

## Stone benchtop campaign (stage 2) audit tool

This audit tool addresses the respirable crystalline silica component (RCS) component of the stone benchtop campaign commencing in September 2018.

The audit tool gives specific guidance on six areas of audit that are to be undertaken at assigned workplaces.

The areas are:

1. Prohibition of dry cutting
2. Minimising risk of exposure to RCS
3. Health monitoring
4. Respiratory protective equipment
5. Information for workers
6. Consultation with workers

Each area must be addressed at each assigned workplace.

### **Enforcement action**

Workplaces targeted for the campaign have already received educative material.

This is a compliance campaign. **Where activities are observed that expose a person to serious risk, those activities must be prohibited.**

Where contraventions cannot be immediately remedied while you are onsite, improvement notices are to be issued.

Example notices have been developed to assist in addressing noncompliance identified with audit criteria - see attachments.

If you require technical support, contact Zachary du Preez on [redacted] or Mimosa Mulvogue on [redacted]

Contrary to the public interest

Contrary to the public interest

### **Record keeping**

All CISr entries, inspector note books entries and other record keeping are to be made in line with established OIR practices. The campaign code for all assessments is STONEBENCHSTAGE2.

### **Instructions for use**

Undertaken an assessment of the workplace as per training provided.

Complete all fields of the audit tool, against each criteria. If an audit prompt is not applicable, record N/A in the relevant field/s.

20 workers. - Stone. most quality. Stonemason.  
apprentice.

# Audit criteria 1.

## Prohibition of dry cutting

IF THIS		DO THIS
1.1 Dry cutting, grinding or polishing is observed	Yes <input type="radio"/> No <input checked="" type="radio"/>	IF YES - Oral direction prohibiting dry cutting activity. See model prohibition notice for dry cutting (attachment 1)
Guidance for inspectors Make sure for all processes observed: <ul style="list-style-type: none"> <li>LEV or water suppression is used</li> </ul>		
Notes No Dry Cutting whatsoever. - 1 Bridge saws use H <sub>2</sub> O. Waterjet cutter + 2 x CNCs (use H <sub>2</sub> O) + wet polishers (self work by hand).		
1.2 Evidence is obtained from any person that dry cutting occurs at the workplace	Yes <input type="radio"/> No <input checked="" type="radio"/>	IF YES - Oral direction prohibiting dry cutting activity. See model prohibition notice for dry cutting (attachment 1)
Guidance for inspectors <ul style="list-style-type: none"> <li>Ask the PCBU or workers if all tasks are completed with LEV or water suppression</li> <li>Even minor or one off fabrication tasks at the workshop or on site need to be conducted with LEV or water suppression, no exceptions.</li> </ul>		
Notes + wet grinders. + Site workers (installers).		
<b>Monitoring and escalation for Audit Criteria 1</b> If a prohibition notice is issued the inspector should ensure that at unannounced visits occur to determine if the notice is being complied with. The inspector should also ensure the notice is displayed. Any non-compliance with the prohibition notice must be escalated for comprehensive investigation.		

most work engineered stone.

## Audit criteria 2.

### Minimising exposure to RCS

IF THIS			DO THIS
2.1 Water suppression is used and is adequately managing dust risks	<input checked="" type="radio"/> Yes	<input type="radio"/> No	IF NO - Oral direction prohibiting activity. See model prohibition notice (attachment 1) and issue improvement notice for water suppression (attachment 2).
Guidance for inspectors - <ul style="list-style-type: none"> <li>Tools and machinery used have been specifically designed for use with water attachments (check all electrical grinders, polishers and drills if they are water suppressed)</li> <li>An adequate number of water feeds are directed at the material and/or tool to prevent visible dust during the process.</li> <li>Adequate water pressure is maintained to make sure water is reaching the material and/or tool.</li> <li>Adequate guards, plastic flaps or brush guards are used on suppressed tools and machinery.</li> </ul>			
Notes			
2.2 LEV is used but and is adequately managing dust risks	<input type="radio"/> Yes	<input checked="" type="radio"/> No	IF NO - Oral direction prohibiting dry cutting activity. See model prohibition notice for dry cutting (attachment 1) and issue improvement notice for LEV (attachment 3).
Guidance for inspectors – <ul style="list-style-type: none"> <li>Tools and machinery have been specifically designed for local exhaust ventilation attachments.</li> <li>Hand tools (for example drills, circular saws, grinders) are equipped with a shroud and a H class rated vacuum with a high efficiency particulate air (HEPA) filter.</li> <li>Install fixed, portable or flexible capturing hoods to capture dust are <u>at or very close to the point of generation</u>.</li> </ul>			
Notes <i>wide open factory + fans on wall (extraction - exhaust fan) + misting fans (to be installed, delivered yesterday)</i>			
2.3 Workers are isolated from dust generating process	<input type="radio"/> Yes	<input type="radio"/> No	IF NO - One improvement notice for each contravention should be issued. See model improvement notice for isolation (attachment four). Multiple deficiencies within the same control may be accommodated on the one notice.

Spoke ~  
Vacuum  
- Cleaner -  
used to clean.  
they have  
just  
bought  
H class  
Vacuum.  
\*(to view)

Guidance for inspectors –

- Water mist created by workers or machinery is observed moving into other work areas or towards other workers.
- Workers are not provided a separate room or area away from the fabrication area for food preparation and dining.

Notes

*separate lunch room + bathrooms (admin is separate.)*

2.4 Adequate ventilation is provided for workers

Yes

No

IF NO - One improvement notice for each contravention should be issued. See model improvement notice for ventilation (attachment five).  
Multiple deficiencies within the same control may be accommodated on the one notice.

Guidance for inspectors –

- There is good natural or mechanical ventilation.

Notes

2.5 Cleaning and housekeeping is adequate

Yes

No

IF NO - One improvement notice for each contravention should be issued. See model improvement notice for cleaning (attachment six).  
Multiple deficiencies within the same control may be accommodated on the one notice.

Guidance for inspectors –

Check there is a dedicated cleaning regime in place. It should have the elements identified in training.

These include;

- Must be done daily
- Must be done by low pressure water, wet sweeping or a H class rated vacuum with a HEPA filter
- Floors, walls and all surfaces must be cleaned
- Dry sweeping and compressed air must be prohibited

*they clean every day, 2 labourers do this.*

*Compressed Air for Tools. not used for cleaning*

Notes



①

<b>2.6 Wet dust and slurry is managed managed</b> <i>full recycle system washed down pits</i>	Yes	<input checked="" type="radio"/> No	<b>IF NO - One improvement notice for each contravention should be issued. See model improvement notice for wet dust management (attachment seven). Multiple deficiencies within the same control may be accommodated on the one notice.</b> <i>- spoke &amp; compressed into brick, bin for bricks, always wet dumped into bin, taken away by JJ Richards.</i>
<b>Guidance for inspectors –</b> This measure is related to cleaning however is aimed at preventing dust build-up following the drying of dust containing water. Check for the following indicators of poor housekeeping: <ul style="list-style-type: none"><li>• Dry dusty floors</li><li>• Uncontrolled water spray from tools and equipment by either:<ul style="list-style-type: none"><li>○ not using guards, plastic flaps, brush guarding or</li><li>○ damaged or missing flaps or guarding on machinery or equipment</li></ul></li><li>• Water spray of one process discharging into adjacent work areas</li><li>• Water pooling and on the floor and being allowed to dry</li><li>• Stone sludge building up and clogging drains</li></ul> <i>*spoke &amp; first management. we will need to new.</i>			
<b>Notes</b>			
<b>Monitoring and escalation for Audit Criteria 2.</b> Shortly after the compliance date assess (whether by attendance at the workplace or otherwise) that the deficiencies identified have been remedied and the steps that were required to be taken have been taken.  Obtain sufficient evidence to demonstrate that the contravention has been remedied. Where compliance has not been achieved escalate the matter to the Project co-ordinator.			

has had health monitoring done, not fit testing, not on tools.

**Audit criteria 3.**  
**Health monitoring**

Health monitoring has been done for all workers.  
\* records of these. Viewed records

took photo.

IF THIS		DO THIS
3.1 Health monitoring is being undertaken for each worker exposed to RCS.	<input checked="" type="radio"/> Yes <input type="radio"/> No	IF NO - One Improvement notice for health monitoring (see attachment eight). Allow 8 weeks for compliance - Medical appointments may take some time to arrange.

Contrary to the public interest

**Inspector guidance –**

- For the health monitoring requirements and standards see the industry guidance pack.
- If health monitoring has been undertaken (or is purported to have been undertaken) then the enforcement action should NOT be taken.
- Contact the Project Co-ordinator for further advice on how to assess whether the health monitoring is acceptable.

**Notes**

**Monitoring and Escalation for Audit Criteria 3.**  
 Shortly after the compliance date assess (whether by attendance at the workplace or otherwise) that the following steps towards health monitoring have been taken. The long compliance time allowed in the notice is so that this can be achieved by the PCBU.

- A worker has attended for the initial medical examination with the health practitioner undertaking the health monitoring.
- The health practitioner is either (1) from the list of occupational physicians or (2) the PCBU has supplied evidence that the practitioner is experienced in health monitoring.

If the above is not demonstrated the improvement notice has not been complied with. The non-compliance must be escalated for comprehensive investigation with a view to prosecution. The referral should be made within two weeks of identification of non-compliance and in accordance with the referral protocol.

Contrary to the public interest

All workers were fit tested.

Viewed records - Assured equipment.

Asked to view documents.

**Audit criteria 4.**  
**Respiratory Protective Equipment**

IF THIS			DO THIS
<b>4.1</b> For each worker working within the RCS containing workshop:			IF NO - One Improvement notice for provision. See model notice (attachment nine). One Improvement notice for fit test. See model notice (attachment ten).
<ul style="list-style-type: none"><li>Each worker has suitable RPE</li><li>Each worker has a certificate of fit test.</li></ul>	<div>Yes</div>	<div>No</div>	<p>*no fit test card.</p> <p>→ they have disposable + 1/2 face respirator.</p>
<b>Inspector guidance –</b> <ul style="list-style-type: none"><li>Suitable RPE is supplied.<ul style="list-style-type: none"><li>at least a half face respirator with a P1 or P2 filter is provided to workers</li><li>the respirator provided notes compliance with AS1716</li></ul></li><li>* Each worker must have been fit tested. Evidence may be a certificate of fit test, fit test report or fit test card.</li></ul>			
<b>Notes</b>			
<b>4.2</b> For the workplace, a system exists for:	<div>Yes</div>	<div>No</div>	IF NO - One Improvement notice for maintenance. See model notice (attachment eleven).
<ul style="list-style-type: none"><li>Maintaining, repairing and replacing of RPE</li><li>Ensuring workers wear RPE at all times whilst in workshop</li></ul>			<p>- Spoke - maintenance.</p> <p>Spoke - importance of this.</p>
<b>Inspector guidance –</b> <ul style="list-style-type: none"><li>Workers must wear RPE at all times when fabricating bench tops (includes any cutting, grinding or polishing work and cleaning)</li><li>RPE must be maintained, repaired and replaced as necessary. The PCBU has not discharged their duty if they do not have a system in place.<ul style="list-style-type: none"><li>Check to see if workers are wearing broken or damaged RPE</li><li>Request copies of invoices or receipts for RPE repairs</li><li>Talk to workers about what they do with damaged RPE</li><li>If disposable respirators are used make sure they are replaced at least daily</li><li>Ask workers about cleaning and storage of RPE at the end of each shift</li></ul></li></ul>			
<b>Notes</b>			

\* Spoke - use of disposable respirator - they have one box of these that workers where if others are not comfortable

NOT Fit Test for Disposables.  
(no records viewed)

most workers fit to SCUBA.

\*not disposable.

+ Scott Health + Safety 100

3M 7003 1/2 face.

+ some others.

**Monitoring and Escalation for Audit Criteria 4.**

Shortly after the compliance date assess (whether by attendance at the workplace or otherwise) specifically check the following.

- Suitable RPE has been supplied to all workers
- Each worker has a certificate of fit test
- The PCBU requires the use of RPE at all times when in workshop
- The PCBU has a RPE maintenance regime in place

**Audit criteria 5.****Information for workers****IF THIS**

5.1 The PCBU has provided information to workers who are exposed to RCS, about the risk of exposure to RCS.

Yes

No

**DO THIS**

IF NO - One Improvement notice for provision of information. See model notice (attachment twelve).

*They have work meetings. They have given information provided by WSD to workers.*

**Inspector guidance –**

Ascertain whether the information supplied at least meets the information contained in the industry guide.

**Notes****Monitoring and Escalation for Audit Criteria 5.**

Shortly after the compliance date assess (whether by attendance at the workplace or otherwise) specifically check the following;

- Workers have been provided with a copy of the industry guide at a minimum.



**Audit criteria 6.****Consultation with workers****IF THIS**

**5.1** The workplace has undertaken consultation about making decisions about ways to eliminate or minimise risks relating to RCS including consultation on RPE selection.

Yes

No

**DO THIS**

IF NO - One Improvement notice for consultation. See model notice (attachment thirteen).

**Inspector guidance –**

- Request evidence/records from the PCBU in relation to what consultation has been done.

- Check for records of tool box talks

– ~ once a month.

- Ask workers about consultation

talked individually ~ Health monitoring.

\* - Rec. MYS Notice board.

**Notes**

No Safety Committee.

**Monitoring and Escalation for Audit Criteria 6.**

Shortly after the compliance date assess (whether by attendance at the workplace or otherwise) that consultation with all workers has occurred. Specifically check the following.

- The consultation occurred with all workers who are exposed to RCS
- The consultation included consultation about minimising risks associated with RCS exposure.
- The consultation occurred only after the relevant information was shared.

9.00 met  
met

Contrary to the public interest

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4. Respiratory protective equipment
5. Information for workers
6. Consultation with workers

Each area must be addressed at each assigned workplace.

### **Enforcement action**

Workplaces targeted for the campaign have already received educative material.

This is a compliance campaign. **Where activities are observed that expose a person to serious risk, those activities must be prohibited.**

Where contraventions cannot be immediately remedied while you are onsite, improvement notices are to be issued.

Example notices have been developed to assist in addressing noncompliance identified with audit criteria - see attachments.

**If you require technical support, contact Zachary du Preez on** **or Mimosa Mulvogue on**

### **Record keeping**

All CISr entries, inspector note books entries and other record keeping are to be made in line with established OIR practices. The campaign code for all assessments is STONEBENCHSTAGE2.

### **Instructions for use**

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Complete all fields of the audit tool, against each criteria. If an audit prompt is not applicable, record N/A in the relevant field/s.

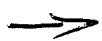
• Did not receive information from WWSQ.

<b>Audit criteria 1.</b>		
<b>Prohibition of dry cutting</b>		
<b>IF THIS</b>		<b>DO THIS</b>
<b>1.1</b> Dry cutting, grinding or polishing is observed	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IF YES - Oral direction prohibiting dry cutting activity. See model prohibition notice for dry cutting (attachment 1)
Guidance for inspectors Make sure for all processes observed: <ul style="list-style-type: none"> <li>• LEV or water suppression is used</li> </ul>		- This has been reinstated. Always use H <sub>2</sub> O. No Dry Cutting
Notes		
<b>1.2</b> Evidence is obtained from any person that dry cutting occurs at the workplace	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	IF YES - Oral direction prohibiting dry cutting activity. See model prohibition notice for dry cutting (attachment 1)
Guidance for inspectors <ul style="list-style-type: none"> <li>• Ask the PCBU or workers if all tasks are completed with LEV or water suppression</li> <li>• Even minor or one off fabrication tasks at the workshop or on site need to be conducted with LEV or water suppression, no exceptions.</li> </ul>		
Notes		
<b>Monitoring and escalation for Audit Criteria 1</b> If a prohibition notice is issued the inspector should ensure that at unannounced visits occur to determine if the notice is being complied with. The inspector should also ensure the notice is displayed. Any non-compliance with the prohibition notice must be escalated for comprehensive investigation.		

workshop.

Audit criteria 2. Minimising exposure to RCS			
IF THIS		DO THIS	
2.1 Water suppression is used and is adequately managing dust risks	<input checked="" type="radio"/> Yes <input type="radio"/> No	IF NO - Oral direction prohibiting activity. See model prohibition notice (attachment 1) and issue improvement notice for water suppression (attachment 2).	
Guidance for inspectors - <ul style="list-style-type: none"> <li>Tools and machinery used have been specifically designed for use with water attachments (check all electrical grinders, polishers and drills if they are water suppressed)</li> <li>An adequate number of water feeds are directed at the material and/or tool to prevent visible dust during the process.</li> <li>Adequate water pressure is maintained to make sure water is reaching the material and/or tool.</li> <li>Adequate guards, plastic flaps or brush guards are used on suppressed tools and machinery.</li> </ul>		<ul style="list-style-type: none"> <li>Bridge saws are fitted with water attachments.</li> <li>Water suppressed routers, water jet cutters or bridge saws are used to complete sink and stovetop cut outs.</li> <li>Hand-held angle grinders are fitted with water feeds to deliver water to the cutting disc and point of contact with the stone.</li> <li>Wet-edge milling machines or polishing machines are water suppressed.</li> <li>Polishers have a centre water feed.</li> </ul>	
Notes		<p>NO need A/C. + open area plans.</p>	
2.2 LEV is used but and is adequately managing dust risks	<input type="radio"/> Yes <input checked="" type="radio"/> No	IF NO - Oral direction prohibiting dry cutting activity. See model prohibition notice for dry cutting (attachment 1) and issue improvement notice for LEV (attachment 3).	
Guidance for inspectors - <ul style="list-style-type: none"> <li>Tools and machinery have been specifically designed for local exhaust ventilation attachments.</li> <li>Hand tools (for example drills, circular saws, grinders) are equipped with a shroud and a H class rated vacuum with a high efficiency particulate air (HEPA) filter.</li> <li>Install fixed, portable or flexible capturing hoods to capture dust are <u>at or very close to the point of generation</u>.</li> </ul>			
Notes			
2.3 Workers are isolated from dust generating process	<input type="radio"/> Yes <input type="radio"/> No	IF NO - One improvement notice for each contravention should be issued. See model improvement notice for isolation (attachment four). Multiple deficiencies within the same control may be accommodated on the one notice.	

- inline polisher Bridge Saw + CNC machine  
 • On-site: Use 55L water tank + wet everything + Kill saw plugs into water (garden hose) + polishing does also.  
 - On-site electric designed by Stone Industry. (always have been alone used).  
 • Issues on site ~ Timber floors



190133

Spoke ~ Clean Area.

- they bought a 2nd dangle to set up for which room.

• Toilets - used by others (cleaners clean)

Spoke ~ Isolation

Spoke ~ M+S enforcement + Site Visits.

- Inside - many - putting together  
Outside - lean-to parking + cutting

most important No Dry Cutting or taking dust home



<p>Guidance for inspectors –</p> <ul style="list-style-type: none"> <li>Water mist created by workers or machinery is observed moving into other work areas or towards other workers.</li> <li>Workers are not provided a separate room or area away from the fabrication area for food preparation and dining.</li> </ul>			
<p>Notes</p> <p>spoke - using only a trickle when polishing.  Cutting - use a lot more H<sub>2</sub>O.</p> <p>spoke - grinding  retrofit  brushes } all machines less than 2yrs old.</p>			
2.4 Adequate ventilation is provided for workers	Yes	No	<p>IF NO - One improvement notice for each contravention should be issued. See model improvement notice for ventilation (attachment five).</p> <p>Multiple deficiencies within the same control may be accommodated on the one notice.</p>
<p>Guidance for inspectors –</p> <ul style="list-style-type: none"> <li>There is good natural or mechanical ventilation.</li> </ul>			
<p>Notes</p>			
2.5 Cleaning and housekeeping is adequate	<input checked="" type="radio"/> Yes	No	<p>IF NO - One improvement notice for each contravention should be issued. See model improvement notice for cleaning (attachment six).</p> <p>Multiple deficiencies within the same control may be accommodated on the one notice.</p>
<p>Guidance for inspectors –</p> <p>Check there is a dedicated cleaning regime in place. It should have the elements identified in training. These include;</p> <ul style="list-style-type: none"> <li>Must be done daily</li> <li>Must be done by low pressure water, wet sweeping or a H class rated vacuum with a HEPA filter</li> <li>Floors, walls and all surfaces must be cleaned</li> <li>Dry sweeping and compressed air must be prohibited</li> </ul>			
<p>Notes</p> <p>* Took photos - office - Clean Area - Dust all over floor. ⊕</p> <p>Took photo of Cleaning Regime on wall.</p> <p>Spoke ~ removing slurry - always wet. they have recycling - never dries in pit</p> <p>Spoke ~ Processes of cleaning.</p>			

\* asked A/C to be turned off in office.

<b>2.6 Wet dust and slurry is managed managed</b>	Yes	No	<p>IF NO - One improvement notice for each contravention should be issued. See model improvement notice for wet dust management (attachment seven). Multiple deficiencies within the same control may be accommodated on the one notice.</p> <p><i>Spoke &amp; System of cleaning &amp; collecting wet slurry.</i></p>
<p>Guidance for inspectors – This measure is related to cleaning however is aimed at preventing dust build-up following the drying of dust containing water. Check for the following indicators of poor housekeeping:</p> <ul style="list-style-type: none"> <li>• Dry dusty floors</li> <li>• Uncontrolled water spray from tools and equipment by either:             <ul style="list-style-type: none"> <li>○ not using guards, plastic flaps, brush guarding or</li> <li>○ damaged or missing flaps or guarding on machinery or equipment</li> </ul> </li> <li>• Water spray of one process discharging into adjacent work areas</li> <li>• Water pooling and on the floor and being allowed to dry</li> <li>• Stone sludge building up and clogging drains</li> </ul>			<p><i>At end of each day, wash out work area &amp; clean into pit.</i></p>
Notes			
<p><b>Monitoring and escalation for Audit Criteria 2.</b> Shortly after the compliance date assess (whether by attendance at the workplace or otherwise) that the deficiencies identified have been remedied and the steps that were required to be taken have been taken.</p> <p>Obtain sufficient evidence to demonstrate that the contravention has been remedied. Where compliance has not been achieved escalate the matter to the Project co-ordinator.</p>			

**Audit criteria 3.****Health monitoring**

\* spoke resources to send him.

IF THIS	DO THIS
3.1 Health monitoring is being undertaken for each worker exposed to RCS. <input checked="" type="radio"/> Yes <input type="radio"/> No	IF NO - One Improvement notice for health monitoring (see attachment eight). Allow 8 weeks for compliance - Medical appointments may take some time to arrange. ①

**Inspector guidance –**

- For the health monitoring requirements and standards see the industry guidance pack.
- If health monitoring has been undertaken (or is purported to have been undertaken) then the enforcement action should NOT be taken.
- Contact the Project Co-ordinator for further advice on how to assess whether the health monitoring is acceptable.

**Notes**

• He has a starter pack.  
(Sonia receptionist - keeps paperwork.)  
Wilson

He has made enquiries. He spoke to Narelle at Workcover, workcover will guide him through this.

**Monitoring and Escalation for Audit Criteria 3.**

Shortly after the compliance date assess (whether by attendance at the workplace or otherwise) that the following steps towards health monitoring have been taken. The long compliance time allowed in the notice is so that this can be achieved by the PCBU.

- A worker has attended for the initial medical examination with the health practitioner undertaking the health monitoring.
- The health practitioner is either (1) from the list of occupational physicians or (2) the PCBU has supplied evidence that the practitioner is experienced in health monitoring.

If the above is not demonstrated the improvement notice has not been complied with. The non-compliance must be escalated for comprehensive investigation with a view to prosecution. The referral should be made within two weeks of identification of non-compliance and in accordance with the referral protocol.

Audit criteria 4. Respiratory Protective Equipment			DO THIS
<b>4.1</b> For each worker working within the RCS containing workshop:			IF NO - One Improvement notice for provision. See model notice (attachment nine). One Improvement notice for fit test. See model notice (attachment ten).
• Each worker has suitable RPE • Each worker has a certificate of fit test.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>- booked in</i> <i>- confirmed</i>		
<b>Inspector guidance –</b> <ul style="list-style-type: none"> <li>Suitable RPE is supplied.               <ul style="list-style-type: none"> <li>at least a half face respirator with a P1 or P2 filter is provided to workers</li> <li>the respirator provided notes compliance with AS1716</li> </ul> </li> <li>Each worker must have been fit tested. Evidence may be a certificate of fit test, fit test report or fit test card.</li> </ul>			<i>all 1/2 face P2s.</i> <i>each worker wears a respirator</i> <i>No fit testing as yet. Booked in</i> <i>Spoke - facial hair issues.</i> <i>All clean shaven but one -</i>
Notes			
<b>4.2</b> For the workplace, a system exists for:			IF NO - One Improvement notice for maintenance. See model notice (attachment eleven).  <i>Spoke - Importance of System.</i>
• Maintaining, repairing and replacing of RPE • Ensuring workers wear RPE at all times whilst in workshop	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
<b>Inspector guidance –</b> <ul style="list-style-type: none"> <li>Workers must wear RPE at all times when fabricating bench tops (includes any cutting, grinding or polishing work and cleaning)</li> <li>RPE must be maintained, repaired and replaced as necessary. The PCBU has not discharged their duty if they do not have a system in place.               <ul style="list-style-type: none"> <li>Check to see if workers are wearing broken or damaged RPE</li> <li>Request copies of invoices or receipts for RPE repairs</li> <li>Talk to workers about what they do with damaged RPE</li> <li>If disposable respirators are used make sure they are replaced at least daily</li> <li>Ask workers about cleaning and storage of RPE at the end of each shift</li> </ul> </li> </ul>			
Notes			

took photo of note.  
 Assured Equipment Services is conducting Fit Test!  
 \* send information



#### Monitoring and Escalation for Audit Criteria 4.

Shortly after the compliance date assess (whether by attendance at the workplace or otherwise) specifically check the following.

- Suitable RPE has been supplied to all workers
- Each worker has a certificate of fit test
- The PCBU requires the use of RPE at all times when in workshop
- The PCBU has a RPE maintenance regime in place

• They wear Prochoice RPE.  
all as per AS.

#### Audit criteria 5.

##### Information for workers

IF THIS		DO THIS
5.1 The PCBU has provided information to workers who are exposed to RCS, about the risk of exposure to RCS.	<input checked="" type="radio"/> Yes <input type="radio"/> No	IF NO - One Improvement notice for provision of information. See model notice (attachment twelve).  this is included in employee pack. * ask some to send
Inspector guidance – Ascertain whether the information supplied at least meets the information contained in the industry guide.		
Notes  Took photo of workers Spoke ~ CCS Spoke ~ May Chum Spoke ~ (worker) ~ learning Spoke ~ SDS etc. Spoke ~ Silica. * send information. Compressed Air. Training Templates. Risk management.		
Monitoring and Escalation for Audit Criteria 5. Shortly after the compliance date assess (whether by attendance at the workplace or otherwise) specifically check the following;		
<ul style="list-style-type: none"><li>• Workers have been provided with a copy of the industry guide at a minimum.</li></ul>		

# **Audit criteria 6.**

## **Consultation with workers**

IF THIS		DO THIS
5.1 The workplace has undertaken consultation about making decisions about ways to eliminate or minimise risks relating to RCS including consultation on RPE selection.	<div>Yes</div> <div>No</div>	IF NO - One Improvement notice for consultation. See model notice (attachment thirteen).
<b>Inspector guidance –</b> <ul style="list-style-type: none"> <li>Request evidence/records from the PCBU in relation to what consultation has been done. <ul style="list-style-type: none"> <li>Check for records of tool box talks</li> <li>Ask workers about consultation</li> </ul> </li> </ul>		
Notes		
<b>Monitoring and Escalation for Audit Criteria 6.</b> <p>Shortly after the compliance date assess (whether by attendance at the workplace or otherwise) that consultation with all workers has occurred. Specifically check the following.</p> <ul style="list-style-type: none"> <li>The consultation occurred with all workers who are exposed to RCS</li> <li>The consultation included consultation about minimising risks associated with RCS exposure.</li> <li>The consultation occurred only after the relevant information was shared.</li> </ul>		

Dam Viewed workplace - lunch lady observed to deliver lunches in office.  
 Viewed Bridge saw, CNC. - spoke ~ trying to do as much in factory. - (floor dusty)  
 + Line Polisher (all automatic) - took photos + video.  
 Viewed different sized benches - spoke ~ cleaning regime.  
 no spray at all when line polisher is polishing - some H<sub>2</sub>O mist to empty yard  
 Electric on site - they have safety switches  
 Viewed grinder

## Stone benchtop campaign (stage 2) audit tool

This audit tool addresses the respirable crystalline silica component (RCS) component of the stone benchtop campaign commencing in September 2018.

The audit tool gives specific guidance on six areas of audit that are to be undertaken at assigned workplaces.

The areas are:

1. Prohibition of dry cutting
2. Minimising risk of exposure to RCS
3. Health monitoring
4. Respiratory protective equipment
5. Information for workers
6. Consultation with workers

Each area must be addressed at each assigned workplace.

### **Enforcement action**

Workplaces targeted for the campaign have already received educative material.

This is a compliance campaign. **Where activities are observed that expose a person to serious risk, those activities must be prohibited.**

Where contraventions cannot be immediately remedied while you are onsite, improvement notices are to be issued.

Example notices have been developed to assist in addressing noncompliance identified with audit criteria - see attachments.

**If you require technical support, contact Zachary du Preez on** Contrary to the public interest **or Mimosa Mulvogue on** Contrary to the public interest

### **Record keeping**

All CISr entries, inspector note books entries and other record keeping are to be made in line with established OIR practices. The campaign code for all assessments is STONEBENCHSTAGE2.

### **Instructions for use**

Undertaken an assessment of the workplace as per training provided.

Complete all fields of the audit tool, against each criteria. If an audit prompt is not applicable, record N/A in the relevant field/s.

<b>Audit criteria 1.</b>			
<b>Prohibition of dry cutting</b>			
<b>IF THIS</b>		<b>DO THIS</b>	
<b>1.1</b> Dry cutting, grinding or polishing is observed	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	IF YES - Oral direction prohibiting dry cutting activity. See model prohibition notice for dry cutting (attachment 1)
Guidance for inspectors Make sure for all processes observed: <ul style="list-style-type: none"> <li>• LEV or water suppression is used</li> </ul>			
Notes No dry cutting is undertaken All cutting either in the field or onsite is done using water			
<b>1.2</b> Evidence is obtained from any person that dry cutting occurs at the workplace	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	IF YES - Oral direction prohibiting dry cutting activity. See model prohibition notice for dry cutting (attachment 1)
Guidance for inspectors <ul style="list-style-type: none"> <li>• Ask the PCBU or workers if all tasks are completed with LEV or water suppression</li> <li>• Even minor or one off fabrication tasks at the workshop or on site need to be conducted with LEV or water suppression, no exceptions.</li> </ul>			
Notes Workers informed the same-no dry cutting ever			
<b>Monitoring and escalation for Audit Criteria 1</b> If a prohibition notice is issued the inspector should ensure that at unannounced visits occur to determine if the notice is being complied with. The inspector should also ensure the notice is displayed. Any non-compliance with the prohibition notice must be escalated for comprehensive investigation.			



**Audit criteria 2.****Minimising exposure to RCS**

IF THIS			DO THIS
<b>2.1</b> Water suppression is used and is adequately managing dust risks	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	IF NO - Oral direction prohibiting activity. See model prohibition notice (attachment 1) <b>and</b> issue improvement notice for water suppression (attachment 2).
<p>Guidance for inspectors -</p> <ul style="list-style-type: none"> <li>Tools and machinery used have been specifically designed for use with water attachments (check all electrical grinders, polishers and drills if they are water suppressed)</li> <li>An adequate number of water feeds are directed at the material and/or tool to prevent visible dust during the process.</li> <li>Adequate water pressure is maintained to make sure water is reaching the material and/or tool.</li> <li>Adequate guards, plastic flaps or brush guards are used on suppressed tools and machinery.</li> </ul> <ul style="list-style-type: none"> <li>Bridge saws are fitted with water attachments.</li> <li>Water suppressed routers, water jet cutters or bridge saws are used to complete sink and stovetop cut outs.</li> <li>Hand-held angle grinders are fitted with water feeds to deliver water to the cutting disc and point of contact with the stone.</li> <li>Wet-edge milling machines or polishing machines are water suppressed.</li> <li>Polishers have a centre water feed.</li> </ul>			
<p>Notes</p> <p>Excessive dust throughout the workplace, Plastic flaps not in place of machine Raptor 700 and AitelMac router- 2 improvement notices issued for water suppression</p>			
<b>2.2</b> LEV is used but and is adequately managing dust risks	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	IF NO - Oral direction prohibiting dry cutting activity. See model prohibition notice for dry cutting (attachment 1) <b>and</b> issue improvement notice for LEV (attachment 3).
<p>Guidance for inspectors –</p> <ul style="list-style-type: none"> <li>Tools and machinery have been specifically designed for local exhaust ventilation attachments.</li> <li>Hand tools (for example drills, circular saws, grinders) are equipped with a shroud and a H class rated vacuum with a high efficiency particulate air (HEPA) filter.</li> <li>Install fixed, portable or flexible capturing hoods to capture dust are <u>at or very close to the point of generation</u>.</li> </ul>			
<p>Notes</p> <p>LEV not required</p>			
<b>2.3</b> Workers are isolated from dust generating process	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	IF NO - One improvement notice for each contravention should be issued. See model improvement notice for isolation (attachment four). Multiple deficiencies within the same control may be accommodated on the one notice.

<p>Guidance for inspectors –</p> <ul style="list-style-type: none"> <li>• Water mist created by workers or machinery is observed moving into other work areas or towards other workers.</li> <li>• Workers are not provided a separate room or area away from the fabrication area for food preparation and dining.</li> </ul>			
<p>Notes</p> <p>Dust throughout work areas transported by water mist</p> <p>Dried RCS in all areas</p>			
<p><b>2.4</b> Adequate ventilation is provided for workers</p>	<p>Yes</p> <p><input checked="" type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>	<p>IF NO - One improvement notice for each contravention should be issued. See model improvement notice for ventilation (attachment five).</p> <p>Multiple deficiencies within the same control may be accommodated on the one notice.</p>
<p>Guidance for inspectors –</p> <ul style="list-style-type: none"> <li>• There is good natural or mechanical ventilation.</li> </ul>			
<p>Notes</p> <p>Natural ventilation is good</p>			
<p><b>2.5</b> Cleaning and housekeeping is adequate</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input checked="" type="checkbox"/></p>	<p>IF NO - One improvement notice for each contravention should be issued. See model improvement notice for cleaning (attachment six).</p> <p>Multiple deficiencies within the same control may be accommodated on the one notice.</p>
<p>Guidance for inspectors –</p> <p>Check there is a dedicated cleaning regime in place. It should have the elements identified in training.</p> <p>These include;</p> <ul style="list-style-type: none"> <li>• Must be done daily</li> <li>• Must be done by low pressure water, wet sweeping or a H class rated vacuum with a HEPA filter</li> <li>• Floors, walls and all surfaces must be cleaned</li> <li>• Dry sweeping and compressed air must be prohibited</li> </ul>			
<p>Notes</p> <p>Terrible housekeeping-dust in every part of the workplace, on plant, walls, tools, tool boxes</p> <p>Improvement notice issued</p>			

<b>2.6</b> Wet dust and slurry is managed managed	Yes  <input type="checkbox"/>	No  <input checked="" type="checkbox"/>	IF NO - One improvement notice for each contravention should be issued. See model improvement notice for wet dust management (attachment seven). Multiple deficiencies within the same control may be accommodated on the one notice.
<p>Guidance for inspectors – This measure is related to cleaning however is aimed at preventing dust build-up following the drying of dust containing water. Check for the following indicators of poor housekeeping:</p> <ul style="list-style-type: none"> <li>• Dry dusty floors</li> <li>• Uncontrolled water spray from tools and equipment by either:             <ul style="list-style-type: none"> <li>○ not using guards, plastic flaps, brush guarding or</li> <li>○ damaged or missing flaps or guarding on machinery or equipment</li> </ul> </li> <li>• Water spray of one process discharging into adjacent work areas</li> <li>• Water pooling and on the floor and being allowed to dry</li> <li>• Stone sludge building up and clogging drains</li> </ul>			
<p>Notes</p> <p>Slurry in all parts of the factory, some dried and some wet</p> <p>Improvement notice issued</p>			
<p><b>Monitoring and escalation for Audit Criteria 2.</b> Shortly after the compliance date assess (whether by attendance at the workplace or otherwise) that the deficiencies identified have been remedied and the steps that were required to be taken have been taken.</p> <p>Obtain sufficient evidence to demonstrate that the contravention has been remedied. Where compliance has not been achieved escalate the matter to the Project co-ordinator.</p>			

**Audit criteria 3.****Health monitoring**

IF THIS			DO THIS
<b>3.1</b> Health monitoring is being undertaken for each worker exposed to RCS.	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	IF NO - One Improvement notice for health monitoring (see attachment eight). Allow 8 weeks for compliance - Medical appointments may take some time to arrange.
<b>Inspector guidance –</b> <ul style="list-style-type: none"><li>• For the health monitoring requirements and standards see the industry guidance pack.</li><li>• If health monitoring has been undertaken (or is purported to have been undertaken) then the enforcement action should NOT be taken.</li><li>• Contact the Project Co-ordinator for further advice on how to assess whether the health monitoring is acceptable.</li></ul>			
<b>Notes</b> Not undertaken-Improvement notice issued			
<b>Monitoring and Escalation for Audit Criteria 3.</b> <p>Shortly after the compliance date assess (whether by attendance at the workplace or otherwise) that the following steps towards health monitoring have been taken. The long compliance time allowed in the notice is so that this can be achieved by the PCBU.</p> <ul style="list-style-type: none"><li>• A worker has attended for the initial medical examination with the health practitioner undertaking the health monitoring.</li><li>• The health practitioner is either (1) from the list of occupational physicians or (2) the PCBU has supplied evidence that the practitioner is experienced in health monitoring.</li></ul> <p>If the above is not demonstrated the improvement notice has not been complied with. The non-compliance must be escalated for comprehensive investigation with a view to prosecution. The referral should be made within two weeks of identification of non-compliance and in accordance with the referral protocol.</p>			



**Audit criteria 4.****Respiratory Protective Equipment**

IF THIS			DO THIS
<b>4.1</b> For each worker working within the RCS containing workshop: <ul style="list-style-type: none"> <li>Each worker has suitable RPE</li> <li>Each worker has a certificate of fit test.</li> </ul>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	IF NO - One Improvement notice for provision. See model notice (attachment nine). One Improvement notice for fit test. See model notice (attachment ten).
Inspector guidance – <ul style="list-style-type: none"> <li>Suitable RPE is supplied.               <ul style="list-style-type: none"> <li>at least a half face respirator with a P1 or P2 filter is provided to workers</li> <li>the respirator provided notes compliance with AS1716</li> </ul> </li> <li>Each worker must have been fit tested. Evidence may be a certificate of fit test, fit test report or fit test card.</li> </ul>			
Notes No fit testing undertaken-improvement notice issued			
<b>4.2</b> For the workplace, a system exists for: <ul style="list-style-type: none"> <li>Maintaining, repairing and replacing of RPE</li> <li>Ensuring workers wear RPE at all times whilst in workshop</li> </ul>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	IF NO - One Improvement notice for maintenance. See model notice (attachment eleven).
Inspector guidance – <ul style="list-style-type: none"> <li>Workers must wear RPE at all times when fabricating bench tops (includes any cutting, grinding or polishing work and cleaning)</li> <li>RPE must be maintained, repaired and replaced as necessary. The PCBU has not discharged their duty if they do not have a system in place.               <ul style="list-style-type: none"> <li>Check to see if workers are wearing broken or damaged RPE</li> <li>Request copies of invoices or receipts for RPE repairs</li> <li>Talk to workers about what they do with damaged RPE</li> <li>If disposable respirators are used make sure they are replaced at least daily</li> <li>Ask workers about cleaning and storage of RPE at the end of each shift</li> </ul> </li> </ul>			
Notes Managed well Workers wearing RPE at all times			

**Monitoring and Escalation for Audit Criteria 4.**

Shortly after the compliance date assess (whether by attendance at the workplace or otherwise) specifically check the following.

- Suitable RPE has been supplied to all workers
- Each worker has a certificate of fit test
- The PCBU requires the use of RPE at all times when in workshop
- The PCBU has a RPE maintenance regime in place

**Audit criteria 5.****Information for workers****IF THIS**

**5.1** The PCBU has provided information to workers who are exposed to RCS, about the risk of exposure to RCS.

Yes



No

**DO THIS**

IF NO - One Improvement notice for provision of information. See model notice (attachment twelve).

Inspector guidance –

Ascertain whether the information supplied at least meets the information contained in the industry guide.

Notes

Industry guide provided

**Monitoring and Escalation for Audit Criteria 5.**

Shortly after the compliance date assess (whether by attendance at the workplace or otherwise) specifically check the following;

- Workers have been provided with a copy of the industry guide at a minimum.

Audit criteria 6.			
Consultation with workers			
IF THIS			DO THIS
5.1 The workplace has undertaken consultation about making decisions about ways to eliminate or minimise risks relating to RCS including consultation on RPE selection.	Yes <input checked="checked" type="checkbox"/>	No <input type="checkbox"/>	IF NO - One Improvement notice for consultation. See model notice (attachment thirteen).
Inspector guidance – <ul style="list-style-type: none"> <li>Request evidence/records from the PCBU in relation to what consultation has been done.               <ul style="list-style-type: none"> <li>Check for records of tool box talks</li> <li>Ask workers about consultation</li> </ul> </li> </ul>			
Notes			
<b>Monitoring and Escalation for Audit Criteria 6.</b>  Shortly after the compliance date assess (whether by attendance at the workplace or otherwise) that consultation with all workers has occurred. Specifically check the following. <ul style="list-style-type: none"> <li>The consultation occurred with all workers who are exposed to RCS</li> <li>The consultation included consultation about minimising risks associated with RCS exposure.</li> <li>The consultation occurred only after the relevant information was shared.</li> </ul>			

Reset Form

Submit Form

## Stone benchtop campaign (stage 2) audit tool

PCBU details	ABN	Inspector
<p>This audit tool addresses the respirable crystalline silica component (RCS) component of the stone benchtop campaign commencing in September 2018.</p> <p>The audit tool gives specific guidance on six areas of audit that are to be undertaken at assigned workplaces.</p> <p>The areas are:</p> <ol style="list-style-type: none"> <li>1. Prohibition of dry cutting</li> <li>2. Minimising risk of exposure to RCS</li> <li>3. Health monitoring</li> <li>4. Respiratory protective equipment</li> <li>5. Information for workers</li> <li>6. Consultation with workers</li> </ol> <p>Each area must be addressed at each assigned workplace.</p> <p><b>Enforcement action</b></p> <p>Workplaces targeted for the campaign have already received educative material.</p> <p><u>This is a compliance campaign.</u> <b>Where activities are observed that expose a person to serious risk, those activities must be prohibited.</b></p> <p>Where contraventions cannot be immediately remedied while you are onsite, improvement notices are to be issued.</p> <p>Example notices have been developed to assist in addressing noncompliance identified with audit criteria - see attachments.</p> <p><b>If you require technical support, contact Zachary du Preez on</b> <span>Contrary to the public interest</span> <b>Mimosa Mulvogue on</b> <span>Contrary to the public interest</span></p> <p><b>Record keeping</b></p> <p>All CISr entries, inspector note books entries and other record keeping are to be made in line with established OIR practices. The campaign code for all assessments is STONEBENCHSTAGE2.</p> <p><b>Instructions for use</b></p> <p>Undertaken an assessment of the workplace as per training provided.</p> <p>Complete all fields of the audit tool, against each criteria. If an audit prompt is not applicable, record N/A in the relevant field/s.</p>		

Audit criteria 1.			
Prohibition of dry cutting			
IF THIS		DO THIS	
1.1 Dry cutting, grinding or polishing is observed	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	IF YES - Oral direction prohibiting dry cutting activity. See model prohibition notice for dry cutting (attachment 1)
Guidance for inspectors Make sure for all processes observed: <ul style="list-style-type: none"> <li>• LEV or water suppression is used</li> </ul>			
Notes			
1.2 Evidence is obtained from any person that dry cutting occurs at the workplace	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	IF YES - Oral direction prohibiting dry cutting activity. See model prohibition notice for dry cutting (attachment 1)
Guidance for inspectors <ul style="list-style-type: none"> <li>• Ask the PCBU or workers if all tasks are completed with LEV or water suppression</li> <li>• Even minor or one off fabrication tasks at the workshop or on site need to be conducted with LEV or water suppression, no exceptions.</li> </ul>			
Notes			
<b>Monitoring and escalation for Audit Criteria 1</b> If a prohibition notice is issued the inspector should ensure that at unannounced visits occur to determine if the notice is being complied with. The inspector should also ensure the notice is displayed. Any non-compliance with the prohibition notice must be escalated for comprehensive investigation.			

**Audit criteria 2.****Minimising exposure to RCS**

IF THIS			DO THIS
<b>2.1</b> Water suppression is used and is adequately managing dust risks	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	IF NO - Oral direction prohibiting activity. See model prohibition notice (attachment 1) <b>and</b> issue improvement notice for water suppression (attachment 2).
<p>Guidance for inspectors -</p> <ul style="list-style-type: none"> <li>Tools and machinery used have been specifically designed for use with water attachments (check all electrical grinders, polishers and drills if they are water suppressed)</li> <li>An adequate number of water feeds are directed at the material and/or tool to prevent visible dust during the process.</li> <li>Adequate water pressure is maintained to make sure water is reaching the material and/or tool.</li> <li>Adequate guards, plastic flaps or brush guards are used on suppressed tools and machinery.</li> </ul> <ul style="list-style-type: none"> <li>Bridge saws are fitted with water attachments.</li> <li>Water suppressed routers, water jet cutters or bridge saws are used to complete sink and stovetop cut outs.</li> <li>Hand-held angle grinders are fitted with water feeds to deliver water to the cutting disc and point of contact with the stone.</li> <li>Wet-edge milling machines or polishing machines are water suppressed.</li> <li>Polishers have a centre water feed.</li> </ul>			
<p>Notes</p> <p>observed and photographed water suppression on Bridge saw and handtools</p>			
<b>2.2</b> LEV is used but and is adequately managing dust risks	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	IF NO - Oral direction prohibiting dry cutting activity. See model prohibition notice for dry cutting (attachment 1) <b>and</b> issue improvement notice for LEV (attachment 3).
<p>Guidance for inspectors –</p> <ul style="list-style-type: none"> <li>Tools and machinery have been specifically designed for local exhaust ventilation attachments.</li> <li>Hand tools (for example drills, circular saws, grinders) are equipped with a shroud and a H class rated vacuum with a high efficiency particulate air (HEPA) filter.</li> <li>Install fixed, portable or flexible capturing hoods to capture dust are <u>at or very close to the point of generation</u>.</li> </ul>			
<p>Notes</p> <p>H Class Nilfisk vacuum used onsite and in housekeeping</p>			
<b>2.3</b> Workers are isolated from dust generating process	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	IF NO - One improvement notice for each contravention should be issued. See model improvement notice for isolation (attachment four). Multiple deficiencies within the same control may be accommodated on the one notice.



<p>Guidance for inspectors –</p> <ul style="list-style-type: none"> <li>Water mist created by workers or machinery is observed moving into other work areas or towards other workers.</li> <li>Workers are not provided a separate room or area away from the fabrication area for food preparation and dining.</li> </ul>			
<p>Notes</p> <p>drift mist from bridge saw: One Improvement Notice</p>			
<p><b>2.4</b> Adequate ventilation is provided for workers</p>	<p>Yes</p> <p><input checked="" type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>	<p>IF NO - One improvement notice for each contravention should be issued. See model improvement notice for ventilation (attachment five).</p> <p>Multiple deficiencies within the same control may be accommodated on the one notice.</p>
<p>Guidance for inspectors –</p> <ul style="list-style-type: none"> <li>There is good natural or mechanical ventilation.</li> </ul>			
<p>Notes</p> <p>large open workshop</p>			
<p><b>2.5</b> Cleaning and housekeeping is adequate</p>	<p>Yes</p> <p><input checked="" type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>	<p>IF NO - One improvement notice for each contravention should be issued. See model improvement notice for cleaning (attachment six).</p> <p>Multiple deficiencies within the same control may be accommodated on the one notice.</p>
<p>Guidance for inspectors –</p> <p>Check there is a dedicated cleaning regime in place. It should have the elements identified in training. These include;</p> <ul style="list-style-type: none"> <li>Must be done daily</li> <li>Must be done by low pressure water, wet sweeping or a H class rated vacuum with a HEPA filter</li> <li>Floors, walls and all surfaces must be cleaned</li> <li>Dry sweeping and compressed air must be prohibited</li> </ul>			
<p>Notes</p> <p>daily clean with water to sludge pit. Floors clean</p>			

<b>2.6</b> Wet dust and slurry is managed managed	Yes  <input checked="checked" type="checkbox"/>	No  <input type="checkbox"/>	IF NO - One improvement notice for each contravention should be issued. See model improvement notice for wet dust management (attachment seven). Multiple deficiencies within the same control may be accommodated on the one notice.
<p>Guidance for inspectors – This measure is related to cleaning however is aimed at preventing dust build-up following the drying of dust containing water. Check for the following indicators of poor housekeeping:</p> <ul style="list-style-type: none"> <li>• Dry dusty floors</li> <li>• Uncontrolled water spray from tools and equipment by either:             <ul style="list-style-type: none"> <li>○ not using guards, plastic flaps, brush guarding or</li> <li>○ damaged or missing flaps or guarding on machinery or equipment</li> </ul> </li> <li>• Water spray of one process discharging into adjacent work areas</li> <li>• Water pooling and on the floor and being allowed to dry</li> <li>• Stone sludge building up and clogging drains</li> </ul>			
Notes			
<p><b>Monitoring and escalation for Audit Criteria 2.</b> Shortly after the compliance date assess (whether by attendance at the workplace or otherwise) that the deficiencies identified have been remedied and the steps that were required to be taken have been taken.</p> <p>Obtain sufficient evidence to demonstrate that the contravention has been remedied. Where compliance has not been achieved escalate the matter to the Project co-ordinator.</p>			

<b>Audit criteria 3.</b> <b>Health monitoring</b>			
<b>IF THIS</b>			<b>DO THIS</b>
<b>3.1</b> Health monitoring is being undertaken for each worker exposed to RCS.	Yes <input checked="checked" type="checkbox"/>	No <input type="checkbox"/>	IF NO - One Improvement notice for health monitoring (see attachment eight). Allow 8 weeks for compliance - Medical appointments may take some time to arrange.
Inspector guidance – <ul style="list-style-type: none"> <li>For the health monitoring requirements and standards see the industry guidance pack.</li> <li>If health monitoring has been undertaken (or is purported to have been undertaken) then the enforcement action should NOT be taken.</li> <li>Contact the Project Co-ordinator for further advice on how to assess whether the health monitoring is acceptable.</li> </ul>			
Notes			
<b>Monitoring and Escalation for Audit Criteria 3.</b> Shortly after the compliance date assess (whether by attendance at the workplace or otherwise) that the following steps towards health monitoring have been taken. The long compliance time allowed in the notice is so that this can be achieved by the PCBU. <ul style="list-style-type: none"> <li>A worker has attended for the initial medical examination with the health practitioner undertaking the health monitoring.</li> <li>The health practitioner is either (1) from the list of occupational physicians or (2) the PCBU has supplied evidence that the practitioner is experienced in health monitoring.</li> </ul> If the above is not demonstrated the improvement notice has not been complied with. The non-compliance must be escalated for comprehensive investigation with a view to prosecution. The referral should be made within two weeks of identification of non-compliance and in accordance with the referral protocol.			

**Audit criteria 4.****Respiratory Protective Equipment**

IF THIS			DO THIS
<b>4.1</b> For each worker working within the RCS containing workshop: <ul style="list-style-type: none"> <li>Each worker has suitable RPE</li> <li>Each worker has a certificate of fit test.</li> </ul>	Yes <input checked="checked" type="checkbox"/>	No <input type="checkbox"/>	IF NO - One Improvement notice for provision. See model notice (attachment nine). One Improvement notice for fit test. See model notice (attachment ten).
Inspector guidance – <ul style="list-style-type: none"> <li>Suitable RPE is supplied.               <ul style="list-style-type: none"> <li>at least a half face respirator with a P1 or P2 filter is provided to workers</li> <li>the respirator provided notes compliance with AS1716</li> </ul> </li> <li>Each worker must have been fit tested. Evidence may be a certificate of fit test, fit test report or fit test card.</li> </ul>			
Notes			
<b>4.2</b> For the workplace, a system exists for: <ul style="list-style-type: none"> <li>Maintaining, repairing and replacing of RPE</li> <li>Ensuring workers wear RPE at all times whilst in workshop</li> </ul>	Yes <input checked="checked" type="checkbox"/>	No <input type="checkbox"/>	IF NO - One Improvement notice for maintenance. See model notice (attachment eleven).
Inspector guidance – <ul style="list-style-type: none"> <li>Workers must wear RPE at all times when fabricating bench tops (includes any cutting, grinding or polishing work and cleaning)</li> <li>RPE must be maintained, repaired and replaced as necessary. The PCBU has not discharged their duty if they do not have a system in place.               <ul style="list-style-type: none"> <li>Check to see if workers are wearing broken or damaged RPE</li> <li>Request copies of invoices or receipts for RPE repairs</li> <li>Talk to workers about what they do with damaged RPE</li> <li>If disposable respirators are used make sure they are replaced at least daily</li> <li>Ask workers about cleaning and storage of RPE at the end of each shift</li> </ul> </li> </ul>			
Notes			
Observed workers wearing half-mask rubber RPE. Stored in clean area and separate boxes.			

**Monitoring and Escalation for Audit Criteria 4.**

Shortly after the compliance date assess (whether by attendance at the workplace or otherwise) specifically check the following.

- Suitable RPE has been supplied to all workers
- Each worker has a certificate of fit test
- The PCBU requires the use of RPE at all times when in workshop
- The PCBU has a RPE maintenance regime in place

**Audit criteria 5.****Information for workers****IF THIS**

**5.1** The PCBU has provided information to workers who are exposed to RCS, about the risk of exposure to RCS.

Yes

No

**DO THIS**

IF NO - One Improvement notice for provision of information. See model notice (attachment twelve).

Inspector guidance –

Ascertain whether the information supplied at least meets the information contained in the industry guide.

Notes

Observed copy of Bench Top Guide at workplace

**Monitoring and Escalation for Audit Criteria 5.**

Shortly after the compliance date assess (whether by attendance at the workplace or otherwise) specifically check the following;

- Workers have been provided with a copy of the industry guide at a minimum.

Audit criteria 6.			
Consultation with workers			
IF THIS			DO THIS
5.1 The workplace has undertaken consultation about making decisions about ways to eliminate or minimise risks relating to RCS including consultation on RPE selection.	Yes <input checked="checked" type="checkbox"/>	No <input type="checkbox"/>	IF NO - One Improvement notice for consultation. See model notice (attachment thirteen).
Inspector guidance – <ul style="list-style-type: none"> <li>Request evidence/records from the PCBU in relation to what consultation has been done.               <ul style="list-style-type: none"> <li>Check for records of tool box talks</li> <li>Ask workers about consultation</li> </ul> </li> </ul>			
Notes			
<b>Monitoring and Escalation for Audit Criteria 6.</b>  Shortly after the compliance date assess (whether by attendance at the workplace or otherwise) that consultation with all workers has occurred. Specifically check the following. <ul style="list-style-type: none"> <li>The consultation occurred with all workers who are exposed to RCS</li> <li>The consultation included consultation about minimising risks associated with RCS exposure.</li> <li>The consultation occurred only after the relevant information was shared.</li> </ul>			

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## Stone benchtop campaign (stage 2) audit tool

PCBU details	ABN	Inspector

This audit tool addresses the respirable crystalline silica component (RCS) component of the stone benchtop campaign commencing in September 2018.

The audit tool gives specific guidance on six areas of audit that are to be undertaken at assigned workplaces.

The areas are:

1. Prohibition of dry cutting
2. Minimising risk of exposure to RCS
3. Health monitoring
4. Respiratory protective equipment
5. Information for workers
6. Consultation with workers

Each area must be addressed at each assigned workplace.

### **Enforcement action**

Workplaces targeted for the campaign have already received educative material.

This is a compliance campaign. **Where activities are observed that expose a person to serious risk, those activities must be prohibited.**

Where contraventions cannot be immediately remedied while you are onsite, improvement notices are to be issued.

Example notices have been developed to assist in addressing noncompliance identified with audit criteria - see attachments.

**If you require technical support, contact Zachary du Preez on** Contrary to the public interest **or Mimosa Mulvogue on** Contrary to the public interest

### **Record keeping**

All CISr entries, inspector note books entries and other record keeping are to be made in line with established OIR practices. The campaign code for all assessments is STONEBENCHSTAGE2.

### **Instructions for use**

Undertaken an assessment of the workplace as per training provided.

Complete all fields of the audit tool, against each criteria. If an audit prompt is not applicable, record N/A in the relevant field/s.

Audit criteria 1.			
Prohibition of dry cutting			
IF THIS		DO THIS	
1.1 Dry cutting, grinding or polishing is observed	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	IF YES - Oral direction prohibiting dry cutting activity. See model prohibition notice for dry cutting (attachment 1)
Guidance for inspectors Make sure for all processes observed: <ul style="list-style-type: none"> <li>• LEV or water suppression is used</li> </ul>			
Notes Dry cut natural stone.			
1.2 Evidence is obtained from any person that dry cutting occurs at the workplace	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	IF YES - Oral direction prohibiting dry cutting activity. See model prohibition notice for dry cutting (attachment 1)
Guidance for inspectors <ul style="list-style-type: none"> <li>• Ask the PCBU or workers if all tasks are completed with LEV or water suppression</li> <li>• Even minor or one off fabrication tasks at the workshop or on site need to be conducted with LEV or water suppression, no exceptions.</li> </ul>			
Notes water suppression used even for minor adjustments and or stone is brought back to the workshop.			
<b>Monitoring and escalation for Audit Criteria 1</b> If a prohibition notice is issued the inspector should ensure that at unannounced visits occur to determine if the notice is being complied with. The inspector should also ensure the notice is displayed. Any non-compliance with the prohibition notice must be escalated for comprehensive investigation.			

**Audit criteria 2.****Minimising exposure to RCS**

IF THIS			DO THIS
<b>2.1</b> Water suppression is used and is adequately managing dust risks	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	IF NO - Oral direction prohibiting activity. See model prohibition notice (attachment 1) <b>and</b> issue improvement notice for water suppression (attachment 2).
<p>Guidance for inspectors -</p> <ul style="list-style-type: none"> <li>Tools and machinery used have been specifically designed for use with water attachments (check all electrical grinders, polishers and drills if they are water suppressed)</li> <li>An adequate number of water feeds are directed at the material and/or tool to prevent visible dust during the process.</li> <li>Adequate water pressure is maintained to make sure water is reaching the material and/or tool.</li> <li>Adequate guards, plastic flaps or brush guards are used on suppressed tools and machinery.</li> </ul> <ul style="list-style-type: none"> <li>Bridge saws are fitted with water attachments.</li> <li>Water suppressed routers, water jet cutters or bridge saws are used to complete sink and stovetop cut outs.</li> <li>Hand-held angle grinders are fitted with water feeds to deliver water to the cutting disc and point of contact with the stone.</li> <li>Wet-edge milling machines or polishing machines are water suppressed.</li> <li>Polishers have a centre water feed.</li> </ul>			
<p>Notes</p> <p>observed 2 bridge saws (Champion 55 and Luca Fanese) with no shroud to suppress water mist. Improvement Notices 1012304 and 1012305</p>			
<b>2.2</b> LEV is used but and is adequately managing dust risks	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	IF NO - Oral direction prohibiting dry cutting activity. See model prohibition notice for dry cutting (attachment 1) <b>and</b> issue improvement notice for LEV (attachment 3).
<p>Guidance for inspectors –</p> <ul style="list-style-type: none"> <li>Tools and machinery have been specifically designed for local exhaust ventilation attachments.</li> <li>Hand tools (for example drills, circular saws, grinders) are equipped with a shroud and a H class rated vacuum with a high efficiency particulate air (HEPA) filter.</li> <li>Install fixed, portable or flexible capturing hoods to capture dust are <u>at or very close to the point of generation</u>.</li> </ul>			
<p>Notes</p> <p>H Class vacuum cleaners used.</p>			
<b>2.3</b> Workers are isolated from dust generating process	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	IF NO - One improvement notice for each contravention should be issued. See model improvement notice for isolation (attachment four). Multiple deficiencies within the same control may be accommodated on the one notice.

<p>Guidance for inspectors –</p> <ul style="list-style-type: none"> <li>Water mist created by workers or machinery is observed moving into other work areas or towards other workers.</li> <li>Workers are not provided a separate room or area away from the fabrication area for food preparation and dining.</li> </ul>			
Notes			
<p><b>2.4</b> Adequate ventilation is provided for workers</p>	<p>Yes</p> <p><input checked="" type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>	<p>IF NO - One improvement notice for each contravention should be issued. See model improvement notice for ventilation (attachment five).</p> <p>Multiple deficiencies within the same control may be accommodated on the one notice.</p>
<p>Guidance for inspectors –</p> <ul style="list-style-type: none"> <li>There is good natural or mechanical ventilation.</li> </ul>			
Notes			
<p><b>2.5</b> Cleaning and housekeeping is adequate</p>	<p>Yes</p> <p><input checked="" type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>	<p>IF NO - One improvement notice for each contravention should be issued. See model improvement notice for cleaning (attachment six).</p> <p>Multiple deficiencies within the same control may be accommodated on the one notice.</p>
<p>Guidance for inspectors –</p> <p>Check there is a dedicated cleaning regime in place. It should have the elements identified in training. These include;</p> <ul style="list-style-type: none"> <li>Must be done daily</li> <li>Must be done by low pressure water, wet sweeping or a H class rated vacuum with a HEPA filter</li> <li>Floors, walls and all surfaces must be cleaned</li> <li>Dry sweeping and compressed air must be prohibited</li> </ul>			
Notes			

<b>2.6 Wet dust and slurry is managed managed</b>	Yes  <input checked="checked" type="checkbox"/>	No  <input type="checkbox"/>	IF NO - One improvement notice for each contravention should be issued. See model improvement notice for wet dust management (attachment seven). Multiple deficiencies within the same control may be accommodated on the one notice.
<p>Guidance for inspectors – This measure is related to cleaning however is aimed at preventing dust build-up following the drying of dust containing water. Check for the following indicators of poor housekeeping:</p> <ul style="list-style-type: none"> <li>• Dry dusty floors</li> <li>• Uncontrolled water spray from tools and equipment by either: <ul style="list-style-type: none"> <li>○ not using guards, plastic flaps, brush guarding or</li> <li>○ damaged or missing flaps or guarding on machinery or equipment</li> </ul> </li> <li>• Water spray of one process discharging into adjacent work areas</li> <li>• Water pooling and on the floor and being allowed to dry</li> <li>• Stone sludge building up and clogging drains</li> </ul>			
Notes			
<p><b>Monitoring and escalation for Audit Criteria 2.</b> Shortly after the compliance date assess (whether by attendance at the workplace or otherwise) that the deficiencies identified have been remedied and the steps that were required to be taken have been taken.</p> <p>Obtain sufficient evidence to demonstrate that the contravention has been remedied. Where compliance has not been achieved escalate the matter to the Project co-ordinator.</p>			

<b>Audit criteria 3.</b> <b>Health monitoring</b>			
<b>IF THIS</b>			<b>DO THIS</b>
<b>3.1</b> Health monitoring is being undertaken for each worker exposed to RCS.	Yes <input checked="checked" type="checkbox"/>	No <input type="checkbox"/>	IF NO - One Improvement notice for health monitoring (see attachment eight). Allow 8 weeks for compliance - Medical appointments may take some time to arrange.
Inspector guidance – <ul style="list-style-type: none"> <li>For the health monitoring requirements and standards see the industry guidance pack.</li> <li>If health monitoring has been undertaken (or is purported to have been undertaken) then the enforcement action should NOT be taken.</li> <li>Contact the Project Co-ordinator for further advice on how to assess whether the health monitoring is acceptable.</li> </ul>			
Notes			
<b>Monitoring and Escalation for Audit Criteria 3.</b> Shortly after the compliance date assess (whether by attendance at the workplace or otherwise) that the following steps towards health monitoring have been taken. The long compliance time allowed in the notice is so that this can be achieved by the PCBU. <ul style="list-style-type: none"> <li>A worker has attended for the initial medical examination with the health practitioner undertaking the health monitoring.</li> <li>The health practitioner is either (1) from the list of occupational physicians or (2) the PCBU has supplied evidence that the practitioner is experienced in health monitoring.</li> </ul> If the above is not demonstrated the improvement notice has not been complied with. The non-compliance must be escalated for comprehensive investigation with a view to prosecution. The referral should be made within two weeks of identification of non-compliance and in accordance with the referral protocol.			



**Audit criteria 4.****Respiratory Protective Equipment**

IF THIS			DO THIS
<b>4.1</b> For each worker working within the RCS containing workshop: <ul style="list-style-type: none"> <li>Each worker has suitable RPE</li> <li>Each worker has a certificate of fit test.</li> </ul>	Yes <input checked="checked" type="checkbox"/>	No <input type="checkbox"/>	IF NO - One Improvement notice for provision. See model notice (attachment nine). One Improvement notice for fit test. See model notice (attachment ten).
Inspector guidance – <ul style="list-style-type: none"> <li>Suitable RPE is supplied.               <ul style="list-style-type: none"> <li>at least a half face respirator with a P1 or P2 filter is provided to workers</li> <li>the respirator provided notes compliance with AS1716</li> </ul> </li> <li>Each worker must have been fit tested. Evidence may be a certificate of fit test, fit test report or fit test card.</li> </ul>			
Notes SIMTAR came to do the fit-testing but brought wrong equipment. Sighted the email communication. ordered and paid for Clean space ultra and will be delivered within one week. sighted the invoice and took a photo.			
<b>4.2</b> For the workplace, a system exists for: <ul style="list-style-type: none"> <li>Maintaining, repairing and replacing of RPE</li> <li>Ensuring workers wear RPE at all times whilst in workshop</li> </ul>	Yes <input checked="checked" type="checkbox"/>	No <input type="checkbox"/>	IF NO - One Improvement notice for maintenance. See model notice (attachment eleven).
Inspector guidance – <ul style="list-style-type: none"> <li>Workers must wear RPE at all times when fabricating bench tops (includes any cutting, grinding or polishing work and cleaning)</li> <li>RPE must be maintained, repaired and replaced as necessary. The PCBU has not discharged their duty if they do not have a system in place.               <ul style="list-style-type: none"> <li>Check to see if workers are wearing broken or damaged RPE</li> <li>Request copies of invoices or receipts for RPE repairs</li> <li>Talk to workers about what they do with damaged RPE</li> <li>If disposable respirators are used make sure they are replaced at least daily</li> <li>Ask workers about cleaning and storage of RPE at the end of each shift</li> </ul> </li> </ul>			
Notes			

**Monitoring and Escalation for Audit Criteria 4.**

Shortly after the compliance date assess (whether by attendance at the workplace or otherwise) specifically check the following.

- Suitable RPE has been supplied to all workers
- Each worker has a certificate of fit test
- The PCBU requires the use of RPE at all times when in workshop
- The PCBU has a RPE maintenance regime in place

**Audit criteria 5.****Information for workers**

IF THIS			DO THIS
5.1 The PCBU has provided information to workers who are exposed to RCS, about the risk of exposure to RCS.	Yes	No	IF NO - One Improvement notice for provision of information. See model notice (attachment twelve).
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Inspector guidance –  
Ascertain whether the information supplied at least meets the information contained in the industry guide.

**Notes**

Information has been provided. Doctors have come to the workplace to talk with workers however no evidence could be provided.  
Improvement Notice

**Monitoring and Escalation for Audit Criteria 5.**

Shortly after the compliance date assess (whether by attendance at the workplace or otherwise) specifically check the following;

- Workers have been provided with a copy of the industry guide at a minimum.

Audit criteria 6.			
Consultation with workers			
IF THIS			DO THIS
5.1 The workplace has undertaken consultation about making decisions about ways to eliminate or minimise risks relating to RCS including consultation on RPE selection.	Yes <input checked="checked" type="checkbox"/>	No <input type="checkbox"/>	IF NO - One Improvement notice for consultation. See model notice (attachment thirteen).
Inspector guidance – <ul style="list-style-type: none"> <li>Request evidence/records from the PCBU in relation to what consultation has been done.               <ul style="list-style-type: none"> <li>Check for records of tool box talks</li> <li>Ask workers about consultation</li> </ul> </li> </ul>			
Notes worker confirmed.			
<b>Monitoring and Escalation for Audit Criteria 6.</b>  Shortly after the compliance date assess (whether by attendance at the workplace or otherwise) that consultation with all workers has occurred. Specifically check the following. <ul style="list-style-type: none"> <li>The consultation occurred with all workers who are exposed to RCS</li> <li>The consultation included consultation about minimising risks associated with RCS exposure.</li> <li>The consultation occurred only after the relevant information was shared.</li> </ul>			

Reset Form

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## Stone benchtop campaign (stage 2) audit tool

PCBU details	ABN	Inspector
<p>This audit tool addresses the respirable crystalline silica component (RCS) component of the stone benchtop campaign commencing in September 2018.</p> <p>The audit tool gives specific guidance on six areas of audit that are to be undertaken at assigned workplaces.</p> <p>The areas are:</p> <ol style="list-style-type: none"> <li>1. Prohibition of dry cutting</li> <li>2. Minimising risk of exposure to RCS</li> <li>3. Health monitoring</li> <li>4. Respiratory protective equipment</li> <li>5. Information for workers</li> <li>6. Consultation with workers</li> </ol> <p>Each area must be addressed at each assigned workplace.</p> <p><b>Enforcement action</b></p> <p>Workplaces targeted for the campaign have already received educative material.</p> <p><u>This is a compliance campaign.</u> <b>Where activities are observed that expose a person to serious risk, those activities must be prohibited.</b></p> <p>Where contraventions cannot be immediately remedied while you are onsite, improvement notices are to be issued.</p> <p>Example notices have been developed to assist in addressing noncompliance identified with audit criteria - see attachments.</p> <p><b>If you require technical support, contact Zachary du Preez on</b> <span>Contrary to the public interest</span> <b>or Mimosa Mulvogue on</b> <span>Contrary to the public interest</span></p> <p><b>Record keeping</b></p> <p>All CISr entries, inspector note books entries and other record keeping are to be made in line with established OIR practices. The campaign code for all assessments is STONEBENCHSTAGE2.</p> <p><b>Instructions for use</b></p> <p>Undertaken an assessment of the workplace as per training provided.</p> <p>Complete all fields of the audit tool, against each criteria. If an audit prompt is not applicable, record N/A in the relevant field/s.</p>		

<b>Audit criteria 1.</b>			
<b>Prohibition of dry cutting</b>			
<b>IF THIS</b>		<b>DO THIS</b>	
<b>1.1</b> Dry cutting, grinding or polishing is observed	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	IF YES - Oral direction prohibiting dry cutting activity. See model prohibition notice for dry cutting (attachment 1)
Guidance for inspectors Make sure for all processes observed: <ul style="list-style-type: none"> <li>• LEV or water suppression is used</li> </ul>			
Notes Stopped dry cutting in June 2018.			
<b>1.2</b> Evidence is obtained from any person that dry cutting occurs at the workplace	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	IF YES - Oral direction prohibiting dry cutting activity. See model prohibition notice for dry cutting (attachment 1)
Guidance for inspectors <ul style="list-style-type: none"> <li>• Ask the PCBU or workers if all tasks are completed with LEV or water suppression</li> <li>• Even minor or one off fabrication tasks at the workshop or on site need to be conducted with LEV or water suppression, no exceptions.</li> </ul>			
Notes Workers stated dry cutting stopped in approx June 2018.			
<b>Monitoring and escalation for Audit Criteria 1</b> If a prohibition notice is issued the inspector should ensure that at unannounced visits occur to determine if the notice is being complied with. The inspector should also ensure the notice is displayed. Any non-compliance with the prohibition notice must be escalated for comprehensive investigation.			

**Audit criteria 2.****Minimising exposure to RCS**

IF THIS			DO THIS
<b>2.1</b> Water suppression is used and is adequately managing dust risks	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	IF NO - Oral direction prohibiting activity. See model prohibition notice (attachment 1) <b>and</b> issue improvement notice for water suppression (attachment 2).
<p>Guidance for inspectors -</p> <ul style="list-style-type: none"> <li>Tools and machinery used have been specifically designed for use with water attachments (check all electrical grinders, polishers and drills if they are water suppressed)</li> <li>An adequate number of water feeds are directed at the material and/or tool to prevent visible dust during the process.</li> <li>Adequate water pressure is maintained to make sure water is reaching the material and/or tool.</li> <li>Adequate guards, plastic flaps or brush guards are used on suppressed tools and machinery.</li> </ul> <ul style="list-style-type: none"> <li>Bridge saws are fitted with water attachments.</li> <li>Water suppressed routers, water jet cutters or bridge saws are used to complete sink and stovetop cut outs.</li> <li>Hand-held angle grinders are fitted with water feeds to deliver water to the cutting disc and point of contact with the stone.</li> <li>Wet-edge milling machines or polishing machines are water suppressed.</li> <li>Polishers have a centre water feed.</li> </ul>			
<p>Notes</p> <p>Bridge saws did not have any guards/plastic flaps or brush guards to suppress the spray of water/dust. The mitre saw had plastic flaps to manage dust.</p>			
<b>2.2</b> LEV is used but and is adequately managing dust risks	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	IF NO - Oral direction prohibiting dry cutting activity. See model prohibition notice for dry cutting (attachment 1) <b>and</b> issue improvement notice for LEV (attachment 3).
<p>Guidance for inspectors –</p> <ul style="list-style-type: none"> <li>Tools and machinery have been specifically designed for local exhaust ventilation attachments.</li> <li>Hand tools (for example drills, circular saws, grinders) are equipped with a shroud and a H class rated vacuum with a high efficiency particulate air (HEPA) filter.</li> <li>Install fixed, portable or flexible capturing hoods to capture dust are <u>at or very close to the point of generation</u>.</li> </ul>			
<p>Notes</p> <p>LEV not utilised at workplace.</p>			
<b>2.3</b> Workers are isolated from dust generating process	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	IF NO - One improvement notice for each contravention should be issued. See model improvement notice for isolation (attachment four). Multiple deficiencies within the same control may be accommodated on the one notice.



<p>Guidance for inspectors –</p> <ul style="list-style-type: none"> <li>Water mist created by workers or machinery is observed moving into other work areas or towards other workers.</li> <li>Workers are not provided a separate room or area away from the fabrication area for food preparation and dining.</li> </ul>			
<p>Notes</p> <p>Workers are provided a separate room upstairs which is aware from the fabrication area for dining and meal preparation</p>			
<p><b>2.4</b> Adequate ventilation is provided for workers</p>	<p>Yes</p> <p><input checked="" type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>	<p>IF NO - One improvement notice for each contravention should be issued. See model improvement notice for ventilation (attachment five).</p> <p>Multiple deficiencies within the same control may be accommodated on the one notice.</p>
<p>Guidance for inspectors –</p> <ul style="list-style-type: none"> <li>There is good natural or mechanical ventilation.</li> </ul>			
<p>Notes</p> <p>Good natural ventilation at time of visit. Large roller doors and a number of fans.</p>			
<p><b>2.5</b> Cleaning and housekeeping is adequate</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input checked="" type="checkbox"/></p>	<p>IF NO - One improvement notice for each contravention should be issued. See model improvement notice for cleaning (attachment six).</p> <p>Multiple deficiencies within the same control may be accommodated on the one notice.</p>
<p>Guidance for inspectors –</p> <p>Check there is a dedicated cleaning regime in place. It should have the elements identified in training. These include;</p> <ul style="list-style-type: none"> <li>Must be done daily</li> <li>Must be done by low pressure water, wet sweeping or a H class rated vacuum with a HEPA filter</li> <li>Floors, walls and all surfaces must be cleaned</li> <li>Dry sweeping and compressed air must be prohibited</li> </ul>			
<p>Notes</p> <p>Surfaces including walls, floors and equipment had residual dust built up. Cleaning is conducted regularly but is not adequate. The working bays out the back in the open area had a large build up of dried slurry on the walls. The meal preparation/dining area had a build up of dust on the ground and on the furniture provided.</p>			

<b>2.6</b> Wet dust and slurry is managed managed	Yes  <input type="checkbox"/>	No  <input checked="" type="checkbox"/>	IF NO - One improvement notice for each contravention should be issued. See model improvement notice for wet dust management (attachment seven). Multiple deficiencies within the same control may be accommodated on the one notice.
<p>Guidance for inspectors – This measure is related to cleaning however is aimed at preventing dust build-up following the drying of dust containing water. Check for the following indicators of poor housekeeping:</p> <ul style="list-style-type: none"> <li>• Dry dusty floors</li> <li>• Uncontrolled water spray from tools and equipment by either:             <ul style="list-style-type: none"> <li>○ not using guards, plastic flaps, brush guarding or</li> <li>○ damaged or missing flaps or guarding on machinery or equipment</li> </ul> </li> <li>• Water spray of one process discharging into adjacent work areas</li> <li>• Water pooling and on the floor and being allowed to dry</li> <li>• Stone sludge building up and clogging drains</li> </ul>			
<p>Notes</p> <p>Surfaces including walls, floors and equipment had residual dust built up. Cleaning is conducted regularly but is not adequate. The working bays out the back in the open area had a large build up of dried slurry on the walls.</p> <p>There was no guarding on the bridge saw, there was dust uild up in areas on the saw and in the vicinity.</p>			
<p><b>Monitoring and escalation for Audit Criteria 2.</b> Shortly after the compliance date assess (whether by attendance at the workplace or otherwise) that the deficiencies identified have been remedied and the steps that were required to be taken have been taken.</p> <p>Obtain sufficient evidence to demonstrate that the contravention has been remedied. Where compliance has not been achieved escalate the matter to the Project co-ordinator.</p>			

**Audit criteria 3.****Health monitoring**

IF THIS			DO THIS
<b>3.1</b> Health monitoring is being undertaken for each worker exposed to RCS.	Yes <input checked="checked" type="checkbox"/>	No <input type="checkbox"/>	IF NO - One Improvement notice for health monitoring (see attachment eight). Allow 8 weeks for compliance - Medical appointments may take some time to arrange.
<b>Inspector guidance –</b> <ul style="list-style-type: none"><li>• For the health monitoring requirements and standards see the industry guidance pack.</li><li>• If health monitoring has been undertaken (or is purported to have been undertaken) then the enforcement action should NOT be taken.</li><li>• Contact the Project Co-ordinator for further advice on how to assess whether the health monitoring is acceptable.</li></ul>			
<b>Notes</b> All workers have either been booked in for health monitoring or have received health monitoring.			
<b>Monitoring and Escalation for Audit Criteria 3.</b> Shortly after the compliance date assess (whether by attendance at the workplace or otherwise) that the following steps towards health monitoring have been taken. The long compliance time allowed in the notice is so that this can be achieved by the PCBU. <ul style="list-style-type: none"><li>• A worker has attended for the initial medical examination with the health practitioner undertaking the health monitoring.</li><li>• The health practitioner is either (1) from the list of occupational physicians or (2) the PCBU has supplied evidence that the practitioner is experienced in health monitoring.</li></ul> If the above is not demonstrated the improvement notice has not been complied with. The non-compliance must be escalated for comprehensive investigation with a view to prosecution. The referral should be made within two weeks of identification of non-compliance and in accordance with the referral protocol.			

**Audit criteria 4.****Respiratory Protective Equipment**

IF THIS			DO THIS
<b>4.1</b> For each worker working within the RCS containing workshop: <ul style="list-style-type: none"> <li>Each worker has suitable RPE</li> <li>Each worker has a certificate of fit test.</li> </ul>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	IF NO - One Improvement notice for provision. See model notice (attachment nine). One Improvement notice for fit test. See model notice (attachment ten).
Inspector guidance – <ul style="list-style-type: none"> <li>Suitable RPE is supplied.               <ul style="list-style-type: none"> <li>at least a half face respirator with a P1 or P2 filter is provided to workers</li> <li>the respirator provided notes compliance with AS1716</li> </ul> </li> <li>Each worker must have been fit tested. Evidence may be a certificate of fit test, fit test report or fit test card.</li> </ul>			
Notes Workers are provided with RPE (P3 masks). The RPE has not been fit tested for workers.			
<b>4.2</b> For the workplace, a system exists for: <ul style="list-style-type: none"> <li>Maintaining, repairing and replacing of RPE</li> <li>Ensuring workers wear RPE at all times whilst in workshop</li> </ul>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	IF NO - One Improvement notice for maintenance. See model notice (attachment eleven).
Inspector guidance – <ul style="list-style-type: none"> <li>Workers must wear RPE at all times when fabricating bench tops (includes any cutting, grinding or polishing work and cleaning)</li> <li>RPE must be maintained, repaired and replaced as necessary. The PCBU has not discharged their duty if they do not have a system in place.               <ul style="list-style-type: none"> <li>Check to see if workers are wearing broken or damaged RPE</li> <li>Request copies of invoices or receipts for RPE repairs</li> <li>Talk to workers about what they do with damaged RPE</li> <li>If disposable respirators are used make sure they are replaced at least daily</li> <li>Ask workers about cleaning and storage of RPE at the end of each shift</li> </ul> </li> </ul>			
Notes Workers store the RPE in containers at the end of the shift and when not in use. The RPE is replaced when necessary.			

**Monitoring and Escalation for Audit Criteria 4.**

Shortly after the compliance date assess (whether by attendance at the workplace or otherwise) specifically check the following.

- Suitable RPE has been supplied to all workers
- Each worker has a certificate of fit test
- The PCBU requires the use of RPE at all times when in workshop
- The PCBU has a RPE maintenance regime in place

**Audit criteria 5.****Information for workers**

IF THIS			DO THIS
5.1 The PCBU has provided information to workers who are exposed to RCS, about the risk of exposure to RCS.	Yes	No	IF NO - One Improvement notice for provision of information. See model notice (attachment twelve).
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Inspector guidance –  
Ascertain whether the information supplied at least meets the information contained in the industry guide.

**Notes**

Workers have been provided with the information regarding the risks of exposure to RCS.

**Monitoring and Escalation for Audit Criteria 5.**

Shortly after the compliance date assess (whether by attendance at the workplace or otherwise) specifically check the following;

- Workers have been provided with a copy of the industry guide at a minimum.

Audit criteria 6.			
Consultation with workers			
IF THIS			DO THIS
5.1 The workplace has undertaken consultation about making decisions about ways to eliminate or minimise risks relating to RCS including consultation on RPE selection.	Yes <input checked="checked" type="checkbox"/>	No <input type="checkbox"/>	IF NO - One Improvement notice for consultation. See model notice (attachment thirteen).
Inspector guidance – <ul style="list-style-type: none"> <li>Request evidence/records from the PCBU in relation to what consultation has been done.               <ul style="list-style-type: none"> <li>Check for records of tool box talks</li> <li>Ask workers about consultation</li> </ul> </li> </ul>			
Notes Workers have been consulted about ways to eliminate or minimise risks relating to RCS.			
<b>Monitoring and Escalation for Audit Criteria 6.</b>  Shortly after the compliance date assess (whether by attendance at the workplace or otherwise) that consultation with all workers has occurred. Specifically check the following. <ul style="list-style-type: none"> <li>The consultation occurred with all workers who are exposed to RCS</li> <li>The consultation included consultation about minimising risks associated with RCS exposure.</li> <li>The consultation occurred only after the relevant information was shared.</li> </ul>			

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