

AU-F-07 High-Risk Work Audit - First Aid & Emergency Kits



Details

Form id 2562
Created at 18/12/2019
Completed at 18/12/2019
Last modified 18/12/2019 10:52:23
Status Complete
Respondent Shannen Cassidy
Division Operations
Business unit
Location
Project Rockhampton Northern Access Upgrade (RNAU)

NOTICE: ADDING ACTIONS TO THIS FORM!

To add an action for yourself or another employee to complete.

Computer: Enter the Action in at the bottom of the form in the "Additional" section.

Mobile: Select Actions at the bottom of your screen.

Project Manager: Mark Stone

Other Personnel/Companies involved in Audit:

Name:	Other (If does not appear in list):	Company of Non-McIlwain Employee
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Who is being Audited:

Name:	Other (If does not appear in list):	Company of Non-McIlwain Employee
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Instructions

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1. Is the first aid kit located in a prominent and accessible position?

Compliant

Observations/ Comments

Mounted on wall in centre of office at arms reach

2. Are workers informed and aware of the location of first aid kits?

Compliant

Observations/ Comments

Workers are advised in their inductions of the locations and can be easily recognised

3. Do all workers have access to first aid kits during all work shifts?

Compliant

Observations/ Comments

Yes, the locations do not change and nothing is locked away

4. Are locations marked on the Site Plan?

Compliant

Observations/ Comments

Yes as per attached photos - rest are in light vehicles

2. CLEARLY IDENTIFIABLE

1. Can the first aid kit be clearly identified as a first aid kit? Compliant

Observations/ Comments Stickers, labels

2. Is the first aid kit clearly marked with a white cross on a green background? Compliant

Observations/ Comments As per photo

3. CONTENTS

1. Are the contents appropriate to the injuries and illnesses at the workplace? Compliant

Observations/ Comments NA

2. Does the first aid kit contain sufficient quantities of each item? Compliant

Observations/ Comments Just been restocked and checked

3. Is a worker, trained in first aid, responsible for maintaining the first aid kit? Compliant

Observations/ Comments Have stickers issued and also selected few on posters around site

4. Are the contents appropriately labelled? Compliant

Observations/ Comments As per attached photos

5. Are the contents within their 'use by' dates? Compliant

Observations/ Comments Checked and tagged

6. Are the contents adequately stored? Compliant

Observations/ Comments NA

4. RELEVANT INFORMATION

1. Is there a list of contents provided in the kit? Compliant

Observations/ Comments Photo attached

2. Are emergency telephone numbers clearly displayed? Compliant

Observations/ Comments Posters displayed around site

3. Are the extension numbers, names and locations of the nearest first aid personnel clearly identified? Not-Compliant

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You have answered Not-Compliant.

ACTION REQUIRED

To add an action for yourself or another employee to complete to rectify the risk.

Computer: Enter the Action in at the bottom of the form in the "Additional" section.

Mobile: Select Actions at the bottom of your screen.

5. TRAINING

1. Have selected workers received training in the use and maintenance of first aid kits? Compliant

Observations/ Comments NA

6. EMERGENCY EQUIPMENT

1. Are exit paths marked on site plan? Compliant

Observations/ Comments As per attached

2. Are all exit paths signed on site? Compliant

Observations/ Comments Signs in use

3. Is all emergency signage in place and legible? Compliant

Observations/ Comments Attached

4. Are emergency assembly points signed and noted on site plan? Compliant

Observations/ Comments NA

5. Are copies of emergency procedures displayed prominently on site? Compliant

Observations/ Comments NA

6. Review ERP. Are site alarms/ air horns etc. accessible and fit for purpose? Compliant

Observations/ Comments In working order

7. Are emergency exit lights in place and working? N/A

8. Are there spill kits available? Compliant

Observations/ Comments On site

6. FIRE FIGHTING EQUIPMENT

1. Are all extinguishers fitted with safety pins? Compliant

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Observations/ Comments As attached

2. Are all extinguishers tested within past 6 months? Compliant

Observations/ Comments All Tested and tagged 16.12.2019

3. Are inspection tags attached and legible? Compliant

Observations/ Comments NA

4. Any signs of leakage or corrosion? N/A

5. Are all pressure gauges fitted and providing positive reading? Compliant

Observations/ Comments NA

6. Are hose reels wound up? N/A

7. Any signs of damage to hose, nozzles and/or rollers? N/A

8. Are all units (extinguishers, reels, blankets) mounted in a secure fashion (if applicable to site)? Compliant

Observations/ Comments NA

9. Are extinguishers correct type i.e. powder type ABE? Compliant

Observations/ Comments NA

10. Are all items identified correctly on site plan? Compliant

Observations/ Comments NA

11. Is all appropriate signage in place? Compliant

Observations/ Comments NA

Audit Conducted By:

McIlwain Employee	Other (If does not appear in list):	Company of Non-McIlwain Employee	Signature
Shannen Cassidy			

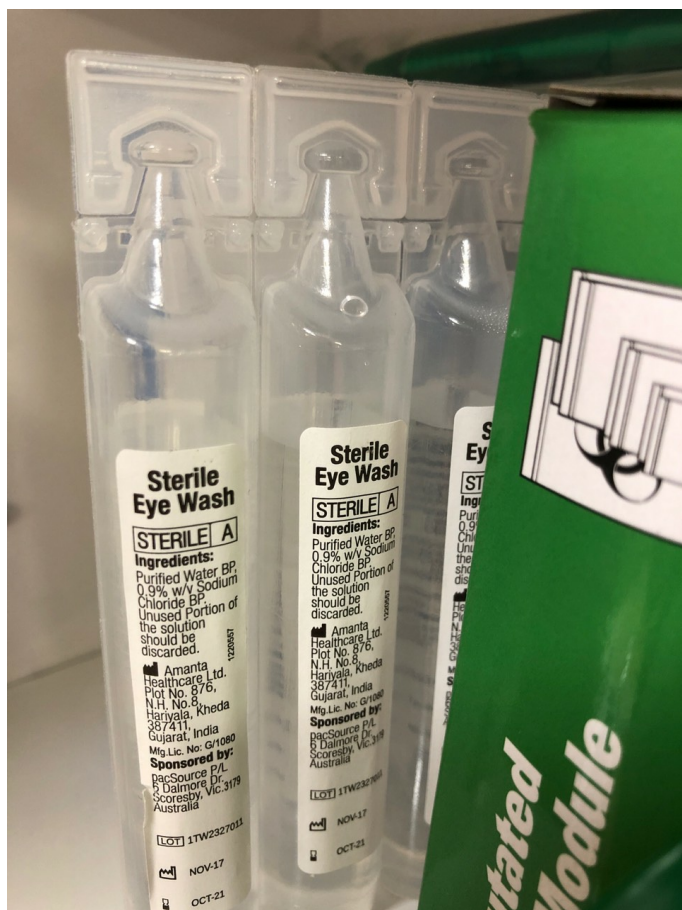
Additional

Photos





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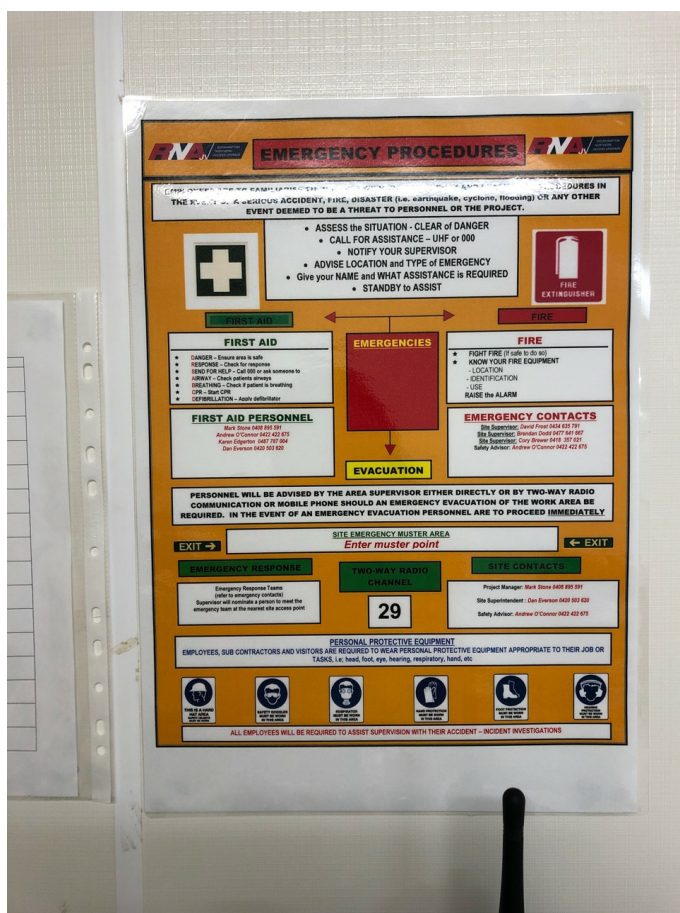
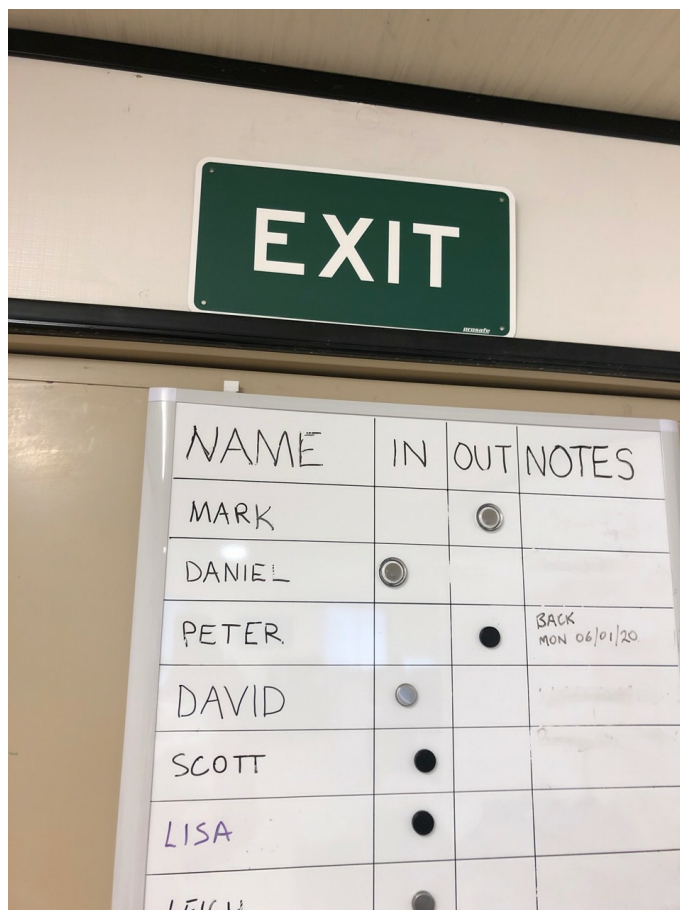
PROJECT EMERGENCY

Emergency Telephone Numbers

Police	000	(or 112 from some mobile phones)
Fire		
Ambulance		
Gas	APA	1800 017 000
Electricity	Ergon Energy	13 10 46
Water	Fitzroy River Water	1300 22 55 77
Telcos	Telstra:-	13 22 03
Poisons	Poisons Info Centre	13 11 26
Police	(24 Hours)	(07) 4932 3500

First Aiders:





Attachments

- No file attachments

Actions Summary

ID	First name	Last name	Due date	Date closed	Action description	Status	Last Comment
1821	Shannen	Cassidy	17/01/2020	05/02/2020	Emergency poster personnel to be updated	Closed	Emergency poster updated with current personal and distributed.

Actions

ID: 1821

Due date: 2020-01-17

Status: Closed

Actionee: Shannen Cassidy

Date closed: 2020-02-05

Action description: Emergency poster personnel to be updated



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Attachments

- *No file attachments*
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