

DESCRIPTION	JOB DESCRIPTION
<p><b>REQUEST FOR APPROVAL TO APPOINT AN EXPERIENCED AND COMPETENT OHS AUDITOR TO CONDUCT A ONE-OFF SERVICE AUDITING FOR QCTO BUILDING COMPLIANCE</b></p>	<p>A request is made to appoint an experienced and competent service provider to conduct an OHS audit compliance.</p> <p><b>Scope of Work: The External Occupational Health and Safety (OHS) Audit will be as follows,</b></p> <p>The external OHS audit will cover the following key areas:</p> <ol style="list-style-type: none"> <li>1. <b>Legislative Compliance Review</b> Assess compliance with applicable Occupational Health and Safety legislation, regulations, and municipal requirements.</li> <li>2. <b>Policy and Procedure Evaluation</b> Review existing OHS policies, procedures, and safety management systems to determine adequacy, effectiveness, and implementation.</li> <li>3. <b>Risk Assessment and Hazard Identification</b> Identify workplace hazards, evaluate associated risks, and assess the effectiveness of current control measures.</li> <li>4. <b>Workplace Inspection</b> Conduct a physical inspection of the premises, including equipment, facilities, and operational activities, to identify non-compliance and unsafe conditions.</li> <li>5. <b>Incident and Records Review</b> Evaluate incident reports, safety records, training registers, and maintenance logs to assess trends and compliance.</li> <li>6. <b>Employee Awareness and Training Assessment</b> Review the level of OHS awareness among employees and assess the adequacy of training programs.</li> <li>7. <b>Emergency Preparedness Evaluation</b> Assess emergency procedures, evacuation plans, fire safety measures, and availability of emergency equipment.</li> <li>8. <b>Contractor and Visitor Safety Management</b> Evaluate controls in place to manage contractor and visitor safety on site.</li> </ol>

	<p>9. <b>Findings and Gap Analysis</b> Provide a detailed report highlighting areas of non-compliance, gaps, and potential risks.</p> <p>10. <b>Recommendations and Action Plan</b> Offer practical, prioritized recommendations to improve compliance and strengthen the OHS system.</p> <p>11. <b>Final Audit Report</b> Submit a comprehensive report including findings, risk ratings, and suggested corrective actions.</p> <p><b>#NB. COMPULSORY SITE VISIT</b></p>
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Signature

17 July 2026

Date