

THE PAIRATAHI TRUST				
Principal – Operational Audit				
Audit Date	/ /	THE PAIRATAHI TRUST:		Important: Retain a copy of this audit on file
Forest:		Auditor name:		
Region:		Branch number:		
Location:		Admin use: Entered / /		
Owner:		Actions Closed / /		
CAR Issued (circle): YES NO #				
Audit Frequency	Complete one operational audit each 6 months (140 days) of service.			
Corrective Action	Note all non-compliance on the bottom of page 2 and ensure that you follow up and closeout.			
Company managers:	Return completed forms to the Administration Secretary within 24hrs			
Copies:	Provide a duplicate copy of this form to the Employer (Contractor) or his/her representative.			
Yes	No		Health and Safety Policy – Drug and Alcohol Management Policy	
		1	The employer has a signed and dated copy of the Health and safety policy. Policies are to be renewed no less than biannually.	
		2	The employees have signed and dated their commitment to the Health and Safety policy	
		3	The employer has a signed and dated copy of the Drug and Alcohol policy	
		4	The employees have signed and dated their commitment to the Drug and Alcohol policy.	
		5	Has a pre employment drug test been administered to the newest employee?	
		6	All employees have signed drug testing consent forms.	
		7	Monthly Health and Safety meetings are held, and records are kept on site and supplied to JNL.	
			Hazard Management	
		1	Are hazards properly identified and documented? (Lists found in Best Practice guidelines are acceptable).	
		2	Have all employees received education on all general hazards, and has an acknowledgement form been signed by all employees.	
		3	Have pre start Hazard IDs been completed for each new work site. Evidence sighted?	
		4	Is the pre start hazard ID, i.e. is the site hazard and control system operational, and are you satisfied that it is working.	
		5	Are visitors properly inducted to the site? Visitor's book operating.	
		6	Can the employee DKO the hazard management process? Identify, evaluate, control EIM, monitor.	
			Employee Induction	
		1	All employees inducted into the contractors systems. Evidence sighted?	
		2	Can the newest employee locate the following? H&S Policy, D&A policy, Copy of critical/general rules, training records, Best practice guidelines, pre start hazard IDs, emergency procedures label, incident reports?	
			Inspections and Audits	
		1	A safety inspection of plant, equipment and vehicles has been completed within the last 31 days	
		2	Any items identified in the monthly inspections as actions or in need of repair/replacement have been corrected within the allocated time frames.	

[illegible]

Principal Contractor: _____