO)</b>	<b>CONFORMANCE (YES/ NO)</b>	<b>MAJOR/ MINOR NON-CONFORMANCE</b>
---	------------------------------	-------------------------------------



## ASSESSMENT AND RATING METHODOLOGY

### INJURY/ INCIDENT REPORT FORM

COMMENTS	RATING
----------	--------

DOCUMENTATION  
REVIEWED (YES/ NO)

CONFORMANCE  
(YES/ NO)

MAJOR/ MINOR  
NON-CONFORMANCE

### MAINTENANCE REQUEST FORM

COMMENTS	RATING
----------	--------

DOCUMENTATION  
REVIEWED (YES/ NO)

CONFORMANCE  
(YES/ NO)

MAJOR/ MINOR  
NON-CONFORMANCE

**ASSESSMENT AND RATING METHODOLOGY**

<b>PERSONAL DESCRIPTION FORM</b>	
<b>COMMENTS</b>	<b>RATING</b>

<b>DOCUMENTATION REVIEWED (YES/ NO)</b>	<b>CONFORMANCE (YES/ NO)</b>	<b>MAJOR/ MINOR NON-CONFORMANCE</b>
---	------------------------------	-------------------------------------

<b>PERSONAL PROTECTIVE EQUIPMENT FORM</b>	
<b>COMMENTS</b>	<b>RATING</b>

<b>DOCUMENTATION REVIEWED (YES/ NO)</b>	<b>CONFORMANCE (YES/ NO)</b>	<b>MAJOR/ MINOR NON-CONFORMANCE</b>
---	------------------------------	-------------------------------------

## ASSESSMENT AND RATING METHODOLOGY

<b>RISK ASSESSMENT FORM</b>	
<b>COMMENTS</b>	<b>RATING</b>

<b>DOCUMENTATION REVIEWED (YES/ NO)</b>	<b>CONFORMANCE (YES/ NO)</b>	<b>MAJOR/ MINOR NON-CONFORMANCE</b>

<b>WHS MEETING AGENDA</b>	
<b>COMMENTS</b>	<b>RATING</b>

<b>DOCUMENTATION REVIEWED (YES/ NO)</b>	<b>CONFORMANCE (YES/ NO)</b>	<b>MAJOR/ MINOR NON-CONFORMANCE</b>

**ASSESSMENT AND RATING METHODOLOGY**

<b>CHECKING OF ORDERS PULLED STANDARD OPERATING PROCEDURE</b>	
<b>COMMENTS</b>	<b>RATING</b>

<b>DOCUMENTATION REVIEWED (YES/ NO)</b>	<b>CONFORMANCE (YES/ NO)</b>	<b>MAJOR/ MINOR NON-CONFORMANCE</b>

<b>EMAIL CAMPAIGNS STANDARD OPERATING PROCEDURE</b>	
<b>COMMENTS</b>	<b>RATING</b>

<b>DOCUMENTATION REVIEWED (YES/ NO)</b>	<b>CONFORMANCE (YES/ NO)</b>	<b>MAJOR/ MINOR NON-CONFORMANCE</b>

**ASSESSMENT AND RATING METHODOLOGY**

<b>PRODUCT PHOTOGRAPHY STANDARD OPERATING PROCEDURE</b>	
<b>COMMENTS</b>	<b>RATING</b>

<b>DOCUMENTATION REVIEWED (YES/ NO)</b>	<b>CONFORMANCE (YES/ NO)</b>	<b>MAJOR/ MINOR NON-CONFORMANCE</b>
---	------------------------------	-------------------------------------

<b>WORKSTATION SETUP STANDARD OPERATING PROCEDURE</b>	
<b>COMMENTS</b>	<b>RATING</b>

<b>DOCUMENTATION REVIEWED (YES/ NO)</b>	<b>CONFORMANCE (YES/ NO)</b>	<b>MAJOR/ MINOR NON-CONFORMANCE</b>
---	------------------------------	-------------------------------------

## ASSESSMENT AND RATING METHODOLOGY

<b>SAFE WORK METHOD STATEMENT</b>	
<b>COMMENTS</b>	<b>RATING</b>

<b>DOCUMENTATION REVIEWED (YES/ NO)</b>	<b>CONFORMANCE (YES/ NO)</b>	<b>MAJOR/ MINOR NON-CONFORMANCE</b>