

21 Nov 2019

AESAG ESI Fabricator Audit

Complete

Inspection score	Failed items	Created actions
35.82%	43	24
Conducted on		
📅 21st Nov, 2019 ⌚ 6:09 AM AWST		
Prepared by		
David Macgill		
Fabricator Name		
Fabricator Representative		
Audit Participants		
Location		

Main Site / Health and Safety Management System

<p>Does the organisation have a Health &amp; Safety Plan (Plan) to achieve the elements of the Health &amp; Hygiene Guidelines?</p>	<p>No</p>
<p>— Notes</p> <p>No formal procedures                  New employee induction to site                  Hands on guidance as required by visually assessed skill level</p> <p>— Actions</p> <hr/> <p><b>To Do</b>    Develop and implement a Health &amp; Safety Plan (Plan) to achieve the elements of the Health &amp; Hygiene Guidelines.</p>	
<p>Does the organisation have a Health &amp; Safety Policy that incorporates a commitment to control RCS risks?</p>	<p>No</p>
<p>— Notes</p> <p>Informal discussions around tasks and Respiratory Protection Equipment (RPE). Wet cutting and polishing.</p> <p>— Actions</p> <hr/> <p><b>To Do</b>    Develop and implement a formal Health &amp; Safety policy and distribute to all workers.</p>	

Main Site / RCS Hazard Identification

<p>Has the organisation defined and documented the risks associated with working with RCS within the scope of its OHS/WHS Management System?</p>	<p>No</p>
<p>— Notes</p> <p>Informal training                  Direct contact between staff                  Hazard Classification on slabs purchased</p> <p>— Actions</p> <hr/> <p><b>To Do</b> Develop and implement risk management procedures to ensure all risks associated to the fabrication of engineered stone are identified, analysed, controlled and reviewed.</p>	

<p>Has the organisation developed a risk register of the identified RCS hazards?</p>	<p>No</p>
<p>— Notes</p> <p>No documentation.                  Informal discussion on an ongoing basis</p> <p>— Actions</p> <hr/> <p><b>To Do</b> Develop and implement risk register to record all risks identified and monitor controls.</p>	

Main Site / Assessing RCS Exposures Risks

<p>Have all hazards identified been appropriately risk assessed, e.g. low, medium or high?</p>	<p>No</p>
<p>— Notes</p> <p>Respirable Crystalline Silica (RCS) risks have been identified through the manufacturing process.                  No formal documentation.                  Site requirement to cut and polish wet.                  Personal Protective Equipment (PPE) supplied and required to be worn.</p>	

<p>Have all RCS exposure risk assessments identified been documented in writing?</p>	<p>No</p>
<p>— Notes</p> <p>No formal documentation of HSE processes</p>	

Main Site / Control of RCS Exposure Risk, RPE & PPE

Has the organisation documented controls that are used to minimise or eliminate hazards identified and assessed in the risk register?

No

— Notes

No documentation.

Risks have been assessed but not documented.

Machines must be run wet as part of their operation (no kill switch just operational requirement)

— Actions

**To Do** In line with the development of the risk management plan and risk register, ensure mechanisms are in place to verify the effectiveness of controls

Can the organisation demonstrate it has considered the "six-step hierarchy of control"?

No

— Notes

The organisation was unsure of what the Six Step Hierarchy of Controls was. It had the following controls in place.

Engineering controls: Wet cutting

Administrative: Signage (requires better placement, washing floors etc)

PPE: Respirator protection organic vapour. Epoxy are used as required

— Photos



Photo 5



Photo 6



Photo 7



Photo 8



Photo 9



Photo 10



Photo 11

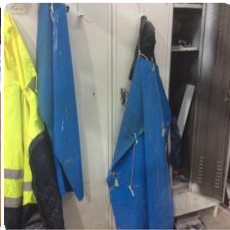


Photo 12



Photo 13



Photo 14



Photo 15

<p>Has the organisation ensured that all personnel (including contractors and visitors) have undertaken training appropriate to the identified needs associated with the RCS hazards and risks?</p>	<p>No</p>
<p>— Notes</p> <p>Customers are not allowed past the bathroom/sales office. Exclusion zone from factory. No specific documentation showing that. Service technicians who operate the specific tools used for the manufacture of the stone.</p> <p>— Actions</p> <hr/> <p><b>To Do</b>    Develop and implement appropriate training / induction requirements for sub-contractors / visitors who may be impacted by fabrication operations</p>	
<p>How RPE works.</p>	<p>No</p>
<p>— Notes</p> <p>Informal discussions around how it works within their knowledge.</p> <p>Observations of the persons using it.</p> <p>Can manipulate the mask however couldn't explain the scientific principals</p>	
<p>How to conduct a negative and positive pressure fit check.</p>	<p>No</p>
<p>— Notes</p> <p>Unable to show how to conduct a negative pressure check. Was shown by auditor.</p>	
<p>Has PPE been selected to minimise risk to health and safety, including by ensuring that the PPE is of suitable size and fit and reasonably comfortable for the worker who is to use or wear it?</p>	<p>No</p>
<p>— Notes</p> <p>RPE masks are only one size (from supplier),</p> <p>Gum boots aprons are size selective, Safety goggles one size.</p>	

Have facilities been provided to allow workers to change RCS contaminated clothing prior to leaving the designated work areas and such contaminated clothing managed by the organisation i.e. not taken home?

No

— Notes

Shower facilities onsite in the toilet block/top lunch room to wash down.

No facilities to launder personal clothing.

Cleaning of protective equipment is up to employees.

Workshop wash room would require you to walk through/past the workshop to leave the fabrication area.

— Photos

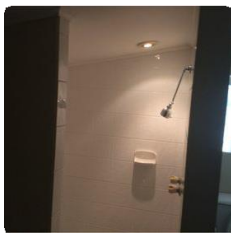


Photo 20



Photo 21

— Actions

**To Do** Develop and implement a decontamination process to ensure that no cross- contamination of clothing or distribution of RCS dust throughout clean areas.

Have workers been provided with information, training and instruction in the proper use and wearing of PPE, and the storage and maintenance of PPE?

No

— Notes

Common sense approach.

Workplace allow each individual to store their equipment in designated areas.

Not documented.

— Actions

**To Do** Ensure workers are provided with information, training and instruction in the proper use and wearing of PPE, and the storage and maintenance of PPE.

Whilst this process is happening informally, this needs to have greater control and scrutiny to ensure...

Main Site / Evaluation and Verification

Has workplace exposure monitoring been undertaken in areas where there is the risk of exposure to RCS?	No
<p>— Actions</p> <hr/> <p><b>To Do</b> Develop and implement a monitoring program, including requirements for ongoing review.</p>	
Is an Occupational / Respiratory Physician engaged to determine the requirements for health surveillance and oversee the health assessments of workers exposed to RCS hazards and risks?	No
<p>— Actions</p> <hr/> <p><b>To Do</b> Develop and implement Occupational Health Monitoring procedures for the management of worker health and reporting requirements.</p>	
Are workers at risk of RCS exposure regularly attending a registered Occupational Physician, as part of a health surveillance program?	No
Are workers at risk of RCS exposure undergoing Pre-employment health assessments?	No
<p>— Notes</p> <p>Pre existing health checks, not a medical assessment</p>	
Are workers at risk of RCS exposure undergoing ongoing health surveillance?	No
Are workers at risk of RCS exposure undergoing Post-employment assessments?	No
<p>— Photos</p> <p>Photo 22                  Photo 23                  Photo 24                  Photo 25</p> <hr/> <p>— Actions</p> <p><b>To Do</b> Ensure that all post-employment requirements are included within the Occupational Health Monitoring procedures.</p>	

<p>Are workers informed of the need for health surveillance requirements?</p>	<p>No</p>
<p>— Notes</p> <p>Organisation of lung bus to attend site to conduct respiratory checks.</p> <p>Nothing formalised currently.</p> <p>— Actions</p> <hr/> <p><b>To Do</b> Ensure that workers are informed of all requirements of health surveillance, and what mechanisms they can use to access support. This can be achieved via noticeboards, toolbox meetings, crib-room flyers, formal procedures etc.</p>	
<p>Are Health assessment and surveillance reports confidentially kept for the minimum required period?</p>	<p>No</p>
<p>— Notes</p> <p>No health records currently kept.</p> <p>Guidance required on the requirements for this question.</p> <p>— Actions</p> <hr/> <p><b>To Do</b> Ensure that the Occupational Health Monitoring procedures incorporate the requirements for obtaining records as per the Health &amp; Hygiene Guidelines Section 9 - Records</p>	
<p>Does the organisation have a program to ensure that RCS Engineering, Administrative and PPE controls are verified as being effective, and is there some form of action plan that documents scheduled future plans for minimising exposure to RCS?</p>	<p>No</p>
<p>— Notes</p> <p>Engineering controls have been implemented. Not verified</p> <p>Administrative Controls: No Documentation or scheduling of future programs and checks.</p> <p>PPE supplied: No documentation of Fit testing, daily checks, etc.</p> <p>— Actions</p> <hr/> <p><b>To Do</b> Develop and implement effective risk management control and verification processes for the management of RCS risk.</p> <p>Evidence of worker consultation will be required.</p>	



<p>Inspections of the workplace during operations to ensure that SWPs, SWMS or other procedures are being followed.</p>	<p>No</p>
<p>— Notes</p> <p>No for internal procedures or requirements.</p> <p>SWMS &amp; SWPs for external works. MDS and other chemical required registers stored onsite on-line.</p> <p>— Actions</p> <hr/> <p style="padding-left: 40px;">Develop and implement formal workplace inspection procedures, with checklists for evidence.</p> <p><b>To Do</b> Ensure completed checklists / documentation are stored in accordance with the Health &amp; Hygiene Guidelines Section 9 - Records</p>	
<p>Review of documentation and records.</p>	<p>No</p>
<p>— Notes</p> <p>As required to the environment</p> <p>Ad-hoc maintenance</p>	
<p>Discussions with workers to identify ongoing RCS hazards and ensure controls are working effectively.</p>	<p>No</p>
<p>— Notes</p> <p>Informal discussions.</p> <p><b>J</b>ob requirements not exposure potential to RCS</p> <p>— Actions</p> <hr/> <p><b>To Do</b> Develop and implement formal worker consultation procedures, with records of meetings to be held on file.</p> <p style="padding-left: 40px;">This can be achieved via toolbox talks, safety committee meetings etc.</p>	
<p>Does the organisation have an incident management process for investigating incidents?</p>	<p>No</p>
<p>— Notes</p> <p>Oral discussion. No documents.</p> <p>— Actions</p> <hr/> <p><b>To Do</b> Develop and implement an incident register with ability to track investigation outcomes to assist with risk management controls.</p> <hr/> <p><b>To Do</b> Develop and implement an incident management procedure, with clearly articulated reporting mechanisms.</p>	

<p>Where individuals have been potentially exposed to high levels of RCS, does the Organisation ensure that controls are reviewed and improved, in consultation with workers to prevent reoccurrence of incidents?</p>	No
<p>— Notes</p> <p>No experience with an event of this nature that they know of. Technical investigation as to what happened.</p> <p>No formal documentation.</p> <p>— Actions</p> <hr/> <p><b>To Do</b> Ensure effective review processes are documented within the incident investigation procedure. Evidence to be provided on how outcomes will be actioned.</p>	
<p>If a worker's health assessment indicates the worker may have contracted an illness as a result of exposure to RCS, does the organisation conduct a complete review of the organisations health and safety management systems/programs?</p>	No
<p>— Notes</p> <p>No health assessment conducted currently.</p> <p>Awaiting guidance.</p>	
<p>Does the organisation have in place a process to ensure the Regulator in their State or Territory is notified of a worker whose medical assessment indicates a disease relating to RCS?</p>	No
<p>— Notes</p> <p>Required information on who to tell and what process. Require guidance. No knowledge of any incidents.</p> <p>— Actions</p> <hr/> <p><b>To Do</b> Ensure reporting processes are incorporated into the Occupational Health Monitoring procedures when developed.</p>	
<p>Are outcomes of investigations (i.e. actions) aimed at minimising future occurrences and results of any health surveillance communicated by the Occupational Physician to the worker?</p>	No
<p>— Notes</p> <p>Investigation not yet conducted. Would be aimed at rectifying problems.</p> <p>No physician records at this time.</p>	

Main Site / Records

<p>Does the workplace have in place a process to manage documents that relate to RCS hazards and risks, and are these kept for appropriate time periods as per legislative requirements?</p>	No
<p>— Notes</p> <p>Require guidance on the conditions required.</p> <p>No records for RCS exposure risks at the time of the assessment</p> <p>— Actions</p> <hr/> <p><b>To Do</b> Develop and implement a formal Records Management procedure to incorporate all record keeping requirements in accordance with the Health &amp; Hygiene Guidelines Section 9 - Records.</p>	
<p>Does the workplace have in place a process to manage documents that relate to the training of workers and supervisors, and are these kept for 5 years?</p>	No
<p>— Notes</p> <p>Training is informal.</p> <p>No documentation.</p>	
<p>Does the workplace have in place a process to manage documents that relate to exposure monitoring data for 30 years from the day the document was made?</p>	No
<p>— Notes</p> <p>No relevant documents at the time of the assessment.</p>	
<p>Does the workplace have in place a process to manage documents that relate to Fit testing records for respiratory protection for 30 years?</p>	No
<p>— Notes</p> <p>Fit testing has not been conducted.</p>	
<p>Does the workplace have in place a process to manage documents that relate to Safety meetings, for 7 years?</p>	No
<p>— Notes</p> <p>No formalised meetings.</p> <p>Believed to be covered in tool boxes.</p>	
<p>Does the workplace have in place a process to manage documents that relate to Hazard identification, risk assessment and control, for 5 years?</p>	No
<p>— Notes</p> <p>No process or documents in place currently</p>	

Does the workplace have in place a process to manage documents that relate to Health assessments, for 30 years from the day the document was made?	No
<p>— Notes</p> <p>Non available at the time of assessment.</p>	
Does the workplace have in place a process to ensure records are secure and private, and one that ensures the confidential storage of health records?	No
<p>— Notes</p> <p>Non available at the time of the assessment.</p>	
If an operation ceases, does the workplace have in place a process to ensure records are offered to the relevant Regulator in their State or Territory for storage?	No
<p>— Notes</p> <p>No records stored currently.</p>	

#### Main Site / Provision of Records to Workers

Does the business have in place a process which- upon receiving a request from workers- provides workers with records of air monitoring results?	No
<p>— Notes</p> <p>Not records available currently. No dissemination process.</p> <p>— Actions</p> <hr/> <p><b>To Do</b> Develop and implement a process which upon receiving a request from workers, provides workers with records of air monitoring results</p>	
Does the business have in place a process which- upon receiving a request from workers- provides workers with their health assessment reports?	No
<p>— Notes</p> <p>Not records available currently. No dissemination process.</p> <p>— Actions</p> <hr/> <p><b>To Do</b> Develop and implement a process is developed workers are being provided with their health assessments results (e.g.incorporate it into the Health and Safety Plan).</p>	

#### Signature

The organisation has provided sufficient evidence against all MANDATORY requirements of the Health and Hygiene Guidelines and is recommended for accreditation.	No
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<p>Jason Linford created a Medium priority action</p> <p><b>ToDo</b> <input type="checkbox"/> 30th Jun, 2020 12:00 PM AWST</p> <p>Develop and implement a Health &amp; Safety Plan (Plan) to achieve the elements of the Health &amp; Hygiene Guidelines. Develop and implement a Health &amp; Safety Plan (Plan) to achieve the elements of the Health &amp; Hygiene Guidelines.</p> <p>Does the organisation have a Health &amp; Safety Plan (Plan) to achieve the elements of the Health &amp; Hygiene Guidelines? <b>Main Site / Health and Safety Management System</b></p>
<p>Jason Linford created a Medium priority action</p> <p><b>ToDo</b> <input type="checkbox"/> 30th Jun, 2020 12:00 PM AWST</p> <p>Develop and implement a formal Health &amp; Safety policy and distribute to all workers. Develop and implement a formal Health &amp; Safety policy and distribute to all workers.</p> <p>Does the organisation have a Health &amp; Safety Policy that incorporates a commitment to control RCS risks? <b>Main Site / Health and Safety Management System</b></p>
<p>Jason Linford created a High priority action</p> <p><b>ToDo</b> <input type="checkbox"/> 31st Mar, 2020 12:00 PM AWST</p> <p>Develop and implement risk management procedures to ensure all risks associated to the fabrication of engineered stone are identified, analysed, controlled and reviewed. Develop and implement risk management procedures to ensure all risks associated to the fabrication of engineered stone are identified, analysed, controlled and reviewed.</p> <p>Has the organisation defined and documented the risks associated with working with RCS within the scope of its OHS/WHS Management System? <b>Main Site / RCS Hazard Identification</b></p>
<p>Jason Linford created a High priority action</p> <p><b>ToDo</b> <input type="checkbox"/> 31st Mar, 2020 12:00 PM AWST</p> <p>Develop and implement risk register to record all risks identified and monitor controls. Develop and implement risk register to record all risks identified and monitor controls.</p> <p>Has the organisation developed a risk register of the identified RCS hazards? <b>Main Site / RCS Hazard Identification</b></p>

Jason Linford created a High priority action

**ToDo**  31st Mar, 2020 12:00 PM AWST

In line with the development of the risk management plan and risk register, ensure mechanisms are in place to verify the effectiveness of controls

In line with the development of the risk management plan and risk register, ensure mechanisms are in place to verify the effectiveness of controls

Has the organisation documented controls that are used to minimise or eliminate hazards identified and assessed in the risk register?

**Main Site / Control of RCS Exposure Risk, RPE & PPE**

Jason Linford created a Medium priority action

**ToDo**  30th Jun, 2020 12:00 PM AWST

Develop and implement appropriate training / induction requirements for sub-contractors / visitors who may be impacted by fabrication operations

Develop and implement appropriate training / induction requirements for sub-contractors / visitors who may be impacted by fabrication operations

Has the organisation ensured that all personnel (including contractors and visitors) have undertaken training appropriate to the identified needs associated with the RCS hazards and risks?

**Main Site / Control of RCS Exposure Risk, RPE & PPE**

Jason Linford created a Medium priority action

**ToDo**  30th Jun, 2020 12:00 PM AWST

Develop and implement a formal training / induction program for all workers, including a documented competence assessment to be held on file.

Develop and implement a formal training / induction program for all workers, including a documented competence assessment to be held on file.

Has the training provided been carried out by persons with appropriate skills, knowledge and experience in identifying, managing and controlling RCS hazards and risks?

**Main Site / Control of RCS Exposure Risk, RPE & PPE**

Jason Linford created a Medium priority action

**ToDo**  31st Mar, 2020 12:00 PM AWST

Develop and implement a decontamination process to ensure that no cross- contamination of clothing or distribution of RCS dust throughout clean areas.

Develop and implement a decontamination process to ensure that no cross- contamination of clothing or distribution of RCS dust throughout clean areas.

Have facilities been provided to allow workers to change RCS contaminated clothing prior to leaving the designated work areas and such contaminated clothing managed by the organisation i.e. not taken home?

**Main Site / Control of RCS Exposure Risk, RPE & PPE**

Jason Linford created a Medium priority action

ToDo  30th Jun, 2020 12:00 PM AWST

Ensure workers are provided with information, training and instruction in the proper use and wearing of PPE, and the storage and maintenance of PPE.

Whilst this process is happening informally, this needs to have greater control and scrutiny to ensure...  
Ensure workers are provided with information, training and instruction in the proper use and wearing of PPE, and the storage and maintenance of PPE.

Whilst this process is happening informally, this needs to have greater control and scrutiny to ensure all PPE is in good working order and fit-for-purpose.

Have workers been provided with information, training and instruction in the proper use and wearing of PPE, and the storage and maintenance of PPE?

**Main Site / Control of RCS Exposure Risk, RPE & PPE**

Jason Linford created a High priority action

ToDo  31st Mar, 2020 12:00 PM AWST

Develop and implement a monitoring program, including requirements for ongoing review.  
Develop and implement a monitoring program, including requirements for ongoing review.

Has workplace exposure monitoring been undertaken in areas where there is the risk of exposure to RCS?

**Main Site / Evaluation and Verification**

Jason Linford created a Medium priority action

ToDo  31st Mar, 2020 12:00 PM AWST

Develop and implement Occupational Health Monitoring procedures for the management of worker health and reporting requirements.

Develop and implement Occupational Health Monitoring procedures for the management of worker health and reporting requirements.

Is an Occupational / Respiratory Physician engaged to determine the requirements for health surveillance and oversee the health assessments of workers exposed to RCS hazards and risks?

**Main Site / Evaluation and Verification**

Jason Linford created a Medium priority action

ToDo  30th Jun, 2020 12:00 PM AWST

Ensure that all post-employment requirements are included within the Occupational Health Monitoring procedures.

Ensure that all post-employment requirements are included within the Occupational Health Monitoring procedures.

Are workers at risk of RCS exposure undergoing Post-employment assessments?

**Main Site / Evaluation and Verification**

Jason Linford created a Medium priority action

**ToDo**  31st Mar, 2020 12:00 PM AWST

Ensure that workers are informed of all requirements of health surveillance, and what mechanisms they can use to access support. This can be achieved via noticeboards, toolbox meetings, crib-room flyers, formal procedures etc.

Ensure that workers are informed of all requirements of health surveillance, and what mechanisms they can use to access support. This can be achieved via noticeboards, toolbox meetings, crib-room flyers, formal procedures etc.

Are workers informed of the need for health surveillance requirements?

**Main Site / Evaluation and Verification**

Jason Linford created a Medium priority action

**ToDo**  30th Jun, 2020 12:00 PM AWST

Ensure that the Occupational Health Monitoring procedures incorporate the requirements for obtaining records as per the Health & Hygiene Guidelines Section 9 - Records

Ensure that the Occupational Health Monitoring procedures incorporate the requirements for obtaining records as per the Health & Hygiene Guidelines Section 9 - Records

Are Health assessment and surveillance reports confidentially kept for the minimum required period?

**Main Site / Evaluation and Verification**

Jason Linford created a High priority action

**ToDo**  31st Mar, 2020 12:00 PM AWST

Develop and implement effective risk management control and verification processes for the management of RCS risk.

Evidence of worker consultation will be required.

Develop and implement effective risk management control and verification processes for the management of RCS risk.

Evidence of worker consultation will be required.

Does the organisation have a program to ensure that RCS Engineering, Administrative and PPE controls are verified as being effective, and is there some form of action plan that documents scheduled future plans for minimising exposure to RCS?

**Main Site / Evaluation and Verification**



Jason Linford created a Medium priority action

ToDo  31st Mar, 2020 12:00 PM AWST

Develop and implement formal workplace inspection procedures, with checklists for evidence.

Ensure completed checklists / documentation are stored in accordance with the Health & Hygiene Guidelines Section 9 - Records

Develop and implement formal workplace inspection procedures, with checklists for evidence.

Ensure completed checklists / documentation are stored in accordance with the Health & Hygiene Guidelines Section 9 - Records

Inspections of the workplace during operations to ensure that SWPs, SWMS or other procedures are being followed.

**Main Site / Evaluation and Verification**

Jason Linford created a Medium priority action

ToDo  30th Jun, 2020 12:00 PM AWST

Develop and implement formal worker consultation procedures, with records of meetings to be held on file.

This can be achieved via toolbox talks, safety committee meetings etc.

Develop and implement formal worker consultation procedures, with records of meetings to be held on file.

This can be achieved via toolbox talks, safety committee meetings etc.

Discussions with workers to identify ongoing RCS hazards and ensure controls are working effectively.

**Main Site / Evaluation and Verification**

Jason Linford created a High priority action

ToDo  31st Mar, 2020 12:00 PM AWST

Develop and implement an incident management procedure, with clearly articulated reporting mechanisms.

Develop and implement an incident management procedure, with clearly articulated reporting mechanisms.

Does the organisation have an incident management process for investigating incidents?

**Main Site / Evaluation and Verification**

Jason Linford created a High priority action

ToDo  31st Mar, 2020 12:00 PM AWST

Develop and implement an incident register with ability to track investigation outcomes to assist with risk management controls.

Develop and implement an incident register with ability to track investigation outcomes to assist with risk management controls.

Does the organisation have an incident management process for investigating incidents?

**Main Site / Evaluation and Verification**

Jason Linford created a Medium priority action

**ToDo**  31st Mar, 2020 12:00 PM AWST

Ensure effective review processes are documented within the incident investigation procedure.

Evidence to be provided on how outcomes will be actioned.

Ensure effective review processes are documented within the incident investigation procedure.

Evidence to be provided on how outcomes will be actioned.

Where individuals have been potentially exposed to high levels of RCS, does the Organisation ensure that controls are reviewed and improved, in consultation with workers to prevent reoccurrence of incidents?

#### **Main Site / Evaluation and Verification**

Jason Linford created a Medium priority action

**ToDo**  30th Jun, 2020 12:00 PM AWST

Ensure reporting processes are incorporated into the Occupational Health Monitoring procedures when developed.

Ensure reporting processes are incorporated into the Occupational Health Monitoring procedures when developed.

Does the organisation have in place a process to ensure the Regulator in their State or Territory is notified of a worker whose medical assessment indicates a disease relating to RCS?

#### **Main Site / Evaluation and Verification**

Jason Linford created a Medium priority action

**ToDo**  30th Jun, 2020 12:00 PM AWST

Develop and implement a formal Records Management procedure to incorporate all record keeping requirements in accordance with the Health & Hygiene Guidelines Section 9 - Records.

Develop and implement a formal Records Management procedure to incorporate all record keeping requirements in accordance with the Health & Hygiene Guidelines Section 9 - Records.

Does the workplace have in place a process to manage documents that relate to RCS hazards and risks, and are these kept for appropriate time periods as per legislative requirements?

#### **Main Site / Records**

Jason Linford created a Medium priority action

**ToDo**  30th Jun, 2020 12:00 PM AWST

Develop and implement a process which upon receiving a request from workers, provides workers with records of air monitoring results

Develop and implement a process which upon receiving a request from workers, provides workers with records of air monitoring results

Does the business have in place a process which- upon receiving a request from workers- provides workers with records of air monitoring results?

#### **Main Site / Provision of Records to Workers**

Jason Linford created a Medium priority action

**ToDo** 📅 30th Jun, 2020 12:00 PM AWST

Develop and implement a process is developed workers are being provided with their health assessments results (e.g.incorporate it into the Health and Safety Plan).

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Does the business have in place a process which- upon receiving a request from workers- provides workers with their health assessment reports?

**Main Site / Provision of Records to Workers**

Health and Safety Management System





2 Failed 2 Actions

<p>Does the organisation have a Health &amp; Safety Plan (Plan) to achieve the elements of the Health &amp; Hygiene Guidelines?</p>	<p>No</p>
<p>— Notes</p> <p>No formal procedures                  New employee induction to site                  Hands on guidance as required by visually assessed skill level</p> <p>— Actions</p> <hr/> <p><b>To Do</b> Develop and implement a Health &amp; Safety Plan (Plan) to achieve the elements of the Health &amp; Hygiene Guidelines.</p>	
<p>If not, will the organisation commit to the development of "Plan" within 3 months from this date?</p>	<p>Yes</p>
<p>— Notes</p> <p>It will be determined on guidance from AESAG and the required time frame will dependent on that advice.</p> <p>Are committed to ensuring health and safety.</p>	
<p>Does the organisation have a Health &amp; Safety Policy that incorporates a commitment to control RCS risks?</p>	<p>No</p>
<p>— Notes</p> <p>Informal discussions around tasks and Respiratory Protection Equipment (RPE). Wet cutting and polishing.</p> <p>— Actions</p> <hr/> <p><b>To Do</b> Develop and implement a formal Health &amp; Safety policy and distribute to all workers.</p>	

RCS Hazard Identification

2 Failed 2 Actions

<p>Has the organisation defined and documented the risks associated with working with RCS within the scope of its OHS/WHS Management System?</p>	<p>No</p>
<p>— Notes</p> <p>Informal training                  Direct contact between staff                  Hazard Classification on slabs purchased</p> <p>— Actions</p> <hr/> <p><b>To Do</b> Develop and implement risk management procedures to ensure all risks associated to the fabrication of engineered stone are identified, analysed, controlled and reviewed.</p>	

Has the organisation identified areas of activities where RCS exists?	Yes
<p>— Notes</p> <p>The fabrication workshop is the defined area where RCS risk has been identified.</p> <p>Concerns for workshop tea room which is above the workshop.</p> <p>Wet operations (cutting and polishing etc.) are required in this area</p> <p>Other areas are storage areas or office areas with low to no dust impacts or controls.</p> <p>Storage shed: for slabs prior to processing</p> <p>— Photos</p> <div style="display: flex; justify-content: space-around;">     </div>	
Has the organisation developed a risk register of the identified RCS hazards?	No
<p>— Notes</p> <p>No documentation.</p> <p>Informal discussion on an ongoing basis</p> <p>— Actions</p> <hr/> <p><b>To Do</b> Develop and implement risk register to record all risks identified and monitor controls.</p>	

### Assessing RCS Exposures Risks

2 Failed

Have all hazards identified been appropriately risk assessed, e.g. low, medium or high?	No
<p>— Notes</p> <p>Respirable Crystalline Silica (RCS) risks have been identified through the manufacturing process.</p> <p>No formal documentation.</p> <p>Site requirement to cut and polish wet.</p> <p>Personal Protective Equipment (PPE) supplied and required to be worn.</p>	
Have all RCS exposure risk assessments identified been documented in writing?	No
<p>— Notes</p> <p>No formal documentation of HSE processes</p>	

### Control of RCS Exposure Risk, RPE & PPE

8 Failed 5 Actions

Has the organisation documented controls that are used to minimise or eliminate hazards identified and assessed in the risk register?

No

— Notes

No documentation.

Risks have been assessed but not documented.

Machines must be run wet as part of their operation (no kill switch just operational requirement)

— Actions

**To Do** In line with the development of the risk management plan and risk register, ensure mechanisms are in place to verify the effectiveness of controls

Can the organisation demonstrate it has considered the "six-step hierarchy of control"?

No

— Notes

The organisation was unsure of what the Six Step Hierarchy of Controls was. It had the following controls in place.

Engineering controls: Wet cutting

Administrative: Signage (requires better placement, washing floors etc)

PPE: Respirator protection organic vapour. Epoxy are used as required

— Photos



Photo 5



Photo 6



Photo 7



Photo 8



Photo 9



Photo 10



Photo 11

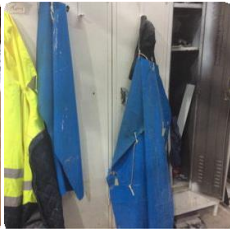


Photo 12



Photo 13



Photo 14





Photo 15

<p>Has the organisation, in consultation with employees, identified the training needs in relation to performing work activities associated with RCS, including training in the use of Respiratory Protective Equipment (RPE)?</p>	<p>Yes</p>
<p>— Notes</p> <p>Provides training around equipment and use of PPE. This is not documented.</p> <p>Enforcement is by the leadership team. No respirator fit testing conducted</p>	
<p>Has the organisation ensured that all personnel (including contractors and visitors) have undertaken training appropriate to the identified needs associated with the RCS hazards and risks?</p>	<p>No</p>
<p>— Notes</p> <p>Customers are not allowed past the bathroom/sales office. Exclusion zone from factory. No specific documentation showing that. Service technicians who operate the specific tools used for the manufacture of the stone.</p> <p>— Actions</p> <hr/> <p><b>To Do</b>    Develop and implement appropriate training / induction requirements for sub-contractors / visitors who may be impacted by fabrication operations</p>	
<p>Have personnel been assessed as competent, on the basis of skills achieved through education, training or experience, to use RPE for work activities associated with RCS, taking into account the obligations, hazards and risks associated with the work activities?</p>	<p>Yes</p>
<p>— Notes</p> <p>Informal assessment. Not documented</p> <p>Persons are observed using the RPE by other staff members.</p> <p>Have qualifications through TAFE, or are experienced in the industry</p>	
<p>Has the training provided been carried out by persons with appropriate skills, knowledge and experience in identifying, managing and controlling RCS hazards and risks?</p>	<p>Yes</p>
<p>— Notes</p> <p>Owners / Directors provide the training.</p> <p>Has approximately 25 years experience.</p> <p>— Actions</p> <hr/> <p><b>To Do</b>    Develop and implement a formal training / induction program for all workers, including a documented competence assessment to be held on file.</p>	
<p>If Yes, did the training cover the following:</p>	

Why RPE is required.	Yes
<p>— Notes</p> <p>Informal. Explained orally the risks of silicosis</p>	
When RPE is required to be worn.	Yes
<p>— Notes</p> <p>Told to be worn at all times.</p> <p>Up to the discretion of the operator.</p> <p>Required for hand tools and those adjacent to those using hand tools.</p>	
How RPE works.	No
<p>— Notes</p> <p>Informal discussions around how it works within their knowledge.</p> <p>Observations of the persons using it.</p> <p>Can manipulate the mask however couldn't explain the scientific principals</p>	
Limitations of RPE.	Yes
<p>— Notes</p> <p>Understands that there are limits to the efficiency of RPE. Fabricators were unsure how to describe or explain.</p>	
How to correctly put on and take off RPE.	Yes
<p>— Notes</p> <p>In line with manufacturer specifications</p> <p>— Photos</p> <p>Photo 16</p>	
How to conduct a negative and positive pressure fit check.	No
<p>— Notes</p> <p>Unable to show how to conduct a negative pressure check. Was shown by auditor.</p>	



How to clean and maintain RPE.	Yes
<p>— Notes</p> <p>Advised that they have been shown how to do it.</p> <p>Conducts maintenance.</p> <p>— Photos</p>  <p>Photo 17</p>	
When and how to replace filters.	Yes
<p>— Notes</p> <p>Replaced pre-filters on a visual assessment.</p> <p>Replaced P3 filters monthly.</p> <p>Has shown them but replaces the filters at his discretion.</p>	
How and where to store RPE when not in use.	Yes
<p>— Notes</p> <p>Stored in a clear clipsal tubs.</p> <p>Cleaned prior to placing in the box. At users discretion</p> <p>— Photos</p>  <p>Photo 18</p>	
After implementing RPE controls, are remaining risks minimised with suitable PPE as per the guidance within the Safe Work Australia (SWA) Code of Practice: How to Manage Work Health and Safety Risks, May 2018.	Yes
<p>— Notes</p> <p>Eye protection, Hearing Protection, Gum boots, Aprons</p>	

<p>Has PPE been selected to minimise risk to health and safety, including by ensuring that the equipment is suitable for the nature of the work?</p>	<p>Yes</p>
<p>Has PPE been selected to minimise risk to health and safety, including by ensuring that the PPE is of suitable size and fit and reasonably comfortable for the worker who is to use or wear it?</p>	<p>No</p>
<p>— Notes</p> <p>RPE masks are only one size (from supplier),</p> <p>Gum boots aprons are size selective, Safety goggles one size.</p>	
<p>Have workers been provided with items such as rubber boots, disposable clothing (suits) and/or aprons to prevent contamination of clothing?</p>	<p>Yes</p>
<p>— Notes</p> <p>Gum boots, Heavy duty aprons, Rain jackets.</p> <p>— Photos</p> <p>Photo 19</p>	

Have facilities been provided to allow workers to change RCS contaminated clothing prior to leaving the designated work areas and such contaminated clothing managed by the organisation i.e. not taken home?

No

— Notes

Shower facilities onsite in the toilet block/top lunch room to wash down.

No facilities to launder personal clothing.

Cleaning of protective equipment is up to employees.

Workshop wash room would require you to walk through/past the workshop to leave the fabrication area.

— Photos

Photo 20

Photo 21

— Actions

**To Do** Develop and implement a decontamination process to ensure that no cross- contamination of clothing or distribution of RCS dust throughout clean areas.

Is there processes in place to ensure PPE is maintained, repaired and replaced so that it continues to minimise risk to the worker who uses it, including by ensuring that the equipment is clean and hygienic, and in good working order?

Yes

— Notes

Each person is expected to conduct checks of their equipment at their own discretion.  
Conducts a monthly check of PPE.


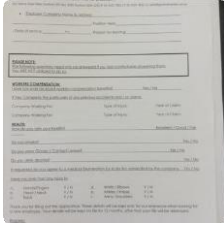

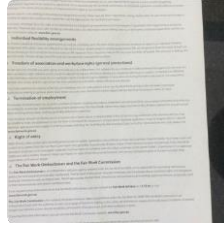
Allowed to request resupply of equipment as required.

Have workers been provided with information, training and instruction in the proper use and wearing of PPE, and the storage and maintenance of PPE?	No
<p>— Notes</p> <p>Common sense approach.</p> <p>Workplace allow each individual to store their equipment in designated areas.</p> <p>Not documented.</p> <p>— Actions</p> <p>Ensure workers are provided with information, training and instruction in the proper use and wearing of PPE, and the storage and maintenance of PPE.</p> <p><b>To Do</b> Whilst this process is happening informally, this needs to have greater control and scrutiny to ensure...</p>	
Are there processes in place to ensure that workers are- so far as reasonably able- use or wear the PPE in accordance with any information, training or reasonable instruction and must not intentionally misuse or damage the equipment?	Yes
<p>— Notes</p> <p>Not formally documented.</p> <p>Training is person to person / oral descriptions.</p> <p>No deliberate damage.</p> <p>General reminders of use of PPE.</p>	

Evaluation and Verification

17 Failed 12 Actions

Has workplace exposure monitoring been undertaken in areas where there is the risk of exposure to RCS?	No
<p>— Actions</p> <p><b>To Do</b> Develop and implement a monitoring program, including requirements for ongoing review.</p>	
Is an Occupational / Respiratory Physician engaged to determine the requirements for health surveillance and oversee the health assessments of workers exposed to RCS hazards and risks?	No
<p>— Actions</p> <p><b>To Do</b> Develop and implement Occupational Health Monitoring procedures for the management of worker health and reporting requirements.</p>	
Are workers at risk of RCS exposure regularly attending a registered Occupational Physician, as part of a health surveillance program?	No

Are workers at risk of RCS exposure undergoing Pre-employment health assessments?	No
<p>— Notes</p> <p>Pre existing health checks, not a medical assessment</p>	
Are workers at risk of RCS exposure undergoing ongoing health surveillance?	No
Are workers at risk of RCS exposure undergoing Post-employment assessments?	No
<p>— Photos</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p>Photo 22</p> </div> <div style="text-align: center;">  <p>Photo 23</p> </div> <div style="text-align: center;">  <p>Photo 24</p> </div> <div style="text-align: center;">  <p>Photo 25</p> </div> </div> <p>— Actions</p>	
<p><b>To Do</b> Ensure that all post-employment requirements are included within the Occupational Health Monitoring procedures.</p>	
Are workers informed of the need for health surveillance requirements?	No
<p>— Notes</p> <p>Organisation of lung bus to attend site to conduct respiratory checks.</p> <p>Nothing formalised currently.</p> <p>— Actions</p>	
<p><b>To Do</b> Ensure that workers are informed of all requirements of health surveillance, and what mechanisms they can use to access support. This can be achieved via noticeboards, toolbox meetings, crib-room flyers, formal procedures etc.</p>	
Does the Organisation cover all health surveillance costs?	Yes
<p>— Notes</p> <p>Committed to covering costs.</p> <p>Have not undertaken Health Surveillance currently.</p>	

<p>Are Health assessment and surveillance reports confidentially kept for the minimum required period?</p>	<p>No</p>
<p>— Notes</p> <p>No health records currently kept. Guidance required on the requirements for this question.</p> <p>— Actions</p> <hr/> <p><b>To Do</b> Ensure that the Occupational Health Monitoring procedures incorporate the requirements for obtaining records as per the Health &amp; Hygiene Guidelines Section 9 - Records</p>	
<p>Does the organisation have a program to ensure that RCS Engineering, Administrative and PPE controls are verified as being effective, and is there some form of action plan that documents scheduled future plans for minimising exposure to RCS?</p>	<p>No</p>
<p>— Notes</p> <p>Engineering controls have been implemented. Not verified</p> <p>Administrative Controls: No Documentation or scheduling of future programs and checks.</p> <p>PPE supplied: No documentation of Fit testing, daily checks, etc.</p> <p>— Actions</p> <hr/> <p><b>To Do</b> Develop and implement effective risk management control and verification processes for the management of RCS risk.</p> <p>Evidence of worker consultation will be required.</p>	
<p>Does the organisation use control processes or other methods of controlling RCS risk?</p>	<p>Yes</p>
<p>Inspections of the workplace during operations to ensure that SWPs, SWMS or other procedures are being followed.</p>	<p>No</p>
<p>— Notes</p> <p>No for internal procedures or requirements.</p> <p>SWMS &amp; SWPs for external works. MDS and other chemical required registers stored onsite on-line.</p> <p>— Actions</p> <hr/> <p><b>To Do</b> Develop and implement formal workplace inspection procedures, with checklists for evidence.</p> <p>Ensure completed checklists / documentation are stored in accordance with the Health &amp; Hygiene Guidelines Section 9 - Records</p>	

Visual inspections / Walkthroughs to visually ensure that equipment and controls are operating satisfactorily.	Yes
<p>— Notes</p> <p>Informal. Continual walk around by supervisors and operators. Daily. Pre-start required.  Not documented.</p>	
Review of documentation and records.	No
<p>— Notes</p> <p>As required to the environment  Ad-hoc maintenance</p>	
Regular equipment maintenance is occurring as required.	Yes
<p>— Notes</p> <p>500 hours for the nexus water jet. Filters done every one to two weeks.  No other equipment has a scheduled maintenance program.  Greasing, silica spray.</p>	
Discussions with workers to identify ongoing RCS hazards and ensure controls are working effectively.	No
<p>— Notes</p> <p>Informal discussions. Job requirements not exposure potential to RCS</p> <p>— Actions</p> <hr/> <p><b>To Do</b>      Develop and implement formal worker consultation procedures, with records of meetings to be held on file.  This can be achieved via toolbox talks, safety committee meetings etc.</p>	
Are workers encouraged to report all incidents and near misses relating to potential RCS exposure?	Yes
<p>— Notes</p> <p>Direct reporting</p>	

Does the organisation have an incident management process for investigating incidents?	No
<p>— Notes</p> <p>Oral discussion. No documents.</p> <p>— Actions</p> <hr/> <p><b>To Do</b> Develop and implement an incident register with ability to track investigation outcomes to assist with risk management controls.</p> <hr/> <p><b>To Do</b> Develop and implement an incident management procedure, with clearly articulated reporting mechanisms.</p>	
Where individuals have been potentially exposed to high levels of RCS, does the Organisation ensure that controls are reviewed and improved, in consultation with workers to prevent reoccurrence of incidents?	No
<p>— Notes</p> <p>No experience with an event of this nature that they know of. Technical investigation as to what happened.</p> <p>No formal documentation.</p> <p>— Actions</p> <hr/> <p><b>To Do</b> Ensure effective review processes are documented within the incident investigation procedure. Evidence to be provided on how outcomes will be actioned.</p>	
If a worker's health assessment indicates the worker may have contracted an illness as a result of exposure to RCS, does the organisation conduct a complete review of the organisations health and safety management systems/programs?	No
<p>— Notes</p> <p>No health assessment conducted currently.</p> <p>Awaiting guidance.</p>	
Does the organisation have in place a process to ensure the Regulator in their State or Territory is notified of a worker whose medical assessment indicates a disease relating to RCS?	No
<p>— Notes</p> <p>Required information on who to tell and what process. Require guidance. No knowledge of any incidents.</p> <p>— Actions</p> <hr/> <p><b>To Do</b> Ensure reporting processes are incorporated into the Occupational Health Monitoring procedures when developed.</p>	



<p>Are outcomes of investigations (i.e. actions) aimed at minimising future occurrences and results of any health surveillance communicated by the Occupational Physician to the worker?</p>	No
<p>— Notes</p> <p>Investigation not yet conducted. Would be aimed at rectifying problems.</p> <p>No physician records at this time.</p>	

Records


9 Failed | Action

<p>Does the workplace have in place a process to manage documents that relate to RCS hazards and risks, and are these kept for appropriate time periods as per legislative requirements?</p>	No
<p>— Notes</p> <p>Require guidance on the conditions required.</p> <p>No records for RCS exposure risks at the time of the assessment</p> <p>— Actions</p> <hr/> <p><b>To Do</b> Develop and implement a formal Records Management procedure to incorporate all record keeping requirements in accordance with the Health &amp; Hygiene Guidelines Section 9 - Records.</p>	
<p>Does the workplace have in place a process to manage documents that relate to the training of workers and supervisors, and are these kept for 5 years?</p>	No
<p>— Notes</p> <p>Training is informal.</p> <p>No documentation.</p>	
<p>Does the workplace have in place a process to manage documents that relate to exposure monitoring data for 30 years from the day the document was made?</p>	No
<p>— Notes</p> <p>No relevant documents at the time of the assessment.</p>	
<p>Does the workplace have in place a process to manage documents that relate to Fit testing records for respiratory protection for 30 years?</p>	No
<p>— Notes</p> <p>Fit testing has not been conducted.</p>	

Does the workplace have in place a process to manage documents that relate to Safety meetings, for 7 years?	No
<p>— Notes</p> <p>No formalised meetings.</p> <p>Believed to be covered in tool boxes.</p>	
Does the workplace have in place a process to manage documents that relate to Hazard identification, risk assessment and control, for 5 years?	No
<p>— Notes</p> <p>No process or documents in place currently</p>	
Does the workplace have in place a process to manage documents that relate to Health assessments, for 30 years from the day the document was made?	No
<p>— Notes</p> <p>Non available at the time of assessment.</p>	
Does the workplace have in place a process to ensure records are secure and private, and one that ensures the confidential storage of health records?	No
<p>— Notes</p> <p>Non available at the time of the assessment.</p>	
If an operation ceases, does the workplace have in place a process to ensure records are offered to the relevant Regulator in their State or Territory for storage?	No
<p>— Notes</p> <p>No records stored currently.</p>	

#### Maintenance of Other Records

Does the workplace have in place a process to ensure that equipment maintenance records are stored in accordance with business requirements?	Yes
<p>— Notes</p> <p>Documentation is filled in storage cupboards.</p>	

Does the workplace have in place a process to ensure that Records of workplace inspections are stored in accordance with business requirements?	Yes
<p>— Photos</p> <div style="display: flex; align-items: center;">  </div> <p>Photo 26</p>	

Provision of Records to Workers

2 Failed 2 Actions

Does the business have in place a process which- upon receiving a request from workers- provides workers with records of air monitoring results?	No
<p>— Notes</p> <p>Not records available currently. No dissemination process.</p> <p>— Actions</p> <hr/> <p><b>To Do</b> Develop and implement a process which upon receiving a request from workers, provides workers with records of air monitoring results</p>	
Does the business have in place a process which- upon receiving a request from workers- provides workers with their health assessment reports?	No
<p>— Notes</p> <p>Not records available currently. No dissemination process.</p> <p>— Actions</p> <hr/> <p><b>To Do</b> Develop and implement a process is developed workers are being provided with their health assessments results (e.g.incorporate it into the Health and Safety Plan).</p>	

## Queensland Requirements

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### Management System

Does the organisation operate in the State of Queensland and required to follow the mandatory Office of Industrial Relations Code of Practice?

No - Not Required

## Onsite Fabrication

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### General

During the audit, was there an opportunity to conduct an onsite installation inspection?	No - Not Available
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— Notes

Unable to attend the site were they were being conducted.

# Signature

I Failed

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The organisation has provided sufficient evidence against all MANDATORY requirements of the Health and Hygiene Guidelines and is recommended for accreditation.

No

Greencap Auditor



David Macgill

21st Nov, 2019 12:09 PM AWST

Fabricator Representative



21st Nov, 2019 12:11 PM AWST

Next Audit Date

📅 21st Nov, 2020