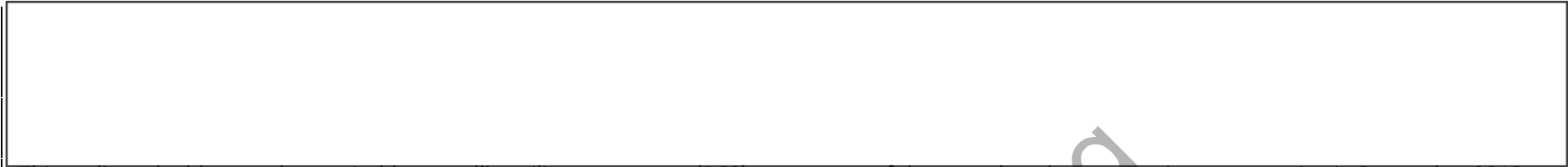


## Stone benchtop campaign (stage 2) audit tool



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  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**

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 water suppression used.			
<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 confirmed with a workers. water suppression used for off-site minor adjustments.			
<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 two bridge saws with no shroud to stop water mist. MARCO bridge saw and Farnese bridge saw. Improvement Notices</p> <div style="border: 1px solid black; height: 20px; width: 150px;"></div>			
<b>2.2</b> LEV is used but and is adequately managing dust risks	Yes <input 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>N/A</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> <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"> <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> <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 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"> <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			
<p>some dust was observed on the walls and hose reel.</p>			

<b>2.6 Wet dust and slurry is managed managed</b>	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 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>			

**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 –

- 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  
 2 workers have refused to be tested. information provided to

**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**

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 RPE provided but no fit testing. Improvement Notice <input type="text"/>			
<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 type="checkbox"/>	No <input checked="" 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 are asked to put the masks in plastic bags but only adheres to the procedure. Improvement Notice <input type="text"/>			

**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 <input type="checkbox"/>	No <input checked="" 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  
information given but no evidence. 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 type="checkbox"/>	No <input checked="" 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		<input type="text"/>	
consultation done. confirmed by worker but no evidence. Improvement Notice			
<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>			

Reset Form

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## 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  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**

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			
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.			

<b>Audit criteria 2.</b>			
<b>Minimising exposure to RCS</b>			
<b>IF THIS</b>		<b>DO THIS</b>	
<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) and issue improvement notice for water suppression (attachment 2).
<b>Guidance for inspectors -</b> <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>	
<b>Notes</b> Observed gutter system and plant to control plant to process dust sludge			
<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) and issue improvement notice for LEV (attachment 3).
<b>Guidance for inspectors -</b> <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>			
<b>Notes</b>			
<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			
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"> <li>• There is good natural or mechanical ventilation.</li> </ul>			
Notes			
2.5 Cleaning and housekeeping is adequate	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 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"> <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="" 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><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:</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><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	
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"> <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			
<p><b>Monitoring and Escalation for Audit Criteria 3.</b></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"> <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	Yes	No	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>	<input checked="" type="checkbox"/>	<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).
<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>			
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>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IF NO - One Improvement notice for maintenance. See model notice (attachment eleven).
<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			



**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.

<b>Audit criteria 6.</b>			
<b>Consultation with workers</b>			
<b>IF THIS</b>		<b>DO THIS</b>	
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"> <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			
<div style="border: 1px solid black; display: inline-block; width: 40px; height: 20px; vertical-align: middle;"></div> has visited site and place notice on site previously			
<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>			

Reset Form

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Raising  
at time  
of  
audit

## 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.

Meeting with

s.47(3)(b)

### **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**

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 <p style="text-align: center;">DISCUSSION TOPS BROUGHT BACK TO FACTORY.</p>		
1.2 Evidence is obtained from any person that dry cutting occurs at the workplace	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 <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 <p style="text-align: center;">NO OBSERVED WET METHOD.</p>		
<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	
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).
<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>			
Notes			
<p><i>Yes. system in place collecting water for treatment.</i></p>			
2.2 LEV is used but and is adequately managing dust risks	<input checked="" type="radio"/> 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).
<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 at or very close to the point of generation.</li> </ul>			
Notes			
<p><i>At time of audit Yes</i></p>			
2.3 Workers are isolated from dust generating process	<input checked="" type="radio"/> 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"> <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			
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"> <li>• There is good natural or mechanical ventilation.</li> </ul>			
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"> <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			

2.6 Wet dust and slurry is managed managed	Yes	No	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 style="text-align: center;">Slurry Pick up system</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	Yes	No	DO THIS
3.1 Health monitoring is being undertaken for each worker exposed to RCS.	Yes		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 –

- 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

*Documents absent. Discussion on other inspectors previous visits*

**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**

**IF THIS**

**DO THIS**

- 4.1 For each worker working within the RCS containing workshop:
- o Each worker has suitable RPE
  - o 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 –

- o Suitable RPE is supplied.
  - o at least a half face respirator with a P1 or P2 filter is provided to workers
  - o the respirator provided notes compliance with AS1716
- o Each worker must have been fit tested. Evidence may be a certificate of fit test, fit test report or fit test card.

Notes

yes in use.

- 4.2 For the workplace, a system exists for:
- o Maintaining, repairing and replacing of RPE
  - o 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 –

- o Workers must wear RPE at all times when fabricating bench tops (includes any cutting, grinding or polishing work and cleaning)
- o 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.
  - o Check to see if workers are wearing broken or damaged RPE
  - o Request copies of invoices or receipts for RPE repairs
  - o Talk to workers about what they do with damaged RPE
  - o If disposable respirators are used make sure they are replaced at least daily
  - o Ask workers about cleaning and storage of RPE at the end of each shift

Notes

Observed

**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.

<b>Audit criteria 6.</b>		
<b>Consultation with workers</b>		
<b>IF THIS</b>	<b>Yes</b> <b>No</b>	<b>DO THIS</b>
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="radio"/> <input type="radio"/>	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>		

good knowledge of RPE controls