

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"> 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 <p>Each area must be addressed at each assigned workplace.</p> <p>Enforcement action Workplaces targeted for the campaign have already received educative material. <u>This is a compliance campaign. Where activities are observed that expose a person to serious risk, those activities must be prohibited.</u> 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.</p> <p>If you require technical support, contact Zachary du Preez on [REDACTED] s.47(3)(b) or Mimosa Mulvogue on [REDACTED].</p> <p>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.</p> <p>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.</p>		

Audit criteria 1.			
Prohibition of dry cutting			
IF THIS		DO THIS	
1.1 Dry cutting, grinding or polishing is observed	Yes <input checked="" type="checkbox"/>	No <input 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"> • LEV or water suppression is used 			
Notes No Notice as water curtain designed for dry sanding - Inform Zac DuPreez to follow up			
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"> • Ask the PCBU or workers if all tasks are completed with LEV or water suppression • Even minor or one off fabrication tasks at the workshop or on site need to be conducted with LEV or water suppression, no exceptions. 			
Notes Not in use			
Monitoring and escalation for Audit Criteria 1 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	Yes	No	DO THIS
2.1 Water suppression is used and is adequately managing dust risks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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"> 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) An adequate number of water feeds are directed at the material and/or tool to prevent visible dust during the process. Adequate water pressure is maintained to make sure water is reaching the material and/or tool. Adequate guards, plastic flaps or brush guards are used on suppressed tools and machinery. <ul style="list-style-type: none"> Bridge saws are fitted with water attachments. Water suppressed routers, water jet cutters or bridge saws are used to complete sink and stovetop cut outs. Hand-held angle grinders are fitted with water feeds to deliver water to the cutting disc and point of contact with the stone. Wet-edge milling machines or polishing machines are water suppressed. Polishers have a centre water feed. 			
Notes			
2.2 LEV is used but and is adequately managing dust risks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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"> Tools and machinery have been specifically designed for local exhaust ventilation attachments. 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. Install fixed, portable or flexible capturing hoods to capture dust are at or very close to the point of generation. 			
Notes			
2.3 Workers are isolated from dust generating process	<input type="checkbox"/>	<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"> • 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			
2.4 Adequate ventilation is provided for workers	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 ventilation (attachment five). Multiple deficiencies within the same control may be accommodated on the one notice.
<p>Guidance for inspectors –</p> <ul style="list-style-type: none"> • There is good natural or mechanical ventilation. 			
Notes			
2.5 Cleaning and housekeeping is adequate	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 cleaning (attachment six). Multiple deficiencies within the same control may be accommodated on the one notice.
<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"> • 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 			
Notes			
Notice issued			

<p>2.6 Wet dust and slurry is managed managed</p>	<p>Yes <input checked="" type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	<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>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"> • Dry dusty floors • Uncontrolled water spray from tools and equipment by either: <ul style="list-style-type: none"> ○ not using guards, plastic flaps, brush guarding or ○ damaged or missing flaps or guarding on machinery or equipment • Water spray of one process discharging into adjacent work areas • Water pooling and on the floor and being allowed to dry • Stone sludge building up and clogging drains 			
<p>Notes</p>			
<p>Monitoring and escalation for Audit Criteria 2. 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.</p>			

Audit criteria 3.			
Health monitoring			
IF THIS		DO THIS	
3.1 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.
Inspector guidance – <ul style="list-style-type: none"> • 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 Notice issued			
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. <ul style="list-style-type: none"> • 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			
IF THIS	Yes	No	DO THIS
4.1 For each worker working within the RCS containing workshop: <ul style="list-style-type: none"> • Each worker has suitable RPE • Each worker has a certificate of fit test. 	<input type="checkbox"/>	<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"> • Suitable RPE is supplied. <ul style="list-style-type: none"> ○ at least a half face respirator with a P1 or P2 filter is provided to workers ○ the respirator provided notes compliance with AS1716 • Each worker must have been fit tested. Evidence may be a certificate of fit test, fit test report or fit test card. 			
Notes Notice issued Prohibit			
4.2 For the workplace, a system exists for: <ul style="list-style-type: none"> • Maintaining, repairing and replacing of RPE • Ensuring workers wear RPE at all times whilst in workshop 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IF NO - One Improvement notice for maintenance. See model notice (attachment eleven).
Inspector guidance – <ul style="list-style-type: none"> • Workers must wear RPE at all times when fabricating bench tops (includes any cutting, grinding or polishing work and cleaning) • 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"> ○ Check to see if workers are wearing broken or damaged RPE ○ Request copies of invoices or receipts for RPE repairs ○ Talk to workers about what they do with damaged RPE ○ If disposable respirators are used make sure they are replaced at least daily ○ Ask workers about cleaning and storage of RPE at the end of each shift 			
Notes Notice issued			

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

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="" 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"> Request evidence/records from the PCBU in relation to what consultation has been done. <ul style="list-style-type: none"> Check for records of tool box talks Ask workers about consultation 			
Notes Work procedure in place			
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. <ul style="list-style-type: none"> 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. 			

Reset Form

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Stone benchtop campaign (stage 2) audit tool

PCBU details	ABN	Inspector
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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"> • LEV or water suppression is used 			
Notes Stopped dry cutting in June 2018.			
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"> • Ask the PCBU or workers if all tasks are completed with LEV or water suppression • Even minor or one off fabrication tasks at the workshop or on site need to be conducted with LEV or water suppression, no exceptions. 			
Notes Workers stated dry cutting stopped in approx June 2018.			
Monitoring and escalation for Audit Criteria 1 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	Yes	No	DO THIS
2.1 Water suppression is used and is adequately managing dust risks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IF NO - Oral direction prohibiting activity. See model prohibition notice (attachment 1) and issue improvement notice for water suppression (attachment 2).
<p>Guidance for inspectors -</p> <ul style="list-style-type: none"> 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) An adequate number of water feeds are directed at the material and/or tool to prevent visible dust during the process. Adequate water pressure is maintained to make sure water is reaching the material and/or tool. Adequate guards, plastic flaps or brush guards are used on suppressed tools and machinery. 			
<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>			
2.2 LEV is used but and is adequately managing dust risks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	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).
<p>Guidance for inspectors -</p> <ul style="list-style-type: none"> Tools and machinery have been specifically designed for local exhaust ventilation attachments. 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. Install fixed, portable or flexible capturing hoods to capture dust are <u>at or very close to the point of generation.</u> 			
<p>Notes</p> <p>LEV not utilised at workplace.</p>			
2.3 Workers are isolated from dust generating process	<input checked="" type="checkbox"/>	<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"> • 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. 			
<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>2.4 Adequate ventilation is provided for workers</p>	<p>Yes</p> <input checked="" type="checkbox"/>	<p>No</p> <input type="checkbox"/>	<p>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.</p>
<p>Guidance for inspectors –</p> <ul style="list-style-type: none"> • There is good natural or mechanical ventilation. 			
<p>Notes</p> <p>Good natural ventilation at time of visit. Large roller doors and a number of fans.</p>			
<p>2.5 Cleaning and housekeeping is adequate</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input checked="" type="checkbox"/>	<p>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.</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"> • 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 			
<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>			

<p>2.6 Wet dust and slurry is managed managed</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>	<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>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"> • Dry dusty floors • Uncontrolled water spray from tools and equipment by either: <ul style="list-style-type: none"> ○ not using guards, plastic flaps, brush guarding or ○ damaged or missing flaps or guarding on machinery or equipment • Water spray of one process discharging into adjacent work areas • Water pooling and on the floor and being allowed to dry • Stone sludge building up and clogging drains 			
<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 build up in areas on the saw and in the vicinity.</p>			
<p>Monitoring and escalation for Audit Criteria 2. 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	
3.1 Health monitoring is being undertaken for each worker exposed to RCS.	Yes <input 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"> • 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			
All workers have either been booked in for health monitoring or have received health monitoring.			
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.			
<ul style="list-style-type: none"> • 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			
IF THIS		DO THIS	
4.1 For each worker working within the RCS containing workshop: <ul style="list-style-type: none"> • Each worker has suitable RPE • Each worker has a certificate of fit test. 		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"> • Suitable RPE is supplied. <ul style="list-style-type: none"> ○ at least a half face respirator with a P1 or P2 filter is provided to workers ○ the respirator provided notes compliance with AS1716 • Each worker must have been fit tested. Evidence may be a certificate of fit test, fit test report or fit test card. 			
Notes Workers are provided with RPE (P3 masks). The RPE has not been fit tested for workers.			
4.2 For the workplace, a system exists for: <ul style="list-style-type: none"> • 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"/>
IF NO - One Improvement notice for maintenance. See model notice (attachment eleven).			
Inspector guidance – <ul style="list-style-type: none"> • Workers must wear RPE at all times when fabricating bench tops (includes any cutting, grinding or polishing work and cleaning) • 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"> ○ Check to see if workers are wearing broken or damaged RPE ○ Request copies of invoices or receipts for RPE repairs ○ Talk to workers about what they do with damaged RPE ○ If disposable respirators are used make sure they are replaced at least daily ○ Ask workers about cleaning and storage of RPE at the end of each shift 			
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	Yes	No	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="checkbox"/>	<input type="checkbox"/>	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 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;			
<ul style="list-style-type: none"> • Workers have been provided with a copy of the industry guide at a minimum. 			

Audit criteria 6.			
Consultation with workers			
IF THIS	Yes	No	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IF NO - One Improvement notice for consultation. See model notice (attachment thirteen).
Inspector guidance – <ul style="list-style-type: none"> • Request evidence/records from the PCBU in relation to what consultation has been done. <ul style="list-style-type: none"> ○ Check for records of tool box talks ○ Ask workers about consultation 			
Notes Workers have been consulted about ways to eliminate or minimise risks relating to RCS.			
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. <ul style="list-style-type: none"> • 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. 			

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PCBU details	ABN	Inspector	
Site address		Date	Assessment number
<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"> 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 <p>Each area must be addressed at each assigned workplace.</p> <p>Enforcement action Workplaces targeted for the campaign have already received educative material. <u>This is a compliance campaign. Where activities are observed that expose a person to serious risk, those activities must be prohibited.</u> 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.</p> <p>If you require technical support, contact Zachary du Preez on [REDACTED] s.47(3)(b) or Mimosa Mulvogue on [REDACTED]</p> <p>Record keeping</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>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.</p>			

Audit criteria 1.			
Prohibition of dry cutting			
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1.1 Dry cutting, grinding or polishing is observed	Yes	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"> • LEV or water suppression is used 			
Notes			
1.2 Evidence is obtained from any person that dry cutting occurs at the workplace	Yes	No	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"> • Ask the PCBU or workers if all tasks are completed with LEV or water suppression • Even minor or one off fabrication tasks at the workshop or on site need to be conducted with LEV or water suppression, no exceptions. 			
Notes			
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Audit criteria 2.			
Minimising exposure to RCS			
IF THIS			DO THIS
2.1 Water suppression is used and is adequately managing dust risks	Yes	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"> 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) An adequate number of water feeds are directed at the material and/or tool to prevent visible dust during the process. Adequate water pressure is maintained to make sure water is reaching the material and/or tool. Adequate guards, plastic flaps or brush guards are used on suppressed tools and machinery. 			<ul style="list-style-type: none"> Bridge saws are fitted with water attachments. Water suppressed routers, water jet cutters or bridge saws are used to complete sink and stovetop cut outs. Hand-held angle grinders are fitted with water feeds to deliver water to the cutting disc and point of contact with the stone. Wet-edge milling machines or polishing machines are water suppressed. Polishers have a centre water feed.
Notes			
2.2 LEV is used but and is adequately managing dust risks	Yes	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"> Tools and machinery have been specifically designed for local exhaust ventilation attachments. 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. Install fixed, portable or flexible capturing hoods to capture dust are <u>at or very close to the point of generation</u>. 			
Notes			
2.3 Workers are isolated from dust generating process	Yes	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.

<p>Guidance for inspectors –</p> <ul style="list-style-type: none"> • 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			
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.
<p>Guidance for inspectors –</p> <ul style="list-style-type: none"> • 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.
<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"> • 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 			
Notes			

<p>2.6 Wet dust and slurry is managed managed</p>	<p>Yes</p>	<p>No</p>	<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>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"> • Dry dusty floors • Uncontrolled water spray from tools and equipment by either: <ul style="list-style-type: none"> ○ not using guards, plastic flaps, brush guarding or ○ damaged or missing flaps or guarding on machinery or equipment • Water spray of one process discharging into adjacent work areas • Water pooling and on the floor and being allowed to dry • Stone sludge building up and clogging drains 			
<p>Notes</p>			
<p>Monitoring and escalation for Audit Criteria 2. 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.</p>			

Audit criteria 3.			
Health monitoring			
IF THIS			DO THIS
3.1 Health monitoring is being undertaken for each worker exposed to RCS.	Yes	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.
Inspector guidance – <ul style="list-style-type: none"> • 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			
<p>Monitoring and Escalation for Audit Criteria 3.</p> <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"> • 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. <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
4.1 For each worker working within the RCS containing workshop: <ul style="list-style-type: none"> Each worker has suitable RPE Each worker has a certificate of fit test. 	Yes	No	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"> Suitable RPE is supplied. <ul style="list-style-type: none"> at least a half face respirator with a P1 or P2 filter is provided to workers the respirator provided notes compliance with AS1716 Each worker must have been fit tested. Evidence may be a certificate of fit test, fit test report or fit test card. 			
Notes			
4.2 For the workplace, a system exists for: <ul style="list-style-type: none"> Maintaining, repairing and replacing of RPE Ensuring workers wear RPE at all times whilst in workshop 	Yes	No	IF NO - One Improvement notice for maintenance. See model notice (attachment eleven).
Inspector guidance – <ul style="list-style-type: none"> Workers must wear RPE at all times when fabricating bench tops (includes any cutting, grinding or polishing work and cleaning) 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"> Check to see if workers are wearing broken or damaged RPE Request copies of invoices or receipts for RPE repairs Talk to workers about what they do with damaged RPE If disposable respirators are used make sure they are replaced at least daily Ask workers about cleaning and storage of RPE at the end of each shift 			
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).

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			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	No	IF NO - One Improvement notice for consultation. See model notice (attachment thirteen).
Inspector guidance – <ul style="list-style-type: none"> • Request evidence/records from the PCBU in relation to what consultation has been done. <ul style="list-style-type: none"> ○ Check for records of tool box talks ○ Ask workers about consultation 			
Notes			
Monitoring and Escalation for Audit Criteria 6. <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"> • 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. 			