

Audits Summary

NAZ-HSS

Date: 25-January-2024

Version: 1

Identifier: 2241 - SF - HSE - 91 - HSEQ
Audit (Sept 2022)

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Audits Summary

Sample Project [PP300]

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Project Information - Sample Project



Category	Scotland
Address	Main Street Leuchars
Postcode	KY16 0HN
Telephone	44353
Web	

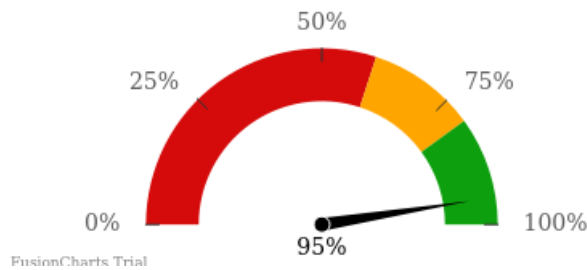
City	St Andrews
Region	Fife
Country	United Kingdom
Fax	
Start Date	Unknown

Executive Summary

Complete Date	25-January-2024
Number	2241
Auditor	Nawaz, Hamza
Checked Items In Compliance	11.4
Minor Deficiencies	0
Checked Items Non Compliance	0.6
Items Not Applicable	2
Total Items	12
Score	11.4 / 12 - 95%

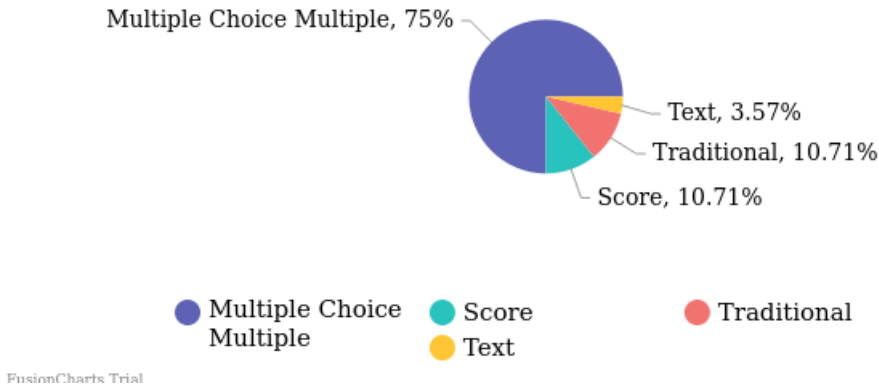
Score Chart

25-Jan-24



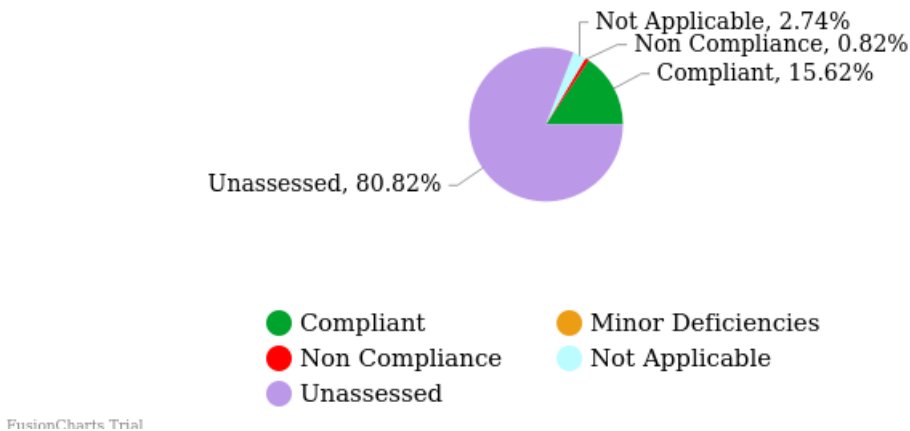
Question Types

Question Types



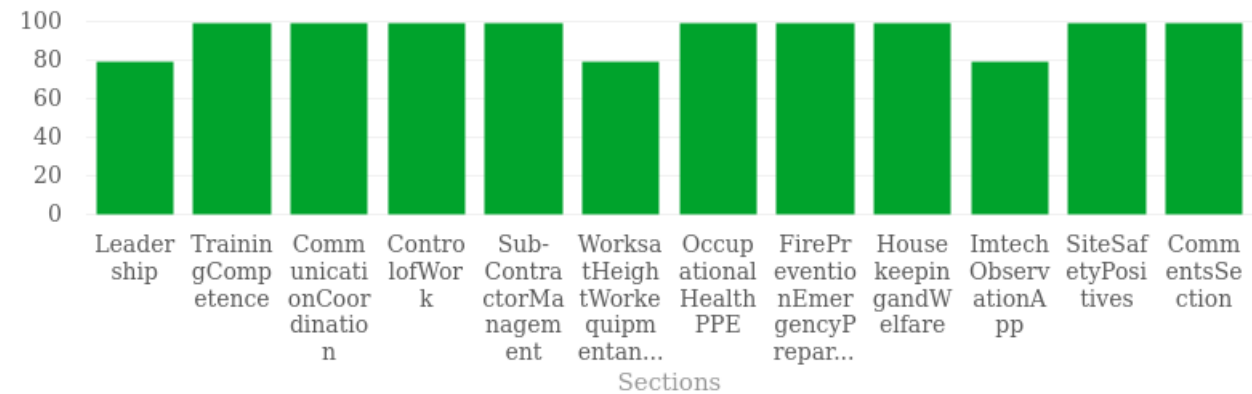
Question Breakdown

Question Breakdown



Results By Section

Results By Section



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Corrective Actions

Identifier	Task	Category	Date	Priority
#PP300-1052	the construction phase plan stored on the network drive was overdue for its quarterly review, as the most recent review had expired just a day ago. Additionally, the plan contained outdated names of personnel in the roles section who are no longer associa	Audit Follow-...	01-January-1970	L

Assigned To	Corrective Action	Observation Code	Status
Needham, Robert	Ensure construction phase plan is kept up to date with current stage of the project and that it is reviewed every 3 months. High-risk register to be kept up to date too with comprehensive information about existing and upcoming high-risk activities.	1.1: Key project docs up to date (Site HSE Plan, statutory notices, High Risk Register)	Open

Identifier	Task	Category	Date	Priority
#PP300-1053	The CSCS card of Gary Cuniffle from CCR is set to expire at the end of this month on 31.01.24. Please ensure that the records are promptly updated on the induction register and training matrix to reflect this expiration.	Audit Follow-...	01-January-1970	L

Assigned To	Corrective Action	Observation Code	Status
Griffiths, Dean	Ensure the expired CSCS cards are renewed on the induction register and training matrix.	2.1a: CSCS / JIB or equivalent card - available, relevant to roles, 10% checked	Open

Identifier	Task	Category	Date	Priority
#PP300-1054	The subcontractor scoreboard has been recently updated to promote transparency and evaluate performance. KIRK has achieved the top score of 53, while Eagle has received the lowest score of 50. However, it was observed that the Resource and Induction table	Audit Follow-...	01-January-1970	L

Assigned To	Corrective Action	Observation Code	Status
Griffiths, Dean	Ensure that recourse and induction table at the bottom right corner of sub-contractor scoreboard is populated accordingly.	5.2: Site Sub Contractor's Score board in place and correctly used? Low scores highlighted for action/review and Contractor of Month publicised? (Ensure that the actions taken by the project to drive improvement of low scoring sub-contractors are recorded)	Open

Identifier	Task	Category	Date	Priority
#PP300-1055	A MEWP being used by A. Leviute was observed during the audit. However, it was noted that the pre-start checklist sheet for the MEWP was one day overdue, indicating that no pre-start checks were conducted on the MEWP before it was used on that day. This r	Audit Follow-...	01-January-1970	L

Assigned To	Corrective Action	Observation Code	Status
Frost, Keith	Implement a monitoring system to ensure timely and thorough pre-start checks for MEWPs,	6.3b: Are MEWPS prestart checklists being used on operating MEWPS?	Open

Identifier	Task	Category	Date	Priority
#PP300-1056	In some areas, insulation was being used on floors to bridge gaps between doorways. During the audit, when	Audit Follow-...	01-January-1970	L

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[the HSEQ Advisor stepped on one of these makeshift bridge ramps, it slipped under their feet and leaned into the gap from one side, causing the HSEQ](#)

Assigned To	Corrective Action	Observation Code	Status
Nawaz, Hamza	Work with PC in monitoring and preventing the use of insulation boards to bridge floor gaps and voids.	10.3: Slip and trip hazards - trailing cables, clear access ways	Open

Identifier	Task	Category	Date	Priority
#PP300-1057	In December, the Kingsway Derby project fell short of meeting its Hazard Alerts target. During December 2023, the project raised a total of 16 Hazard Observations (HazObs), which was below the set target of 23. This performance resulted in a compliance ra	● Audit Follow-...01-January-1970		L

Assigned To	Corrective Action	Observation Code	Status
Reddish, Paul	Ensure as a minimum every operative working for NAZHSS submit at least hazard alert per month.	13.3: Has the project met its target for observations during the previous month?	Open

Leadership

Compliant	Minor Issues	Non Compliant	Not Applicable	Score
0.8	0	0.2	1	80%

Question	Observation	Result
1.1 : Key project docs up to date (Site HSE Plan, statutory notices, High Risk Register)	the construction phase plan stored on the network drive was overdue for its quarterly review, as the most recent review had expired just a day ago. Additionally, the plan contained outdated names of personnel in the roles section who are no longer associated with the project. The high-risk register was found to be lacking in comprehensive details regarding existing high-risk activities. Furthermore, there were no high-risk activities scheduled for the foreseeable future.	Satisfactory
2. : Client assessment - understood, acted on		Satisfactory
3. : Recognition scheme /Green Cards and Red /Yellow cards - in place	The completed Hazard Alert card, which was recognized as the winning entry, was prominently displayed on the site notice board. However, no additional notifications or announcements regarding the winner receiving the reward vouchers or related details were observed. Additionally, the title of "Sub-contractor of the Month" was bestowed upon KIRK Refrigeration for their commendable contributions to the project.	Satisfactory
1.4 : Campaigns - roll out		Satisfactory
1.5 : Injuries or incidents - follow up, close out		NA

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1.6 : Weekly & monthly inspections - undertaken, closed out	The most recent weekly inspection, conducted on 19/01/2024 by Dean Griffiths, included interactions with two operatives from Sub-contractor A&A. J Coupland, the first operative, emphasized the need to "remove all cables running across floors," while JStripp, the second operative, highlighted the importance of performing a site-wide walkaround to inspect the installed ramps and walkovers. Furthermore, the latest monthly management audit, which took place on 18/12/23, was carried out by Paul Reddish. This audit underwent a thorough review and was subsequently approved by the SPM.	Good
1.7 : Have the team demonstrated leadership on fulfilling IES Annual HSEQ Objectives?		Satisfactory
1.8 : Is there effective management of the conflict between time pressure and safety?	Effective management of the conflict between time pressure and safety is consistently demonstrated by the team through the utilization of Imtech Way T4/3 boards. These boards serve as a valuable tool for coordinating program works, ensuring an efficient balance between meeting program deadlines and effectively managing safety protocols.	Satisfactory
1.9 : Is the project team working together to proactively manage safety?	The NAZHSS team at Kingsway Derby showcases a robust Satisfactory spirit of teamwork, actively collaborating to ensure the collective safety of their team members and other trades involved in the project	
1.10 : What is the overall score for Leadership?		4 / 5

🔗 Training Competence

Compliant	Minor Issues	Non Compliant	Not Applicable	Score
1	0	0	0	100%

Question	Observation	Result
2.1 : Induction - all covered incl visitors, correct handouts, register	NAZHSS at the Kingsway Derby project has successfully inducted a total of 93 operatives to date. During the audit, the induction form of Jamie Ross was thoroughly reviewed and found to have been diligently completed by both the inductee and the NAZHSS Induction Trainer.	Compliant
2.1a: CSCS /JIB or equivalent card - available, relevant to roles, 10% checked	The CSCS card of Gary Cuniffle from CCR is set to expire at the end of this month on 31.01.24. Please ensure that the records are promptly updated on the induction register and training matrix to reflect this expiration.	Satisfactory
1. b: Those who have provided PASMA/IPAF or equivalent competency card - Inspected, Recorded and In date		Satisfactory
2.: Imtech team training up to date (Including All NAZHSS managers actively engaged in the Kingsway Management of Lifting Regs, SMSTS/SSSTS, First Aid etc)	Derby project hold up-to-date SMSTS certifications, while supervisors maintain SSSTS qualifications. This commitment underscores the project's dedication to ensuring a well-trained and qualified workforce.	Satisfactory
2.3 : What is the overall score for Training & Competence?		5 / 5

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🔗 Communication Coordination

Compliant	Minor Issues	Non Compliant	Not Applicable	Score
1	0	0	0	100%
Question	Observation	Result		
3.1 : T4 Boards and Daily Activity Briefings carried out correctly?	T4 boards at the Kingsway Derby project were diligently observed, and the information presented on these boards was found to be both relevant and up-to-date.	Satisfactory		
3.2 : Effective communication - Safety Bulletins correctly communicated (check last bulletin released)		Satisfactory		
3.3 : TBT - Weekly Key Risk TBTs delivered correctly?	The most recent TBT session, which took place on 19/01/2024, focused on the subject of pre-task planning. During this session, all attendees signed off, including the supervisor responsible for delivering the briefing, ensuring thorough compliance with TBT requirements.	Satisfactory		
3.4 : Effective co-ordination - planning etc meetings, effective response to concerns from PC	n terms of coordination, the team actively engages in both a weekly progress meeting and a daily coordination meeting held at 14:30,	Satisfactory		
3.5 : Changing Gear 1 to 1 briefings carried out?	Excellent compliance with Changing Gear 1 to 1 briefings was observed, with 44 out of the total of 93 operatives inducted by NAZSS having already had their 1 to 1 sessions with project management.	Satisfactory		
3.6 : Has A workforce representative meeting been carried out this month?		Satisfactory		
3.7 : What is the overall score for Communication & Coordination?		5 / 5		

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Control of Work

Compliant	Minor Issues	Non Compliant	Not Applicable	Score
1	0	0	1	100%
Question	Observation	Result		
4.1 : Effective RAMS - all works, cover HS & E, reviewed, register briefing	All RAMS listed in the register have undergone up-to-date quarterly reviews, ensuring their effectiveness and compliance with health, safety, and environmental requirements.	Satisfactory		
4.2 : Are Point of Work Risk Assessments being completed correctly on the project by Imtech and all sub-contractors? Sample 3 POWRAs from a variety of contractors (including Imtech).	New Setting to Work version of POWRA is scheduled to be rolled out at Kingsway Derby hospital in the first week of February 2023.	Satisfactory		
4.3 : Other risk assessments - Manual handling, young persons, lone working etc		Satisfactory		
4.4 : Permits - right type in use, effectively managed, register correct and up to date?		Compliant		
4.4a: Who manages the permit process and what permits do they control?	Permits are effectively managed through Field View by the PC.	Satisfactory		
4.4b: Do we obtain or have access to copies of permits issued by external parties to our operatives?		Satisfactory		
4.5 : Adequate Electrical/Mechanical isolation management procedures in place?		NA		
4.6 : Work being managed by management - demarcation, hand over certification		Satisfactory		
4.7 : Is there effective use of the Gas and Electrical visual standards booklets?		Satisfactory		
4.8 : Deliveries - unloading, movement of materials risk assessed and managed. Logistics Plan including Lifting Plan in place as required?	While there have been some improvements in addressing access issues reported in the previous audit, there are still concerns regarding the placement of barriers for segregated routes. These barriers are sometimes misplaced, leaving the walkway exposed and shared with on-site plants and equipment. This situation should be addressed to ensure proper segregation and safety in the area.	Satisfactory		
4.9 : Are the Site Set Up Visual Standards being implemented on site and in the RAMS? (e.g. Cutting stations, etc.)		Satisfactory		
4.10 : What is the overall score for Control of Work?		5 / 5		

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Sub-Contractor Management

Compliant	Minor Issues	Non Compliant	Not Applicable	Score
1	0	0	0	100%
Question	Observation			Result
5.1 : Have all pre-start safety meetings been held with sub-contractors?	During the audit, the PRIDE folders of A&A and Eagle were reviewed, and it was found that both folders contained up-to-date and signed records of the minutes from their respective pre-start HSE Meetings with the NAZHSS Teams.			Satisfactory
5.2 : Site Sub Contractor's Score board in place and correctly used? Low scores highlighted for action/review and Contractor of Month publicised? (Ensure that the actions taken by the project to drive improvement of low scoring sub-contractors are recorded)	The subcontractor scoreboard has been recently updated to promote transparency and evaluate performance. KIRK has achieved the top score of 53, while Eagle has received the lowest score of 50. However, it was observed that the Resource and Induction table at the bottom right corner of the scoreboard has not yet been populated, indicating a need for further data entry and completeness in this area.			Satisfactory
5.3 : Sub-contractors - supervisor qualifications				Satisfactory
5.4 : Sub-Contractor documentation quality and timeliness (e.g. PRIDE Folders (where numbers are 5 or more), RAMS, HSE inspections, etc.)	Monthly Site inspection conducted by K Jarram on 01/12/2023 was observed in the A&A PRIDE folder, demonstrating the sub-contractor's commitment to maintaining documentation quality and timeliness.			Satisfactory
5.5 : What is the overall score for Sub-contractor management?				5 / 5

Works at Height, Work equipment and mobile plant

Compliant	Minor Issues	Non Compliant	Not Applicable	Score
0.8	0	0.2	0	80%
Question	Observation			Result
6.1 : Work equipment - inventory list, inspections, PAT, good order, guarding and marked with responsible company	The Portable Appliance Testing (PAT) is expiring this month, and the team has contacted the NAZHSS I&T team to reschedule the quarterly PAT testing for the site.			Satisfactory
6.2 : Is work at height being done or planned?				Compliant
6.2a: RAMS, fall hierarchy addressed, recuse plan	While the audit observed limited work-at-height activities, the project team had previously demonstrated a proactive approach towards managing work at height as per fall hierarchy and with diligence during McGovern's lift and shift operations, emphasizing their commitment to safety in such tasks.			Satisfactory
6.2b: Segregation considered? exclusion zones, edge protection, tethering				Satisfactory
6.2c: Harnesses - training, inspection, rescue plan				Satisfactory
6.2d: Are arrangements in place to ensure tools are tethered or otherwise prevented from falling from height				Satisfactory
6.3 : Are MEWPS in use				Compliant
6.3a: IPAF, inspections, boom operators wear harnesses, rescue plan, exclusion zones, banksmen etc.				Satisfactory

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6.3b: Are MEWPS prestart checklists being used on operating MEWPS?

A MEWP being used by A. Leviute was observed during the audit. However, it was noted that the pre-start checklist sheet for the MEWP was one day overdue, indicating that no pre-start checks were conducted on the MEWP before it was used on that day. This represents a non-compliance with the pre-start check requirements for MEWPs. **Needs Improvement**

6.3c: Emergency lowering plans available / competent person to execute?

Satisfactory

6.4 : Is there mobile plant on site (cranes, excavators, FLT's etc)?

NA

6.5 : Is there lifting equipment on site?

NA

6.6 : Are Podiums in use?

Compliant

6.6a: Correct specification for task i.e. height, size, accessible etc?

Satisfactory

6.6b: Inspection tags, correctly assembled, condition?

Complete compliance with scafftag requirements Satisfactory was noted in the use of Eagle Podiums at the Level 03 plantroom, indicating that inspection tags were correctly assembled and in good condition.

6.7 : Are mobile scaffold towers in use?

NA

6.8 : Is fixed scaffold in use?

NA

6.9 : Are steps/ladders in use?

NA

6.10 : What is the overall score for Work equipment and mobile plant?

4 / 5

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Occupational Health / PPE

Compliant	Minor Issues	Non Compliant	Not Applicable	Score
1	0	0	0	100%
Question	Observation	Result		
8.1 : PPE compliance, correct gloves, LEP cleaning facilities, Imtech branding present?	PPE compliance, including the use of correct gloves and Imtech branding, was consistently maintained by both NAZHSS and non-NAZHSS trades during the audit, with no instances of non-compliance noted.	Satisfactory		
8.2 : Are there noise hazards? If so, have noise assessments been done, hearing protection available, signage, monitoring?	Noise hazards at the site were minimal, but the availability of hearing protection, including earplugs and defenders, was ensured for use if needed, and comprehensive signage and monitoring were in place to address noise-related concerns.	Satisfactory		
8.3 : Are there dust/fume hazards? If so, is RPE available, is face fit testing required?		Satisfactory		
8.4 : Are there HAV hazards? If so, have risk assessment been done, vibration levels communicated, controls, training, monitoring and Vibrating equipment correctly marked with trigger time information stickers?		Satisfactory		
8.5 : Is there Asbestos on site?		NA		
8.6 : Site promoting occupational health awareness		Satisfactory		
8.7 : COSHH - substance register, MSDS, COSHH assessments, training, monitoring, labelling, storage, disposal		Satisfactory		
8.8 : Is acetylene used on site?		NA		
8.9 : Are UV levels of concern? Is sunscreen available and has a TBT been completed?		Satisfactory		
8.10 : Are AOR (Artificial Optical Radiation) a concern on site (e.g. laser devices such as Trimble)? Are there additional control measures in place?		Satisfactory		
8.11 : What is the overall score for Occupational health / PPE		5 / 5		

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Fire Prevention / Emergency Preparedness

Compliant	Minor Issues	Non Compliant	Not Applicable	Score
1	0	0	0	100%
Question	Observation	Result		
9.1 : Fire - evacuation plan displayed, exit routes, exits, muster points, is information provided during the induction?	The fire evacuation plan, including exit routes, exits, and muster points, is displayed on-site, and this information is communicated to personnel during the induction sessions. The muster point is located outside the main gate for the convenience of evacuating personnel.	Satisfactory		
9.2 : All necessary fire fighting equipment and alarm raising in place? Evidence of regular inspection of all fire related equipment? Have the relevant extinguisher data sheets been fitted?	All necessary fire fighting equipment and alarm systems are in place on-site, and weekly checks are conducted on all NAZHSS-owned fire extinguishers to ensure their proper functioning. The relevant data sheets for extinguishers have also been fitted.	Satisfactory		
9.3 : Fire - Is there any physical evidence onsite of implementation of Hot Works Elimination & Management etc. (GS-CSR 2.2) Other sources of heat correctly controlled?		Satisfactory		
9.4 : Fire - alarm system, weekly tests, fire drills (please note the date of the last fire drill & any actions identified)	The fire alarm system is tested weekly, and it's important to note that it is a silent type alarm system.	Satisfactory		
9.5 : Spillage - response plan, spill kits, training, drills		Satisfactory		
9.6 : First aid - cabinets / boxes, contents, visibility, inspections carried out and recorded?		Satisfactory		
9.7 : First aiders (including mental health)- available, publicised, training		Satisfactory		
9.8 : What is the overall score for Fire Prevention/emergency preparedness		5 / 5		

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Housekeeping and Welfare

Compliant	Minor Issues	Non Compliant	Not Applicable	Score
1	0	0	0	100%
Question	Observation	Result		
10.1 : Materials - stored safely and securely, Improvement barriered off, protected from damage protection must be LPS1207 rated, suitable access, off the ground and easily movable	NAZHSS's three storage cabins were observed to be in a relatively tidy state. However, at the workface, there were instances of materials cluttered on the walkways, the bottom of this report for visual documentation.	Needs		
10.2 : Equipment available for moving material such as pallet trucks, pipe trolleys etc	NAZHSS has access to pallet trucks and a Telehandler operated by the Principal Contractor (PC) for effective material transportation on site.	Satisfactory		
10.3 : Slip and trip hazards - trailing cables, clear access ways	In some areas, insulation was being used on floors to bridge gaps between doorways. During the audit, when the HSEQ Advisor stepped on one of these makeshift bridge ramps, it slipped under their feet and leaned into the gap from one side, causing the HSEQ Advisor to slip.	Needs improvement		
10.4 : Housekeeping standards - communicated, signage	Housekeeping standards have shown signs of decline in specific areas, with the audit revealing cluttered main corridors and workspaces due to the presence of discarded materials and packaging, resulting in a deterioration of cleanliness and organization.	Needs improvement		
10.5 : Walkways and work areas sufficiently illuminated	Walkways and work areas are adequately illuminated, providing sufficient lighting in these locations.	Satisfactory		
10.6 : Adequate access to and from the work face	Access to the workface has been updated since the last HSEQ Audit with the implementation of a double security turnstile system, utilizing biometrics face scans. One is employed at the welfare compound entrance, and a new addition controls access to the construction site. Nevertheless, during the audit, it was observed that there was a significant gap between the Heras fences in front of the NAZHSS site cabins entrance, enabling operatives to bypass the security turnstile.	Needs improvement Satisfactory		
10.7 : Imtech office tidy, well organised, secure?		Satisfactory		
10.8 : What is the overall score for housekeeping or welfare?		5 / 5		

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Imtech Observation App

Compliant	Minor Issues	Non Compliant	Not Applicable	Score
0.8	0	0.2	0	80%

Question	Observation	Result
13.1 : Are all observations being submitted using the Imtech Observation App?	Mix of both but majority are still raised using the card system.	Satisfactory
13.2 : Are observations being closed out correctly and feedback provided to the workforce? (Sample 3 observations and record actions and feedback mechanism)		Satisfactory
13.3 : Has the project met its target for observations during the previous month?	In December, the Kingsway Derby project fell short of meeting its Hazard Alerts target. During December 2023, the project raised a total of 16 Hazard Observations (HazObs), which was below the set target of 23. This performance resulted in a compliance rate of 64%.	Needs Improvement
13.4 : What is the overall score for use of the Imtech Observation App?		4 / 5

Site Safety Positives

Compliant	Minor Issues	Non Compliant	Not Applicable	Score
1	0	0	0	100%

Question	Observation	Result
14.1 : Positive Actions raised during previous month		Satisfactory
14.2 : Action Plan agreed on implementation of positive actions		Satisfactory
14.3 : Feedback on positive actions from Operatives/Main Contractor		Satisfactory
14.4 : What is the overall score for Positive Actions?		5 / 5

Comments Section

Compliant	Minor Issues	Non Compliant	Not Applicable	Score
1	0	0	0	100%

Question	Observation	Result
16.1 : No. of operatives on site:		40
16.2 : Work operations in progress at time of audit		1st Fix M&E
16.3 : Work operations starting in next 4 weeks needing new or revised RAMS		None envisioned
16.4 : Client Comments		Happy with works
16.5 : What is the overall score for work look ahead and pre task planning?		5 / 5

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Comments

This is 4th HSEQ Audit of the Kingsway Hospital. The audit revealed a generally positive safety culture and adherence to health, safety, and environmental standards, however some areas for improvement were identified during the audit. For example, Material storage practices were well-organized, but there were minor issues with materials cluttering walkways in certain areas. Housekeeping standards, while generally good, were noted to be slipping in some areas, particularly in main corridors and work areas where discarded packaging and materials were accumulating. The audit also highlighted access control issues, where a gap in the Heras fences allowed operatives to bypass the security turnstile system.

In conclusion, the Kingsway Derby project demonstrated a commitment to safety and compliance with HSEQ standards. The audit findings provide valuable insights to further enhance safety practices and maintain a safe working environment as the project progresses.

Based on the audit findings and observations, the top three hazards for the Kingsway Derby project are:

- 1. Access Control and Security Gaps:** The audit identified issues with access control and security, particularly a gap in the Heras fences that allowed operatives to bypass the security turnstile system. This poses a hazard as it compromises the controlled access to the construction site, potentially leading to unauthorized personnel entering hazardous areas.
- 2. Housekeeping and Clutter:** The audit noted instances of cluttered main corridors and work areas with discarded packaging and materials, which can impede safe movement and deteriorate housekeeping standards. Cluttered workspaces increase the risk of trips, falls, and other accidents.
- 3. Use of Makeshift Solutions:** The use of insulation boards on floors to bridge gaps between doorways was observed during the audit. These makeshift solutions, when not properly secured, can pose a slip and trip hazard, as was evidenced by an incident during the audit where an HSEQ Advisor slipped when stepping on such a makeshift ramp.

Auditor Signoff

Sign Date 02-February-2024 21:25
GMT

