

Project System Audit
Construction Environmental, Health and Safety (EH&S)

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Safety Audit Questionnaire	Remarks	Action (X)
<p>Note: Not all items of the checklist shall be checked. It depends on the status of the work and whether it is the first, second or third audit.</p> <p>1. General</p> <p>1.1 What are the present safety statistics?</p> <ul style="list-style-type: none"> • manhours worked? • number of LTA's? • number of recordables? • number of first aid cases? <p>1.2 Have these numbers been published on a safety board?</p> <p>1.3 Are there client incentives related to EH&S? If yes, which ones? Are the related milestones made known to the construction team?</p> <p>1.4 Is there a Project Safety Incentive Plan?</p> <p>1.5 Is there a Project Safety Policy?</p> <p>1.6 Has a safety committee been established? If yes, what is the planned frequency of the meetings? Are meetings being held?</p> <p>1.7 Is a job site safety file being maintained per BN-G-UC004?</p> <p>1.8 Is there safety supervision during shift and weekend work?</p> <p>1.9 Is there construction supervision during shift and weekend work?</p>		
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Safety Audit Questionnaire	Remarks	Action (X)
<p>2. Environmental/Health/Safety (EH&S) Plan</p> <p>2.1 Has a job site EH&S plan been developed, approved and properly distributed? Who were on the distribution list?</p> <p>2.2 Have responsibilities with regard to EH&S been defined precisely?</p> <ul style="list-style-type: none"> • with client? • with subcontractors? • with Company's Construction Specialists? <p>2.3 Has the EH&S plan been adapted to the specific conditions of the site?</p> <p>2.4 Is a work permit system required? If so, whose system is in use, Company's or client's? Who issues these permits?</p> <p>2.5 Have the subcontractors (S/C's) been issued a copy of Company's EH&S plan and especially the parts applicable to them? What was the timing in relation to the kick-off meeting?</p> <p>2.6 What safety documents/requirements have been issued with the subcontract? To what extent have the availability of these documents at S/C's site offices been verified?</p> <p>2.7 Have the S/C's EH&S and loss prevention plans/programs been issued, reviewed and approved by Company?</p> <p>2.8 Have sub-sub safety plans/programs been reviewed and approved?</p> <p>2.9 Has each S/C designated a safety representative? Is a list of S/C's and their safety representatives available with Company?</p>		
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Safety Audit Questionnaire	Remarks	Action (X)	
<p>3. Emergency Procedures</p> <p>3.1 Does a gas/fire alarm procedure exist including an emergency/evacuation plan?</p> <p>3.2 Have responsibilities in case of an emergency been established and has proper staff been assigned to execute these?</p> <p>3.3 Have these procedures been clearly posted and distributed?</p> <p>3.4 Have all people on site been educated about the meaning of various siren signals?</p> <p>3.5 Have all people on site been educated about the location of the meeting points?</p> <p>3.6 Have communication channels been established and formalized with:</p> <ul style="list-style-type: none"> • local authorities? • home office? • client? • ambulance, physician, medical facilities? • local fire department? • police? <p>Has relevant information been clearly posted/distributed?</p> <p>3.7 If required, have special medical control programs been established for:</p> <ul style="list-style-type: none"> • carcinogens? • toxic materials? • radiation? <p>3.8 What medical facilities are available at site or what arrangements have been made?</p> <p>3.9 If required, has a site fire brigade been appointed/established?</p> <p>Has a fire brigade training program been implemented?</p>			
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Safety Audit Questionnaire	Remarks	Action (X)
<p>Is adequate fire fighting equipment available on site?</p> <p>Are there regular fire drills?</p> <p>4. Environmental Controls</p> <p>4.1 Have rules been issued concerning environmental controls with respect to:?</p> <ul style="list-style-type: none"> • air pollution (burning trash, vehicle operations, dust etc.) • water pollution (waste dumping in rivers, ponds, trenches etc.)? • soil contamination (spillage of liquids, trash, etc.)? • noise (nuisance to adjacent residential areas)? • effect on environment (damage to vegetation, animals, etc.)? • disposal of scrap/surplus on non environmental friendly materials? <p>5. Temporary Facilities</p> <p>5.1 Do the temporary facilities fulfill all legal/local/client/Company requirements for:</p> <ul style="list-style-type: none"> • structure/building proper? • distance from adjacent operating plant/ other buildings? • personnel space requirements? • heating and ventilation? • lighting? • sanitary facilities? • fire fighting equipment? • domestic water supply? • first-aid facilities? • canteen/catering? • (daily) maintenance? 		
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Safety Audit Questionnaire	Remarks	Action (X)
<p>5.2 Have minimum requirements for illumination been established for:</p> <ul style="list-style-type: none"> • evening/night work? • work in enclosed spaces? 		
<p>5.3 Are electrical above ground and overhead lines on site adequately protected and marked?</p>		
<p>5.4 If required have smoking areas on site been clearly defined and marked?</p>		
<p>5.5 Have inspection requirements been issued for fire extinguishers and safety equipment in general?</p> <ul style="list-style-type: none"> • are files maintained? • by whom? 		
<p>6. Induction, Training and Promotion</p>		
<p>6.1 Have all personnel working on the site attended an EH&S instruction/induction meeting?</p>		
<p>6.2 Have EH&S rules been distributed to all personnel working on the site?</p> <p>Are they part of a safety booklet?</p> <p>Are records of receipt being maintained?</p> <p>By whom?</p>		
<p>6.3 If required, have special crews been trained in special/hazardous work?</p>		
<p>6.4 Have instructions and rules with respect to wearing and use of protective clothing, safety gear and equipment been issued?</p> <p>Has the required protective clothing, safety gear and equipment been issued to personnel engaged in hazardous activities?</p>		
<p>6.5 What safety meetings (apart from the Safety Committee meetings) are held and what is the frequency of such meetings?</p> <p>Who are attending?</p>		
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Safety Audit Questionnaire	Remarks	Action (X)
<ul style="list-style-type: none"> • client? • Company? • subcontractors? <p>6.6 What is the frequency of safety audits and are findings being reported?</p> <p>What follow-up activities are undertaken?</p> <p>6.7 Are safety bulletins made and issued to all supervisory personnel (including subcontractors)?</p> <p>6.8 Are “toolbox” talks held regularly?</p> <p>What is the dictated frequency?</p> <p>Are reports issued?</p> <p>6.9 Has safety promotional material (posters, etc.) been displayed in offices, canteens, workshops, etc.?</p> <p>7. Report and Records</p> <p>7.1 Are Safe Job Analyses being performed?</p> <p>Is a register maintained?</p> <p>7.2 Are recent inspection reports/certificates available for:</p> <ul style="list-style-type: none"> • cranes? • other lifting equipment? • safety equipment? • fire extinguisher inspection? • welding equipment inspection? • other tools/equipment, as required? <p>7.3 Are cranes equipped with load-moment indicators and has availability of load-moment tabulations been verified?</p> <p>Has the crane checklist been completed?</p>		
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Safety Audit Questionnaire	Remarks	Action (X)
<p>7.4 Are records kept of:</p> <ul style="list-style-type: none"> • occupational injuries and illnesses? • medical records? • safety inspection rounds? 		
<p>7.5 Has an accident investigation reporting and follow-up procedure been issued?</p>		
<p>7.6 Have the S/C's EH&S representatives received the instructions to issue "Supervisor's Report of Accident Investigation" in case of accidents?</p>		
<p>7.7 Are site safety inspection tours held?</p> <p>Who perform these inspection tours?</p> <p>What is the frequency?</p> <p>Are reports on such inspection tours issued?</p> <p>Who are on the distribution?</p>		
<p>7.8 Is a safety inspection checklist completed on a regular basis?</p>		
<p>7.9 Have equipment operators and drivers been checked for permits and/or licenses required for operating such equipment?</p>		
<p>7.10 Are construction equipment/tools regularly inspected by subcontractors?</p>		
<p>8. Miscellaneous</p>		
<p>8.1 Has a pre-commissioning plan been developed?</p> <p>If so, was this effort coordinated with the Project Construction Manager and the Site Safety Engineer?</p>		
<p>8.2 What precautions have been taken in case of system air flushing during commissioning?</p>		
<p>8.3 How are pressurized lines identified/controlled and secured from unauthorized operation? (i.e. nitrogen for flushing, purging; gas for heater dry-out).</p>		
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<p>8.4 To what extent are “schiethamers” registered and authorized on the job?</p>		
<p>9. Site Walk</p>		
<p>9.1 General impression of site relative to safety.</p>		
<p>9.2 Who inspects scaffolding prior to release for use?</p> <p>Have scaffolds been tagged properly?</p> <p>Have expiration dates of the tags been verified?</p>		
<p>9.3 Traffic signs.</p>		
<p>9.4 Safety signs.</p>		
<p>9.5 Safety demarcations.</p>		
<p>9.6 Compliance with requirements to use protective clothing, helmets, shoes, glasses.</p>		
<p>9.7 Housekeeping aspects.</p>		
<p>9.8 Availability of waste containers</p> <p>Proper use</p>		
<p>9.9 Are flammable and combustible materials stored as required?</p>		
<p>10. Additional Questions</p>		
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