

bizSAFE Level 3 Risk Management (RM) Audit Report Cover page

<Insert AO Logo> and < Insert SAC Mark>

Note: Auditing Organisation (AO) may make amendments to the cover page's structure, as long as Singapore Accreditation Council (SAC) CT 17 requirements are fulfilled

Auditee company details:	
Unique Entity Number (UEN) <i>(Note: Refer to www.uen.gov.sg)</i>	
Company name as per UEN	
Scope of business	
Audit date [DD/MM/YYYY] <i>e.g. 31/10/2021</i>	
Audit time	
Audit report expiry date [Autofill] <i>(Note: This audit report is valid for 3 years from the date of audit)</i>	30 Dec 1902
Audit Type <i>[Note: Select the appropriate option]</i>	New/ Progression/ Renewal
Audit Scope <i>(Note: Provide the details of organisational/ functional units/ processes audited)</i>	
Location of audit	
Management Representative's name, designation and signature	

Audit observations summary	
Note: Do NOT submit the bizSAFE application until all findings are closed	
Is this a single/ combined/ joint/ integrated audit?	Single/ Combined / Joint/ Integrated
Is there any deviation from the audit plan?	Yes/ No If Yes, provide reason: _____
Is there any significant change that affect the management system of the client since the last audit?	Yes/ No If Yes, provide reason: _____
Is the previous non-conformities' correction action effective?	Yes/ No Provide reason: _____
Auditor's comments on the organisation/ company's RM implementation:	Provide: 1) Strengths; and 2) Areas for improvement
Any findings or unresolved issues for the organisation/ company to follow up?	Yes/ No/ Na If Yes, list down the finding(s)/ issue(s): _____
Do you recommend the organisation/ company to get bizSAFE Level 3 recognition?	Yes/ No Provide reason: _____

This audit report is issued by:	
Auditor's name and signature	
Auditing organization	
Auditing organisation's company stamp	

Information about the RM audit	
Audit objectives	To verify that the organisation is recommended to get bizSAFE Level 3 by conducting risk assessments and implementing risk control measures according to the requirements under the WSH (Risk Management) Regulations
Audit reference standard	· Workplace Safety and Health (Risk Management) Regulations · Code of Practice on Workplace Safety and Health (WSH) Risk Management

bizSAFE Level 3 Risk Management Audit Checklist (Revision V3 - Jan 2022)

- Columns D/E (Results Yes/No) and H (Annex) are to be completed by Auditor
- Column I (Remarks) are for Auditor to include reasons if the result for Columns D/E is 'No' and other relevant remarks
- 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	Results		Guidance for RM Auditor	Supporting Evidence		Remarks
			Yes	No		Notes	Annex	
1	Policy		Yes	No				
1.1	Is the policy up to date, signed by the current CEO/ Top Management within top three tier and communicated within the organisation/ company?	DR & IP			<p>Check that CEO/ Top Management has attended the bizSAFE Level 1 workshop</p> <p>Check that the policy is up to date and signed by the current CEO/ Top Management</p> <p>Interview 3 employees 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>		
2	Preparation for hazard identification, risk assessment and risk control		Yes	No				
2.1	<p>Are the appointed RA/ RM team leader(s) competent to carry out Risk Assessment?</p> <p>Note: Competent team leader(s) must have <u>minimally completed</u>:</p> <ul style="list-style-type: none"> - 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. <p>(Ref: https://www.mom.gov.sg/workplace-safety-and-health/wsh-professionals/workplace-safety-and-health-officer/apply-to-be-a-registered-wsh-officer)</p>	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		
3	Risk Assessment: Hazard identification, Risk Evaluation and Risk Control		Yes	No				
3.1	<p>Is there a risk register for organisation/ company work activities?</p> <p>Note: Risk register is a compilation of risk assessments</p>	DR			Check that the risk register is readily available and maintained at the workplace	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 each of the 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>		

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3.3	Are the following categories of hazards considered in the RA, where applicable: <ul style="list-style-type: none"> • physical; • mechanical; • electrical; • chemical; • biological; and • psychosocial 	DR		Check 3 RAs for evidence, where at least 2 hazard categories have been considered	Attach the 3 RAs where at least 2 hazard categories are considered	
3.4	Are risks associated with terrorism threats, disease outbreak (e.g., epidemics, pandemics), and mental well-being considered in the RA?	DR		Check 3 RAs for evidence that organisation/ company update their RM processes to account for: <ul style="list-style-type: none"> - terrorism threat; - mitigate infectious disease outbreaks/ transmission; and - mental well-being 	Attach 3 RAs where the hazards are considered	
3.5	Are <u>work organisation factors</u> considered in the RA, where applicable? <p>E.g., excessive workload, prolonged working hours, lack of adequate training, inadequate acclimatisation to hot environment, alienated sub-groups of employees that could place them at risk of self-radicalisation</p>	DR & IP		Check 3 RAs for evidence that work organization factors have been considered	Attach the 3 RAs highlighting the evidence that <u>work organisation factors</u> have been considered within the RA <p>Attach the interview checklist</p>	
3.6	Are <u>personal health-risk factors</u> considered in the RA, where applicable? <p>E.g., physical fitness, personal health condition, conditions that may affect safety critical work (such as chronic diseases), pregnancy, smoking and use of certain medications or alcohol misuse.</p>	DR & IP		Check 3 RAs for evidence that personal health risk factors have been considered	Attach the 3 RAs highlighting the evidence that <u>personal health risk factors</u> have been considered within the RA <p>Attach the interview checklist</p>	
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 <p>Should any severity or likelihood appear <u>unreasonable</u>, highlight the RA entry in the submission</p> <p>Attach the interview checklist</p>	
3.9	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 <p>Walkthrough the workplace to verify that upstream risk controls are implemented on site</p>	Attach the 3 RAs highlighting upstream risk control implementation (attach an image/ photo/ document, where applicable)	

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S/No.	Audit Question	DR = Document Review IP = Interview	Results		Guidance for RM Auditor	Supporting Evidence	Remarks
3.10	Does the RA specify the implementation and due date for each risk control measure?	DR & IP			Check 1 RA and interview the implementation person(s) on the knowledge of their appointment and deadline for the implementation	Attach the RA and highlight the evidence Attach the interview checklist	
3.11	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	
4	Implementation		Yes	No			
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	
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	
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	
4.4	Are RAs for the work activity made easily available to all employees?	DR, PI & IP			Check how RA is made available onsite Interview 3 employees 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	

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S/No.	Audit Question	DR = Document Review IP = Interview	Results		Guidance for RM Auditor	Supporting Evidence		Remarks	
			Yes	No					
4.5	Are the employees aware of the onsite hazards and the corresponding risk controls implemented?	DR, PI & IP			<p>Check for communication records, e.g., briefing/ training records, noticeboard messages</p> <p>Walkthrough the workplace to find evidence of hazard communication. e.g., warning signs, audio visual means of communication</p> <p>Interview 3 employees to verify their awareness level of the onsite hazards and the risk controls implemented</p>			<p>Attach the briefing attendance records and interview checklist</p> <p>Attach an image/ photo of communication/ hazard communication</p>	
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 the employees 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	
4.8	Does the organisation/ company put in place controls to address the possibility of terrorism threat?	DR, PI & IP			<p>Walkthrough the workplace to view the organisation/ company's security implementation, e.g. at the workplace entry/ exit points</p> <p>Interview 3 employees for their:</p> <p>i.) Ability to explain key SGSecure tenets:</p> <p>a. Run, Hide, Tell;</p> <p>b. Press, Tie, Tell.</p> <p>ii.) Awareness of organisation/ company's Emergency Response Plan:</p> <p>a. Emergency evacuation routes;</p> <p>b. Hiding locations in the workplace; and</p> <p>c. What to do during a lockdown procedure.</p>			<p>Attach the interview checklist and emergency response plan</p> <p>Attach an image/ photo of the security implementation, only if non-confidential</p>	
5	Review		Yes	No					
5.1 ALL Applicati on	Is there procedure to review and revise the RA?	DR & IP			<p>Interview the RM team members and Top Management to verify if they know the criteria to review and revise RA</p> <p>i.e. at least once every 3 years, or upon the occurrence of any bodily injury to any person as a result of exposure to a hazard in the workplace, or significant change in work practices/ procedure, or significant change in the employee' personal health in relation to safety critical work process or activity, or when new information on WSH risks, threat of terrorism, disease outbreak, or mental well-being is made known</p>			<p>Attach the procedure to review and revise the RA</p> <p>Attach the interview checklist</p>	

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S/No.	Audit Question	DR = Document Review IP = Interview	Results	Guidance for RM Auditor	Supporting Evidence	Remarks
Additional questions for Renewal application						
5.2	Are RAs reviewed (and revised, if necessary) at least once every three years?	DR		<p>Check the meeting minutes or correspondence between RM Team and management for evidence of review and approval</p> <p>Where practicable, RA should be reviewed annually</p>	<p>Attach meeting minutes or correspondence of review and approval, if any</p> <p>Attach the 2 approved RAs that were reviewed and/ or revised</p>	
5.3	Are RAs reviewed (and revised, if necessary) where there is occurrence of any bodily injury to any person as a result of exposure to a hazard in the workplace?	DR		<p>Check organisation/ company's accident, incident, near miss and dangerous occurrence records</p> <p>Select any 2 of the above and verify if the relevant RAs were revised accordingly</p>	<p>Attach the summary of the incident report along with the action plan, if any</p> <p>Attach the 2 RAs and highlight the areas that were revised</p>	
5.4	Are RAs reviewed (and revised, if necessary) where there is a significant change in work practices, or procedures?	DR		<p>Check organisation/ company's records for recent changes (within 3 years) in work practices, procedures, facilities or work environment</p> <p>Select at least 1 significant change and check the RA for corresponding revision</p>	<p>Attach the record of change and at least 1 corresponding RA</p>	
5.5	Are RAs reviewed (and revised, if necessary) where there is new information on WSH emerging risks, threat of terrorism, disease outbreak, or mental well-being is made known?	DR & IP		<p>Find out where/ how the organisation/ company sources for new information</p> <p>Check at least 1 RA for evidence of impact of new information</p>	<p>Attach the new information source and corresponding RA</p> <p>Attach the interview checklist</p>	
5.6	Are changes to RAs communicated and consulted with external and internal stakeholders, including all functions and levels within the organisation/ company?	DR & IP		<p>Interview 3 employees if they are aware of the changes in the RA. Check for evidence of communication</p>	<p>Attach the communication and consultation records for different groups within the organisation. e.g., meetings, staff dialogues, trainings, notice boards and various electronic means</p> <p>Note: Effective communication and consultation involve two-way dialogues between stakeholders</p> <p>Attach the interview checklist</p>	

Audit Highlight

- For more information, refer to WSHC Website: National WSH Campaign, WSH 2028, MOM Website: Requirements for Safe Management Measures (SMM)
- Columns E/F/G (Results - Yes/No/NA) and J (Annex) are to be completed by Auditor
- Column K (Remarks) are for Auditor to include reasons in Remarks column if the result for Columns E/F/G is 'No' and other relevant remarks.
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S/ No	Audit Highlight	Audit Question	DR = Document Review IP = Interview Personnel PI = Physical Inspection	Results			Guidance for RM Auditor	Supporting Evidence		Remarks
				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 employees to evaluate if rewards & 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>		
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 employees 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>		
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>		
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>		

S/ No .	Audit Highlight	Audit Question	DR = Document Review IP = Interview Personnel PI = Physical Inspection	Results			Guidance for RM Auditor	Supporting Evidence		Remarks
				Yes	No	NA		Notes	Annex	
5	Health Promotion	Does your organisation/ company implement programmes that support and maintain worker health and mental well-being?	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 and mental well-being 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 employees how the above programmes have helped them e.g., by reducing the incidence of ill-health (including mental well-being) 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>		
6	Safe Management Measures (SMM)	Has the organisation/ company implemented Safe Management Measures (SMM)?	PI				<p>Walkthrough to check that the following basic SMM are in place:</p> <p>1) Appointment of Safe Management Officer ("SMO"); and</p> <p>2) workers are wearing mask; and</p> <p>3) workers are practising safe distancing (at least 1 metre apart).</p>	<p>Attach an image/ photo/ record of the SMM implementation</p>		

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 employees workload? 2) the training plan for new/ existing employees?							
3.6		Interview the relevant personnel: Tell me more about how the organisation/ company takes care of employees, for example: 1) with individual fitness? (e.g., eyesight, hearing, lack of physical conditioning to carry out heavy lifting or manual work) 2) with chronic diseases? 3) with medical condition? 4) older employees? 5) who are expecting? 6) smokers? 7) alcoholic?							
3.8		Interview the RA/ RM Team: How do you determine severity and likelihood?							
3.10		Are you aware of your appointment and deadline for the implementation?							
3.11		Did you approve the RA for this work activity? Tell me more for your approval criteria.							
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 implementation?							
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	<p><u>Manager & Supervisor:</u> How do you ensure that your workers adhere to the SWP?</p> <p><u>Worker:</u> Do you know where to get the copy of the SWP? Do you follow the SWP?</p>								
4.8	Do you know what to do in the event of a terrorism threat? Tell me more about the terror threat scenario(s) that your organisation/ company has planned for.								
5.1	Do you know the criteria to review and revise the RA?								
5.5	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	Tell me more about the recent changes in the RA for your work activity and how did company communicate and consult your views.								
AH 1	Tell me more about your organisation/ company's rewards & performance incentives for drivers								
AH 2	<p>Explain the purpose of LOTO procedure</p> <p>Explain the purpose of machine guarding</p>								
AH 3	<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>								
AH 4	<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>								
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 bizSAFE 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 bizSAFE 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 NA; State the annex to refer; For easy reference on revisions
26-Sep-17	[Add] Label "bizSAFE 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 2020 (V1)	[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 "bizSAFE 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, "Are the top 3 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)	To ensure the national hotspots/ problem areas are targetted
Dec 2020 (V2)	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 WJF Nov 2020, SSG renamed the course code and course name to WPH-WSH-4075-1.1 Workplace Safety and Health Control Measures
Jan 2022 (V3)	Enable worksheet protection to the audit questions [Amended] Q1.1 Changes: - [Rephrased] Audit Question "Is the policy up to date, signed by the current CEO/ Top Management and communicated within the organisation/ company?" to "... within top three tier" - [Rephrased] Guidance for RM Auditor "3 workers" to "3 employees" [Amended] Q3.1 Changes: - [Rephrased] Audit Question "Note: Risk register is a compilation of risk assessments for each work activity listed in the inventory of work activities." to "Note: Risk register is a compilation of risk assessments" - [Rephrased] Guidance for RM Auditor "Check the risk register to confirm that there is a RA for each work activity listed in the inventory of work activities" to "Check that the risk register is readily available and maintained at the workplace" [Amended] Q3.2 Changes: - [Rephrased] Guidance for RM Auditor "Interview RM Champion to check the accident/ injury/ reportable incident/ near miss record to identify the top 3 hazards for 3 selected work activities" to "Interview RM Champion to check the accident/ injury/ reportable incident/ near miss record to identify the top 3 hazards for each of the 3 selected work activities" [Amended] Q3.3 Changes: - [Rephrased] Audit Question "Are the following categories of hazards considered in the RA, where applicable: physical; chemical; biological; health; and psychosocial/ mental health." to "Are the following categories of hazards considered in the RA, where applicable: physical; mechanical; electrical; chemical; biological; and psychosocial" - [Rephrased] Guidance for RM Auditor "Check 3 RAs for evidence, where at least 2 hazard categories have been considered" - [Rephrased] Supporting Evidence (Notes) "Attach the 3 RAs where at least 2 hazard categories are considered" [New Added] Q3.4 Audit Question "Are risks associated with terrorism threats, disease outbreak (e.g., epidemics, pandemics), and mental well-being considered in the RA?" Guidance for RM Auditor "Check 3 RAs for evidence that organisation/ company update their RM processes to account for: - terrorism threat; - mitigate infectious disease outbreaks/ transmission; and - mental well-being" Supporting Evidence (Notes) "Attach 3 RAs where the hazards are considered" [Amended] Q3.5 Changes: - [Rephrased] Audit Question "E.g., excessive workload, prolonged working hours, lack of adequate training, inadequate acclimatisation to hot environment" to "E.g., excessive workload, prolonged working hours, lack of adequate training, inadequate acclimatisation to hot environment, alienated sub-groups of employees that could place them at risk of self-radicalisation"	To prevent users from modifying questions within the worksheet

<p>[Amended] Q3.6</p> <p>Changes:</p> <ul style="list-style-type: none"> - [Rephrased] Audit Question "Are <u>individual</u> 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." to "Are <u>personal</u> health-risk factors considered in the RA, where applicable? E.g., <u>physical fitness, personal health condition, conditions that may affect safety critical work (such as chronic diseases), pregnancy, smoking and use of certain medications or alcohol misuse.</u>" - [Rephrased] Guidance for RM Auditor "Check 3 RAs for evidence that <u>personal</u> health risk factors have been considered" - [Rephrased] Supporting Evidence (Notes) "Attach the 3 RAs highlighting the evidence that <u>personal</u> health risk factors have been considered within the RA" <p>[Amended] Q3.9 Previously from Q3.4. No changes in the content.</p>
<p>[Amended] Q3.10</p> <p>Changes:</p> <ul style="list-style-type: none"> - [Rephrased] Guidance for RM Auditor "Check 1 RA and interview 3 implementation persons on the knowledge of their appointment and deadline for implementation" to "Check 1 RA and interview the <u>implementation person(s)</u> on the knowledge of their appointment and deadline for <u>the</u> implementation" - [Rephrased] Supporting Evidence (Notes) "Attach the 3 RAs where at least 2 hazard categories are considered" <p>[Amended] Q4.4</p> <p>Changes: Workers to employees</p> <ul style="list-style-type: none"> - [Rephrased] Audit Question "Are RAs for the work activity made easily available to all <u>employees</u>?" - [Rephrased] Guidance for RM Auditor "Interview 3 employees and get them to show you how they access the correct RAs onsite" <p>[Amended] Q4.5</p> <p>Changes: Workers to employees</p> <ul style="list-style-type: none"> - [Rephrased] Audit Question "Are the <u>employees</u> aware of the onsite hazards and the corresponding risk controls implemented?" - [Rephrased] Guidance for RM Auditor "Interview 3 employees to verify their awareness level of the onsite hazards and the risk controls implemented" <p>[Amended] Q4.7</p> <p>Changes:</p> <ul style="list-style-type: none"> - [Rephrased] Audit Question "Do the employees adhere to the SWP?" <p>[Amended] Q4.8</p> <p>Changes: Workers to employees</p> <ul style="list-style-type: none"> - [Rephrased] Audit Question "Does <u>the</u> organisation/ company put in place controls to address the possibility of <u>terrorism</u> threat?" - [Rephrased] Guidance for RM Auditor "Interview 3 employees for their:" <p>[Amended] Q5.1</p> <p>Changes: "for NEW application only" to "ALL Application"</p> <ul style="list-style-type: none"> - [Rephrased] Guidance for RM Auditor "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" to "i.e. at least once every 3 years, or upon the occurrence of any bodily injury to any person as a result of exposure to a hazard in the workplace, or significant change in work practices/ procedure, or significant change in the employee's personal health in relation to safety critical work process or activity, or when new information on WSH risks, threat of terrorism, disease outbreak, or mental well-being is made known" - [Removed] Guidance for RM Auditor "Find out how they record accident, incident, near miss or dangerous occurrence, or significant change in work activity/ process" - [Rephrased] Supporting Evidence (Notes) "Attach the procedure to record the accident, incident, near miss or dangerous occurrences, or significant change in work activity/ process" to "Attach the procedure to review and revise the RA" - [Removed] Supporting Evidence (Notes) "Attach the Accident Frequency Rate (AFR) and Accident severity rate (ASR) statistics table or Fatal/ Major/ Minor Injury statistics for the last 3 years" (To align with WSH Report National Statistics) <p>[New Added] "Additional questions for renewal application" before Q5.2 onwards</p> <p>[Amended] Q5.2</p> <p>Changes:</p> <ul style="list-style-type: none"> - [Rephrased] Guidance for RM Auditor "Check all RAs, to verify the approval date is not more than 3 years from the date of audit" to "Where practicable, RA should be reviewed annually" - [Rephrased] Supporting Evidence (Notes) to "Attach the meeting minutes or relevant correspondence and any RA that was reviewed more than 3 years ago." to "Attach meeting minutes or correspondence of review and approval, if any, Attach the 2 approved RAs that were reviewed and/ or revised" <p>[Amended] Q5.3</p> <p>Changes:</p> <ul style="list-style-type: none"> - [Rephrased] Audit Question "Are RAs reviewed (and revised, if necessary) when an accident, incident, near miss or dangerous occurrence occurs?" to "Are RAs reviewed (and revised, if necessary) where there is occurrence of any bodily injury to any person as a result of exposure to a hazard in the workplace?" - [Removed] Guidance for RM Auditor "Interview the Manager/ RM Team Leader to verify the reason for RA revision and obtain evidence of the revision." - [Rephrased] Supporting Evidence (Notes) "Attach the summary of the incident report along with the action plan, if any." - [Removed] Supporting Evidence (Notes) "Attach the interview checklist." <p>[Amended] Q5.4</p> <p>Changes:</p> <ul style="list-style-type: none"> - [Rephrased] Audit Question "Are RAs reviewed (and revised, if necessary) when there is a significant change in work process or activity?" to "Are RAs reviewed (and revised, if necessary) where there is a significant change in work practices, or procedures?" <p>[Amended] Q5.5</p> <p>Changes:</p> <ul style="list-style-type: none"> - [Rephrased] Audit Question "Are RAs reviewed (and revised, if necessary) when new information on WSH risks/ security risk/ terror threat is made known?" to "Are RAs reviewed (and revised, if necessary) where there is new information on <u>WSH emerging risks, threat of terrorism, disease outbreak, or mental well-being is made known?</u>" <p>[Amended] Q5.6</p> <p>Changes: Workers to employees</p> <ul style="list-style-type: none"> - [Rephrased] Audit Question "Are changes to RAs communicated to all involved in the work activity, including inhouse/ resident contractors?" to "Are changes to RAs communicated <u>and consulted with external and internal stakeholders, including all functions and levels within the organisation/ company?</u>" - [Rephrased] Guidance for RM Auditor "Interview 3 <u>employees</u> if they are aware of the changes in the RA. Check for evidence of communication." - [Rephrased] Supporting Evidence (Notes) to "Attach the worker briefing record/ relevant correspondence." to "Attach the communication and consultation records for different groups within the organisation. e.g., meetings, staff dialogues, trainings, notice boards and various electronic means. Note: Effective communication and consultation <u>involve two-way dialogues between stakeholders.</u>" <p>[Amended] "Audit Highlights"</p> <ul style="list-style-type: none"> - [Rephrased] Guidance for RM Auditor "Workers" to "employees" for Q1, Q2 and Q5 <p>[Amended] "Interview Checklist"</p> <ul style="list-style-type: none"> - [Rephrased] Q3.5 Update "Workers" to "employees" - [Rephrased] Q3.6 "Interview the relevant personnel: Tell me more about how the organisation/ company takes care of <u>employees</u>, for example: 1) with individual fitness? (e.g., eyesight, hearing, lack of physical conditioning to carry out heavy lifting or manual work) 2) with chronic diseases? 3) with medical condition? 4) <u>older employees</u>? 5) who are expecting? 6) smokers? 7) alcoholic?" - [Rephrased] Q4.8 "Do you know what to do in the event of a <u>terrorism</u> threat? Tell me more about the terror threat scenario(s) that your organisation/ company has planned for." - [Rephrased] Q5.6 Tell me more about the <u>recent changes in the RA for your work activity and how did company communicate and consult your views.</u>

To align with the RMCP 3rd Revision launched in Nov 2021