

**bizSAFE Level 3 Risk Management Audit Checklist (Revision 2020)**

- [Grey] to be completed by user
- Include reasons in Remarks column if the result is 'No'.
- Auditor is required to attach evidence and make reference to support the findings/ observations of the audit.

S/No.	Audit Question	DR = Document Review IP = Interview Personnel PI = Physical Inspection	Results		Guidance for RM Auditor	Supporting Evidence		Remarks	Interview Question
			Yes	No		Notes	Annex		
<b>1</b>	<b>Policy</b>								
1.1	Is the policy up to date, signed by the current CEO/ Top Management and communicated within the organisation/ company?	DR & IP			<p>Check that CEO/ Top Management has attended the bizSAFE Level 1 workshop. If not, please advise him/her to attend it</p> <p>Check that the policy is up to date and signed by the current CEO/ Top Management</p> <p>Interview 3 workers to verify if they know where to retrieve the policy and what it means to them</p>	<p>Attach the CEO/ Top Management(s) training certificate</p> <p>Attach the policy</p> <p>Attach the interview checklist</p>			Do you know where to retrieve the policy and what it means to you.
<b>2</b>	<b>Preparation for hazard identification, risk assessment and risk control</b>								
2.1	Are the appointed RA/ RM team leader(s) competent to carry out Risk Assessment?  <u>Note:</u> Competent team leader(s) must have <u>minimally completed:</u> - bizSAFE Level 2 RM Course after Nov 2007; or - Workforce Skills Qualification (WSQ) Develop Risk Management Implementation Plan course; or - Workforce Skills Qualification (WSQ) Workplace Safety and Health Control Measures course; or - WSH-related qualifications courses that meet the requirement to apply as registered WSH Officer. (Refer to: <a href="https://www.mom.gov.sg/workplace-safety-and-health/wsh-professionals/workplace-safety-and-health-officer/apply-to-be-a-registered-wsh-officer">https://www.mom.gov.sg/workplace-safety-and-health/wsh-professionals/workplace-safety-and-health-officer/apply-to-be-a-registered-wsh-officer</a> )	DR			<p>Check that all RA/ RM team leader(s) WSQ bizSAFE Level 2 course certification or its equivalent</p> <p>Check that sufficient RA/ RM team leaders and members have been appointed for the company's work activities</p>	Attach the RA/ RM Team leader(s) training certificates			
2.2	Is there an inventory of work activities (covering both routine/ non-routine work activities and new work activity)?	DR & PI			<p>A list of all work activities should have been developed prior to RA. The inventory list should have included all or most of the organisation/ company's daily operations</p> <p>Walkthrough the worksite and validate the inventory of work activities</p>	Attach the inventory of work activities			
<b>3</b>	<b>Risk Assessment: Hazard identification, Risk Evaluation and Risk Control</b>								
3.1	Is there a risk register for organisation/ company work activities?  <u>Note:</u> Risk register is a compilation of risk assessments for each work activity listed in the inventory of work activities.	DR			Check the risk register to confirm that there is a RA for each work activity listed in the inventory of work activities	Attach an image/ photo of the risk register			
3.2	Are the top 3 hazards (including at least 1 health hazard) for each work activity identified and recorded in the RA?	DR & IP			Interview RM Champion to check the accident/ injury/ reportable incident/ near miss record to identify the top 3 hazards for 3 selected work activities	<p>Attach the accident/ injury/ reportable incident/ near miss record and RAs highlighting evidence if applicable</p> <p>Attach the interview checklist</p>			Tell me more about the accident(s) that has/have occurred for this work activity.

- [Grey] to be completed by user
- Include reasons in Remarks column if the result is 'No'.
- Auditor is required to attach evidence and make reference to support the findings/ observations of the audit.

S/No.	Audit Question	DR = Document Review IP = Interview Personnel PI = Physical Inspection	Results	Guidance for RM Auditor	Supporting Evidence	Remarks	Interview Question
3.3	Are the following categories of hazards considered in the RA, where applicable: <ul style="list-style-type: none"> <li>• physical;</li> <li>• chemical;</li> <li>• biological;</li> <li>• health; and</li> <li>• psychosocial/ mental health.</li> </ul>	DR		Check 3 RAs for evidence at least 2 hazard categories have been considered	Attach the 3 RAs highlighting at least 2 hazard categories are considered		
3.4	Do the control measures focus on upstream risk control (i.e., elimination, substitution, engineering control)?	DR & PI		Check 3 RAs for evidence of focus on upstream risk control  Walkthrough the workplace to verify that upstream risk controls are implemented on site	Attach the 3 RAs highlighting upstream risk control implementation (attach an image/ photo/ document, where applicable)		
3.5	Are <u>work organisation factors</u> considered in the RA, where applicable?  E.g., excessive workload, prolonged working hours, lack of adequate training, inadequate acclimatisation to hot environment	DR & IP		Check 3 RAs for evidence that work organization factors have been considered	Attach the 3 RAs highlighting the evidence that work organisation factors have been considered within the RA  Attach the interview checklist		Interview the relevant personnel: Tell me more about how the organisation/ company manages: 1) the workers workload? 2) the training plan for new/ existing workers?
3.6	Are <u>individual health risk factors</u> considered in the RA, where applicable?  E.g., health risks (including sickness/injury recovery) that increase the likelihood and severity of accidents and injuries, health risks uncovered from medical examinations, individual susceptibility to chronic diseases, impact of an infectious disease outbreak, consideration for age and physical impairment.	DR & IP		Check 3 RAs for evidence that individual health risk factors have been considered	Attach the 3 RAs highlighting the evidence that <u>individual health risk factors</u> have been considered within the RA  Attach the interview checklist		Interview the relevant personnel: Tell me more about how the organisation/ company takes care of workers, for example: 1) with medical condition? 2) with chronic diseases? 3) with physical disability? 4) older workers? 5) who are expecting?
3.7	Does the RA consider activities of all persons affected or having access (including contractors and visitors) to the workplace?	DR		Check 3 RAs for evidence	Attach the 3 RAs highlighting the relevant areas		
3.8	Is the risk level evaluated appropriately / reasonably determined?	DR & IP		Check 3 RAs to assess if the severity and likelihood are reasonably determined	Attach the document illustrating how severity and likelihood are determined  Should any severity or likelihood appear <u>unreasonable</u> , highlight the RA entry in the submission  Attach the interview checklist		Interview the RA/ RM Team: How do you determine severity and likelihood?
3.9	Does the RA specify the implementation and due date for each risk control measure?	DR & IP		Check 1 RA and interview 3 implementation persons on the knowledge of their appointment and deadline for implementation	Attach the RA and highlight the evidence  Attach the interview checklist		Are you aware of your appointment and deadline for the implementation?
3.10	Are the completed RAs approved by the Manager* of the work activity?  *Manager: may be the person who manages a/ an - physical area ("Area Manager", e.g., Warehouse Manager); - function ("Functional Manager", e.g., Production Manager); - activity (e.g., Machining Manager).	DR & IP		Check 3 RAs for Manager approval and interview the Manager	Highlight any RA entry where there is <u>no</u> Manager approval in your submission  Attach the interview checklist		Did you approve the RA for this work activity? Tell me more for your approval criteria.
3.11	Is there an RA that covers potential terror threat(s) at the workplace <u>OR</u> do the RAs cover potential terror threat(s) at the workplace?	DR & IP		RA should identify at least 1 possible terror threat scenario (e.g., armed attack, suspicious article or stray vehicle)	Attach at least 1 RA covering terror threats  Attach the interview checklist		Tell me more about the terror threat scenario(s) that your organisation/ company has planned for.

- [Grey] to be completed by user
- Include reasons in Remarks column if the result is 'No'.
- Auditor is required to attach evidence and make reference to support the findings/ observations of the audit.

S/No.	Audit Question	DR = Document Review IP = Interview Personnel PI = Physical Inspection	Results		Guidance for RM Auditor	Supporting Evidence		Remarks	Interview Question
			Yes	No					
4	<b>Implementation</b>								
4.1	Question for <u>Manager</u> : Is the risk control implementation plan followed through?	DR, PI & IP			Check if there is a procedure in place to determine the risk control implementation status or progress  Walkthrough the workplace to check 1 completed and one on-going risk control implementation	Attach the document describing the process for checking risk control implementation  Attach an image/photo of the completed and on-going risk control implementation  Attach the interview checklist			Is there a procedure in place that help you determine the implementation status or progress?
4.2	Question for <u>Implementation Person</u> : Are the risk control measures implemented?	DR, PI & IP			Interview 3 implementation persons on their implementation plan  Walkthrough the workplace to check 1 completed and one on-going risk control implementation	Attach the implementation plan  Attach the interview checklist			Tell me more about your implementation plan.
4.3	Are the risk control measures effective in reducing the risk of injury?	DR, PI & IP			Check for evidence that risk controls are assessed after implementation	Attach the records of post implementation evaluation  Attach the accident/ injury record before and after risk control measure implementation, where applicable  Attach the interview checklist			Are implemented risk controls assessed for their effectiveness post implementation?
4.4	Are RAs for the work activity made easily available to all workers?	DR, PI & IP			Check how RA is made available onsite  Interview 3 workers and get them to show you how they access the correct RAs onsite	Attach the interview checklist  Attach the RA meetings or email to stakeholders to show that the RA has been effectively communicated to the workers			Can you show me the RA for your work activity?
4.5	Are the workers aware of the onsite hazards and the corresponding risk controls implemented?	DR, PI & IP			Check for communication records, e.g., briefing/ training records, noticeboard messages	Attach the briefing attendance records and interview checklist			Are you aware of the onsite hazards and the corresponding
4.6	Are there Safe Work Procedures (SWP) implemented for each activity in the list of inventory of work activities?	DR			Pick 3 high/ highest risk work activities and ask for the SWPs	Attach the 3 SWPs			
4.7	Do your workers adhere to the SWP?	PI & IP			Interview 1 manager, 1 supervisor, 1 worker at the workstation. Find out how the worker obtains the SWP and uses it to carry out the work	Attach the interview checklist			<u>Manager &amp; Supervisor</u> : How do you ensure that your workers adhere to the SWP?  <u>Worker</u> : Do you know where to get the copy of the SWP? Do you follow the SWP?
4.8	Does your organisation/ company put in place controls to address the possibility of security risk/ terror threat?	DR, PI & IP			Walkthrough the workplace to view the organisation/ company's security implementation, e.g. at the workplace entry/ exit points  Interview 3 workers for their: i.) Ability to explain key SGSecure tenets: a. Run, Hide, Tell; b. Press, Tie, Tell.  ii.) Awareness of organisation/ company's Emergency Response Plan: a. Emergency evacuation routes; b. Hiding locations in the workplace; and c. What to do during a lockdown procedure.	Attach the interview checklist and emergency response plan  Attach an image/ photo of the security implementation, only if non-confidential			Do you know what to do in the event of a terror threat?

- [Grey] to be completed by user
- Include reasons in Remarks column if the result is 'No'.
- Auditor is required to attach evidence and make reference to support the findings/ observations of the audit.

S/No.	Audit Question	DR = Document Review IP = Interview Personnel PI = Physical Inspection	Results		Guidance for RM Auditor	Supporting Evidence	Remarks	Interview Question
			Yes	No				
5	<b>Review (5.2 - 5.6 are for companies applying for Renewal)</b>							
5.1 For NEW applica tion	Is there procedure to review and revise the RA?	DR & IP			Interview the RM Team members and Top Management to verify if they know the criteria to review and revise RA. i.e. at least once every 3 years, or when an accident, incident, near miss or dangerous occurrence, or significant change in work activity/ process  Find out how they record accident, incident, near miss or dangerous occurrence, or significant change in work activity/ process	Attach the procedure to record the accident, incident, near miss or dangerous occurrences, or significant change in work activity/ process  Attach the interview checklist  Attach the Accident Frequency Rate (AFR) and Accident severity rate (ASR) statistics table or Fatal/ Major/ Minor Injury statistics for the last 3 years		Do you know the criteria to review and revise the RA? Tell me more about how you record when an accident, incident, near miss or dangerous occurrence or significant change in work activity/ process.
5.2 Renew al	Are RAs reviewed (and revised, if necessary) at least once every three years?	DR			Check the meeting minutes or correspondence between RM Team and management for evidence of review and approval  Check all RAs to verify the approval date is no more than 3 years from the date of audit	Attach the meeting minutes or relevant correspondence and any RA that was reviewed more than 3 years ago.		
5.3 Renew al	Are RAs reviewed (and revised, if necessary) when an accident, incident, near miss or dangerous occurrence occurs?	DR & IP			Check organisation/ company's accident, incident, near miss and dangerous occurrence records.  Select any 2 of the above and verify if the relevant RAs were revised accordingly.  Interview the Manager/ RM Team Leader to verify the reason for RA revision and obtain evidence of the revision.	Attach the summary of the incident report along with the action plan.  Attach the 2 RAs and highlight the areas that were revised.  Attach the interview checklist.		Tell me more about the reason/ background for RA revision and show two recent examples.
5.4 Renew al	Are RAs reviewed (and revised, if necessary) when there is a significant change in work process or activity?	DR & IP			Check organisation/ company's records for recent changes (within 3 years) in work practices, procedures, facilities or work environment. Select at least 1 significant change and check the RA for corresponding revision.	Attach the record of change and at least 1 corresponding RA.  Attach the interview checklist.		Tell me more about how change is managed in your organisation/ company and show the impact of a recent changes (within 3 years) on an RA.
5.5 Renew al	Are RAs reviewed (and revised, if necessary) when new information on WSH risks/ security risk/ terror threat is made known?	DR & IP			Find out where/ how the organisation/ company sources for new information.  Check at least 1 RA for evidence of impact of new information.	Attach the new information source and corresponding RA.  Attach the interview checklist.		Tell me more about the source of your new information and show the impact of new information with at least one recent example.
5.6 Renew al	Are changes to RAs communicated to all involved in the work activity, including inhouse/ resident contractors?	DR & IP			Interview 3 workers if they are aware of the changes in the RA. Check for evidence of communication.	Attach the worker briefing record/ relevant correspondence.  Attach the interview checklist.		Tell me more about the recent changes in the RA for your work activity.

**Audit Highlight**

- For more information, refer to WSHC Website: National WSH Campaign, WSH 2028, MOM Website: Requirements for Safe Management Measures (SMM)
- [Grey] to be completed by user
- Include reasons in Remarks column if the result is 'No'.
- Auditor is required to attach evidence and make reference to support the findings/ observations of the audit.

S/ No	Audit Highlight	Audit Question	DR = Document Review IP = Interview Personnel PI = Physical Inspection	Results			Guidance for RM Auditor	Supporting Evidence		Remarks	Interview Question
				Yes	No	NA		Notes	Annex		
1	Vehicular Safety	Does your organisation/ company manage vehicular safety?	DR & IP				<p>Ask about the organisation/ company's driver fatigue management programme and traffic management within the workplace</p> <p>Look for implementation of Vehicular Safety Technology (e.g., fatigue detection, distraction detection, collision detection, speed control)</p> <p>Interview 3 persons to evaluate if rewards &amp; incentives including pay-per-trip remuneration practice has a negative impact on WSH</p>	<p>Attach the document describing the organisation/ company's fatigue management programme/ plan and traffic management</p> <p>Attach the evidence of vehicular safety technology implementation</p> <p>Attach the interview checklist</p>			Tell me more about your organisation/ company's rewards & performance incentives for drivers
2	Machinery Safety	Does your organisation/ company manage machinery safety?	DR, PI & IP				<p>Walkthrough the workplace to check that machine hazards have been suitably addressed. In particular, check for effective implementation of machine safeguards and Lock-out Tag-out (LOTO) procedure prior to maintenance. Also, check for the use of presence sensors, where applicable</p> <p>Interview 3 persons on how they carry out the LOTO procedure</p>	<p>Attach an image/photo of an effective machine safeguard and/ or a presence sensor</p> <p>Attach the LOTO procedure</p> <p>Attach the interview checklist</p>			<p>Explain the purpose of LOTO procedure</p> <p>Explain the purpose of machine guarding</p>
3	Slips, Trips & Falls (STF)	Does your organisation/ company implement measures to prevent STF?	DR, PI & IP				<p>Walk through the workplace to check for housekeeping issues which can lead to STF hazards</p> <p>Check that company-issued safety footwear are placed on a regular inspection and replacement programme</p> <p>Interview 3 workers to ask what they would they do if they were to spot a STF hazard and when their footwear is worn out</p>	<p>Attach an image/photo to show an overview of the worksite/ factory/ premises/ facilities</p> <p>Attach the evidence on the footwear replacement programme</p> <p>Attach the interview checklist</p>			<p>What would you do if you spot a STF hazard?</p> <p>What would you do when you discover that your shoes are worn out?</p>
4	Work At Height (WAH)	Does your organisation/ company implement risk controls for WAH activities?	DR, PI & IP				<p>Check if Fall Prevention Plan (FPP) is customised to address the unique on-site WAH situations</p> <p>Walkthrough the workplace to look for secure anchorage points for WAH activities</p> <p>Interview 3 workers if they are aware of the FPP and location of the anchorage points</p>	<p>Attach the FPP</p> <p>Attach an image/ photo of the anchorage points</p> <p>Attach the interview checklist</p>			<p>Tell me more about the FPP for the work that you carry out</p> <p>For this work activity, where do you hook your safety harness?</p>
5	Health Promotion	Does your organisation/ company implement programmes to promote worker health?	DR & IP				<p>Check if organisation/ company has at least:</p> <p>1) 1 programme to <u>manage the health risks identified in their risk register</u>, and</p> <p>2) 1 programme to <u>improve health of workers in general</u> (e.g., through health screening and health coaching, healthy diet, active lifestyle, smoking cessation, weight management and stress management)</p> <p>Interview 3 persons how the above programmes have helped them (e.g., by reducing the incidence of ill-health and/ or injury)</p>	<p>Attach evidence of health and lifestyle programmes implemented. (e.g., company-organised health screening, health talks)</p> <p>Attach the interview checklist</p>			Tell me more about your organisation/ company's health and lifestyle programmes

S/ No	Audit Highlight	Audit Question	DR = Document Review IP = Interview Personnel PI = Physical Inspection			Results	Guidance for RM Auditor	Supporting Evidence		Remarks	Interview Question
			Yes	No	NA			Notes	Annex		
6	Safe Management Measures (SMM)	Has the organisation/ company implemented Safe Management Measures (SMM)?	PI				Walkthrough to check that the following basic SMM are in place: 1) Appointment of Safe Management Officer ("SMO"); and 2) workers are wearing mask; and 3) workers are practising safe distancing (at least 1 metre apart).	Attach an image/ photo/ record of the SMM implementation			

**Interview Checklist (Please expand the Reference if necessary)**

Date of Interview								
Name of Interviewer								
Name of Interviewee								
Position/ Designation of Interviewee								
Job description of Interviewee								
Reference	Question	Response	Question	Response	Question	Response	Question	Response
1.1	Do you know where to retrieve the policy and what it means to you.							
3.2	Tell me more about the accident(s) that has/have occurred for this work activity.							
3.5	Interview the relevant personnel: Tell me more about how the organisation/ company manages: 1) the workers workload? 2) the training plan for new/ existing workers?							
3.6	Interview the relevant personnel: Tell me more about how the organisation/ company takes care of workers, for example: 1) with medical condition? 2) with chronic diseases? 3) with physical disability? 4) older workers? 5) who are expecting?							
3.8	Interview the RA/ RM Team: How do you determine severity and likelihood?							
3.9	Are you aware of your appointment and deadline for the implementation?							
3.10	Did you approve the RA for this work activity? Tell me more for your approval criteria.							
3.11	Tell me more about the terror threat scenario(s) that your organisation/ company has planned for.							

4.1	Is there a procedure in place that help you determine the implementation status or progress?								
4.2	Tell me more about your implementation plan.								
4.3	Are implemented risk controls assessed for their effectiveness post								
4.4	Can you show me the RA for your work activity?								
4.5	Are you aware of the onsite hazards and the corresponding risk controls implemented?								
4.7	<u>Manager &amp; Supervisor:</u> How do you ensure that your workers adhere to the SWP?  <u>Worker:</u> Do you know where to get the copy of the SWP? Do you follow the SWP?								
4.8	Do you know what to do in the event of a terror threat?								
5.1	Do you know the criteria to review and revise the RA? Tell me more								
5.3	Tell me more about the reason/ background for RA revision and show								
5.4	Tell me more about how change is managed in your organisation/								
5.5	Tell me more about the source of your new information and show the								
5.6	Tell me more about the recent changes in the RA for your work								
AH 1	Tell me more about your organisation/ company's rewards & performance incentives for drivers								
AH 2	Explain the purpose of LOTO procedure  Explain the purpose of machine guarding								



AH 3	What would you do if you spot a STF hazard?  What would you do when you discover that your shoes are worn out?								
AH 4	Tell me more about the FPP for the work that you carry out  For this work activity, where do you hook your safety harness?								
AH 5	Tell me more about your organisation/ company's health and lifestyle programmes								

**Document Version Control Log (For reference only, auditors are not required to include this in the audit report)**

Dated	Amendment	Remarks
1-Jan-16	First release	To be used for all RM Audit for biSAFE Level 3/ Star submissions.
1-Apr-16	[Amend] Prescriptive Interview Sheet; [Added] Include Human Factors check for Logistics & Transportation Activities	To adopt for all RM Audit for biSAFE Level 3/ Star submissions wef 1-April-2016
11-Apr-16	[Added] Remarks column; [Added] Annex column; [Added] Document Version Control Log	Provide reason(s) on why RA; State the annex to refer; For easy reference on revisions
26-Sep-17	[Add] Label "biSAFE Checklist", "Human Factors & Other considerations" & "Interview Personnel Sheet" as Appendix 1, Appendix 2 & Appendix 3 respectively. [Amend] Change title "Human Factors & Other considerations" to "Other Considerations" [Amend] All mention of "WSH" to "WSH and Security" [Add] Appendix 1.1.2: "3. address terror threats?" [Add] Appendix 1.2.1: "as well as terror threats" [Add] Appendix 1.2.7: Audit question "Did the company appoint a SGSecure representative?" [Add] Appendix 1.3.6: Audit question "Did the risk assessment identify potential terror threat(s) to the workplace?" [Amend] Appendix 1.3.7: Insert "other considerations including" into "Does the risk assessment take into account other considerations including human factors..." [Amend] Appendix 1.4.1: Insert to Guidance for RM Auditor "(Including control measures to address the identified potential terror threat scenario(s))" [Add] Appendix 1.4.6: "Are company employees briefed and aware of key SGSecure tenets and the actions to be taken in the event of a terror attack?" [Add] Appendix 2.3: Audit question to check for noise and/or toxic substances monitoring [Add] Appendix 3.4.6: "Are company employees briefed and aware of key SGSecure tenets and the actions to be taken in the event of a terror attack?" [Add] Question Please explain "Run, Hide, Tell". Please explain "Press, Tie, Tell". Do you know the escape route during a terrorist attack? Do you know where to hide during a terrorist attack? What do you understand about your company's lockdown procedure?	To emphasise equal weightage accorded to "Security" to be on par with "WSH". To ensure terror threats are addressed in company's policy. To ensure terror threats are addressed in company's RM. To check for documentary proof for appointment of SGSecure representative. To ensure that hazard identification includes the identification of terror threats. To ensure control measures to address terror threat(s) are included in RM implementation plan.
Oct-20	[Amended] Shifted cover page & doc control log from worddoc version to excel spreadsheet. [Added] Audit observations by auditor [Added] Audit report expiry date [Amended] Changed title "biSAFE 3 RM Audit Checklist" to "Main Checklist" [Amended] Section 1: OSH policy section. Changes: [Removed] Audit questions 1.1, 1.2, 1.3. [Added] Question 1.1 "Is the policy up to date, signed by the current CEO/ Top Management and communicated within the organisation/ company?" [Amended] Section 2: Preparation for hazard identification, risk assessment and risk control section. Changes: [Removed] Audit questions 2.1 - 2.8. [Added] Question 2.1, "Are the appointed RA/RM team leader(s) competent to carry out Risk Assessment?" [Added] Question 2.2, "Is there an inventory of work activities (covering both routine/ non-routine work activities and new work activity)?" [Amended] Section 3: Risk Assessment: Hazard Identification, Risk Evaluation and Risk Control. Changes: [Removed] Audit questions 3.1 - 3.17. [Added] Question 3.1, "Is there a risk register for organisation/ company work activities?" [Added] Question 3.2, "Is there an inventory of hazards (including at least 1 health hazard) for each work activity identified and recorded in the RA?" [Added] Question 3.3, "Are the following categories of hazards considered in the RA, where applicable: physical; chemical; biological; health; and psychosocial/ mental health." [Added] Question 3.4, "Do the control measures focus on upstream risk control (i.e. elimination, substitution, engineering control)?" [Added] Question 3.5, "Are work organisation factors considered in the RA, where applicable? E.g. excessive workload, prolonged working hours, lack of adequate training, inadequate acclimatisation to hot environment?" [Added] Question 3.6, "Are individual health risk factors considered in the RA, where applicable? E.g. health risks (including sickness/injury recovery) that increase the likelihood and severity of accidents and injuries, health risks uncovered from medical examinations, individual susceptibility to chronic diseases, impact of an infectious disease outbreak, consideration for age and physical impairment." [Added] Question 3.7, "Does the RA consider activities of all persons (including contractors and visitors) having access to the workplace?" [Added] Question 3.8, "Is the risk level evaluated appropriately / reasonably determined?" [Added] Question 3.9, "Does the RA specify the implementation and due date for each risk control measure?" [Added] Question 3.10, "Are the completed RAs approved by the Manager* of the work activity?" [Added] Question 3.11, "Is there an RA that covers potential terror threat(s) at the workplace OR do the RAs cover potential terror threat(s) at the workplace?" [Amended] Section 4: Implementation. Changes: [Removed] Audit questions 4.1 - 4.8. [Added] Question 4.1, "Question for Manager: How do you ensure that risk control implementation is followed through?" [Added] Question 4.2, "Question for Implementation Person: How did/ will you implement the risk control measures?" [Added] Question 4.3, "Are the risk control measures effective in reducing the risk of injury?" [Added] Question 4.4, "Are RAs for the work activity made easily available to all workers?" [Added] Question 4.5, "Are the workers aware of the onsite hazards and the corresponding risk controls implemented?" [Added] Question 4.6, "Are there Safe Work Procedures (SWP) implemented for each activity in your inventory of work activities?" [Added] Question 4.7, "How does your organisation/ company ensure that workers adhere to the SWP?" [Added] Question 4.8, "What controls has your organisation/ company put in place to address the possibility of security risk/ terror threat?" [Amended] Section 5: Review. Changes: [Removed] Audit questions 5.1 - 5.8. [Added] Question 5.1, "Is there procedure to review and revise the RA?" [Added] Question 5.2, "Are RAs reviewed (and revised, if necessary) at least once every three years?" [Added] Question 5.3, "Are RAs reviewed (and revised, if necessary) when an accident, incident, near miss or dangerous occurrence occurs?" [Added] Question 5.4, "Are RAs reviewed (and revised, if necessary) when there is a significant change in work process or activity?" [Added] Question 5.5, "Are RAs reviewed (and revised, if necessary) when new information on WSH risks/ security risk/ terror threat is made known?" [Added] Question 5.6, "Are changes to RAs communicated to all involved in the work activity, including inhouse/resident contractors?" [Amended] Changed title "Other Considerations" to "Audit Highlights" Within "Audit Highlights": [Added] Question 1 on Vehicular Safety [Added] Question 2 on Machinery Safety [Added] Question 3 on Slips, Trips & Falls [Added] Question 4 on Work At Height (WAH) [Added] Question 5 on Health Promotion [Added] Question 6 on Safe Management Measures (SMM)	Auditor to use the new cover page To ensure that the national hotspots/ problem areas are targeted
Dec-20	Updated the cover page that WSHC and SAC co-designed (to align with SAC CT 17 requirements) Amended Question 2.1 [Added] Workforce Skills Qualification (WSQ) Workplace Safety and Health Control Measures course, or	Auditor to use the new cover page Wef Nov 2020, SSG renamed the course code and course name to WPH-WSH-4075-1.1 Workplace Safety and Health Control Measures