

Weekly HSE Audit Checklist

Audit your own folder before somebody else does. The things an auditor asks for by name.

PROJECT / SITE	DATE	COMPLETED BY

THE PLAN

- ☐ WHS management plan present and current for this project
- ☐ Site-specific, not a corporate document with a new cover
- ☐ Reviewed since the last significant change on site

PEOPLE RECORDS

- ☐ Induction register current and complete
- ☐ Licence and ticket register — nothing expired
- ☐ Training and competency records current
- ☐ VOC records for plant operators
- ☐ Toolbox talk attendance sheets signed, not just topics listed

WORK RECORDS

- ☐ SWMS register matches the SWMS actually on site
- ☐ SWMS signed on by the crews doing the work
- ☐ Permits issued, and closed out when the work finished
- ☐ Plant register and inspection records current
- ☐ Hold points and inspection records complete

SUBCONTRACTORS

- ☐ Prequalification completed before engagement
- ☐ Public liability and workers compensation current — check the dates
- ☐ Licences appropriate to the work engaged
- ☐ Their SWMS reviewed and accepted, not just collected

CHEMICALS AND ENVIRONMENT

- ☐ Chemical register matches what is physically on site
- ☐ SDS available and under five years old
- ☐ Spill kit present and stocked
- ☐ Waste and discharge managed to the approval conditions

INCIDENTS AND ACTIONS

- ☐ Incident register current, including near misses
- ☐ Notifiable incidents reported to the regulator in time
- ☐ Corrective actions have owners and dates
- ☐ Actions from the last audit actually closed

This is the checklist. The controlled version — with risk assessment, control measures, sign-offs and a **live QR record** that proves which revision you are holding — is part of the Obras document system.

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