

Checklist of documents required for WSHMS Audit (Construction)

	List of Documents	Yes	No
1.	Site organisation chart (Workplace Safety & Health)		
2.	Workplace Safety & Health (WSH) policy statement		
3.	WSH Management System Manual (Corporate & Site)		
4.	WSH duties & responsibilities / job descriptions		
5.	Certificate of registration of factory		
6.	Risk Assessment Records		
7.	Record of Safe Work Procedure		
8.	Information on the current strength of workers on the day of audit		
9.	List of main and subcontractors' qualified WSH personnel with certificate		
10.	Records/Evidence of site personnel who had attended safety training		
11.	Records/Evidence of site personnel who are currently undergoing safety training		
12.	Example of relevant certificates <ul style="list-style-type: none"> • CSCPM • BCSS • SOTC • Lifting Supervisor • SIC (Manhole) • Scaffold Supervisor • Safety Management Course • Safety Committee Members Course • First Aid Course • Forklift Operator, Crane Operator etc 		
13.	Roles and representatives of WSH committee		
14.	Minutes of WSH committee meetings & coordination meeting		
15.	Records of tool box meetings		
16.	Accident investigation procedures		
17.	Accident investigation reports / records		
18.	In-house Safety & Health rules and regulations		
19.	Disciplinary and commendation policies		
20.	Permit-to-work system		
21.	Personal protective equipment issue records		
22.	Safety inspection checklists, registers and other records of inspections carried out		
23.	Statutory test certificates of site machinery and equipment		
24.	Machinery preventive maintenance records		
25.	Certificate of competency and authorisation of machinery operators		
26.	Chemical safety procedures		
27.	Safety Data Sheet (SDS)		
28.	Emergency Plan		
29.	Occupational Health Programmes & records		
30.	Previous Safety Audit Reports and Action Plans		