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 s.47(3)(b) or Mimosa Mulvogue on s.47(3)(b)

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.

Audit criteria 1.		
Prohibition of dry cutting		
IF THIS		DO THIS
1.1 Dry cutting, grinding or polishing is observed	Yes N	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:		
LEV or water suppression is used		
Notes		
water suppression used.		
		.01
1.2 Evidence is obtained from any person	Yes N	o IF YES - Oral direction prohibiting dry cutting activity. See model prohibition notice for dry
that dry cutting occurs at the workplace		✓ cutting (attachment 1)
Guidance for inspectors		
 Ask the PCBU or workers if all tasks a 	•	
Even minor or one off fabrication tas	sks at the	workshop or on site need to be conducted with LEV or water suppression, no exceptions.
Notes		
confirmed with a workers. water suppr	ession	used for off-site minor adjustments.
Monitoring and escalation for Audit Criteria		
I		nsure that at unannounced visits occur to determine if the notice is being complied with. The
inspector should also ensure the notice is dis	splayed. A	Any non-compliance with the prohibition notice must be escalated for comprehensive investigation.

Minimising exposure to RCS	
IF THIS	DO THIS
2.1 Water suppression is used and is adequately managing dust risks	No IF NO - Oral direction prohibiting activity. See model prohibition notice (attachment 1) and issue improvement notice for water suppression (attachment 2).
 Tools and machinery used have been specifi with water attachments (check all electrical drills if they are water supressed) An adequate number of water feeds are dire and/or tool to prevent visible dust during th Adequate water pressure is maintained to m reaching the material and/or tool. Adequate guards, plastic flaps or brush guar suppressed tools and machinery. Notes	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 supressed. Polishers have a centre water feed.
2.2 LEV is used but and is adequately Yes managing dust risks	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).
 Hand tools (for example drills, circular saws, g (HEPA) filter. 	esigned for local exhaust ventilation attachments. rinders) are equipped with a shroud and a H class rated vacuum with a high efficiency particulate ail ods to capture dust are at or very close to the point of generation.
Notes N/A	
2.3 Workers are isolated from dust generating process	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.

Guidance for inspectors –			
Water mist created by workers or machinery is observed moving into other work areas or towards other workers.			
Workers are not provided a separate room or area away from the fabrication area for food preparation and dining.			
Notes			
2.4 Adequate ventilation is provided for workers Yes No IF NO - One improvement notice for each contravention should be issued. See model improvement notice for ventilation (attachment five). Multiple deficiencies within the same control may be accommodated on the one notice.			
Guidance for inspectors — There is good natural or mechanical ventilation.			
Notes			
2.5 Cleaning and housekeeping is adequate Yes No IF NO - One improvement notice for each contravention should be issued. See model improvement notice for cleaning (attachment six). Multiple deficiencies within the same control may be accommodated on the one notice.			
Guidance for inspectors – Check there is a dedicated cleaning regime in place. It should have the elements identified in training. These include; • Must be done daily • Must be done by low pressure water, wet sweeping or a H class rated vacuum with a HEPA filter • Floors, walls and all surfaces must be cleaned • Dry sweeping and compressed air must be prohibited			
Notes some dust was observed on the walls and hose reel.			

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.
	✓		
Guidance for inspectors –			
9		•	reventing dust build-up following the drying of dust containing water.
 Check for the following indicators of poor ho Dry dusty floors Uncontrolled water spray from tools 	and e	quipm	
o not using guards, plastic flap	•	_	
o damaged or missing flaps or	_	_	
Water spray of one process discharg	_	-	
 Water pooling and on the floor and Stone sludge building up and cloggir 	_		I to dry
Notes			
Monitoring and escalation for Audit Criteria	2.		
Shortly after the compliance date assess (wh	ether	by atte	ndance at the workplace or otherwise) that the deficiencies identified have been remedied and
the steps that were required to be taken have		-	
Obtain sufficient evidence to demonstrate the Project co-ordinator.	nat the	contra	evention has been remedied. Where compliance has not been achieved escalate the matter to

Audit criteria 3. Health monitoring **IF THIS DO THIS 3.1** Health monitoring is being undertaken IF NO - One Improvement notice for health monitoring (see attachment eight). Yes No for each worker exposed to RCS. 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 Rob Wicks. 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		
RCS containing workshop: • Each worker has suitable RPE • Each worker has a certificate of fit test. Inspector guidance — • Suitable RPE is supplied. ○ at least a half face respirator with a P1 of the respirator provided notes compliance.			
Notes RPE provided but no fit testing. Improvement Notice 4.2 For the workplace, a system exists for: • Maintaining, repairing and replacing of RPE • Ensuring workers wear RPE at all times			
whilst in workshop Inspector guidance –	<u>√</u>		
 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. 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 are asked to put the masks in plastic	bags but only adheres to the procedure. Improvement Notice 1042089		

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	
·	es No	IF NO - One Improvement notice for provision of information. See model notice (attachment	
workers who are exposed to RCS, about		twelve).	
the risk of exposure to RCS.			

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 1042088

Monitoring and Escalation for Audit Criteria 5.

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;

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

Audit criteria 6.				
Consultation with workers				
IF THIS	1	ı	DO THIS	
5.1 The workplace has undertaken	Yes	No	IF NO - One Improvement notice for consultation. See model notice (attachment thirteen).	
consultation about making decisions about				
ways to eliminate or minimise risks relating				
to RCS including consultation on RPE				
selection.				
		\checkmark		
Inspector guidance –				
 Request evidence/records from the PCBI 	J in re	lation t	o what consultation has been done.	
 Check for records of tool box tall 	KS			
 Ask workers about consultation 				
Notes				
consultation done. confirmed by worke	er but	no ev	vidence Improvement Notice	
Toomedication dome. committed by works	J. Du.		Tuonee. Improvement reaso	
Monitoring and Escalation for Audit Criteria 6.				
Shortly after the compliance date assess (whether by attendance at the workplace or otherwise) that consultation with all workers has occurred.				
Specifically check the following.				
The consultation occurred with all workers who are exposed to RCS				
The consultation included consultation about minimising risks associated with RCS exposure.				
The consultation occurred only after the relevant information was shared.				
Reset Form			Submit Form	

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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 o S. 47(3)(b) of the R or Mimosa Mulvogue on S. 47(3)(b) of the R

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.

Audit criteria 1.			
Prohibition of dry cutting			
IF THIS		DO THIS	
1.1 Dry cutting, grinding or polishing is observed	es 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: • LEV or water suppression is used			
Notes			
No dry cutting of RCS is carried out in the factory. I spoke to two workers who install and they confirmed that no dry cutting allowed onsite. Alterations are taken back to the factory for wet cutting. 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 occurs at the workplace Guidance for inspectors 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 spoken to confirmed that no dry	cutting o	of Stone Benchtops is carried out.	
		e that at unannounced visits occur to determine if the notice is being complied with. The non-compliance with the prohibition notice must be escalated for comprehensive investigation.	

Audit criteria 2.		
Minimising exposure to RCS		
IF THIS	1	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).
 Tools and machinery used have been with water attachments (check all el drills if they are water supressed) An adequate number of water feeds and/or tool to prevent visible dust d Adequate water pressure is maintain reaching the material and/or tool. Adequate guards, plastic flaps or brusuppressed tools and machinery. Notes All tools and machinery appear to have adequate etc. Automated edge polisher is also in opens. 	are directed uring the proned to make ash guards and appr	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 supressed. • Polishers have a centre water feed.
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 –		
•	ically design	ned for local exhaust ventilation attachments.
 Hand tools (for example drills, circular (HEPA) filter. 	saws, grind	ders) are equipped with a shroud and a H class rated vacuum with a high efficiency particulate air
 Install fixed, portable or flexible captu 	ring hoods to	to capture dust are at or very close to the point of generation.
Notes No LEV used for dry dust extraction, all tools and machinery us Verbal prohibition for use of non H Class Vacuum given at time Prohibition notice issued at later date ASAP		k utilise water suppression systems however a Non H Class wet vacuum is used to suck up wet slurry and residue from workshop floors. nd
2.3 Workers are isolated from dust	Yes No	IF NO - One improvement notice for each contravention should be issued. See model
generating process		improvement notice for isolation (attachment four).

Guidance for inspectors –				
Water mist created by workers or mac	chinery is observed moving into other work areas or towards other workers.			
Workers are not provided a separate re	oom or area away from the fabrication area for food preparation and dining.			
Notes				
Workers are provided with another room/area away from the RCS generating area No water mist was observed being carried over into another area or towards other to	to have lunch etc. workers however within the area outside of the wet work area dry residue was observed on flat surfaces indicating that there is likely to be an amount of water mist drift containing RCS.			
Improvement Notice issued to ensure workers outside of wet work area are not at r	isk of exposure to RCS			
2.4 Adequate ventilation is provided for workers	Yes No IF NO - One improvement notice for each contravention should be issued. See model improvement notice for ventilation (attachment five). Multiple deficiencies within the same control may be accommodated on the one notice.			
Guidance for inspectors –There is good natural or mechanical v	ventilation.			
Notes				
Large open roller doors in front and side of shothrough the shed.	ed appear to provide good natural ventilation. At the time of inspection a substantial breeze was flowing			
2.5 Cleaning and housekeeping is adequate	Yes No IF NO - One improvement notice for each contravention should be issued. See model improvement notice for cleaning (attachment six). Multiple deficiencies within the same control may be accommodated on the one notice.			
Guidance for inspectors — Check there is a dedicated cleaning regime in place. It should have the elements identified in training. These include; Must be done daily Must be done by low pressure water, wet sweeping or a H class rated vacuum with a HEPA filter Floors, walls and all surfaces must be cleaned Dry sweeping and compressed air must be prohibited				
Notes Layer of residue was observed on steel A fram Improvement Notice Issued for cleaning of residue.	me racks and other flat surfaces such as top of electrical switch box.			
•				

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.
Guidance for inspectors –		
·	er is aimed at p	preventing dust build-up following the drying of dust containing water.
 Check for the following indicators of poor Dry dusty floors Uncontrolled water spray from too 	ls and equipm	nent by either:
not using guards, plastic fldamaged or missing flaps		
 Water spray of one process discha 	-	· · · · · · · · · · · · · · · · · · ·
 Water pooling and on the floor and 		
Stone sludge building up and clogg	ing drains	
Notes		5
Inspection of areas around the wet work area identified the surfaces including on top of switches etc. The residue is likely to have been deposited by water mist This indicates that it is likely that fine water mist containing	generated from the	e wet work processes in the area.
Improvement Notice issued to ensure workers outside of v	ret work area are no	ot at risk of RCS exposure
Monitoring and escalation for Audit Crite	ia 2.	
Shortly after the compliance date assess (v	whether by att	endance at the workplace or otherwise) that the deficiencies identified have been remedied and
the steps that were required to be taken h	ave been take	n.
Obtain sufficient evidence to demonstrate the Project co-ordinator.	that the contr	avention has been remedied. Where compliance has not been achieved escalate the matter to

Audit criteria 3. Health monitoring **IF THIS DO THIS 3.1** Health monitoring is being undertaken IF NO - One Improvement notice for health monitoring (see attachment eight). Yes No for each worker exposed to RCS. 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 Health monitoring has not yet been conducted however arrangements are currently being made to commence. Improvement 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. 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			
	1		
IF THIS	DO THIS		
4.1 For each worker working within the Yes No	IF NO - One Improvement notice for provision. See model notice (attachment nine).		
RCS containing workshop:	One Improvement notice for fit test. See model notice (attachment ten).		
• Each worker has suitable RPE			
• Each worker has a certificate of fit test.			
Inspector guidance –			
 Suitable RPE is supplied. 	, 0		
 at least a half face respirator with a P1 or P2 	filter is provided to workers		
 the respirator provided notes compliance wit 	th 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 already supplied with RPE however the RPE has not been fit tested for the workers and	d the workers have not undergone fit checking training.		
Improvement Notice issued for Fit Test Improvement notice issued for information and training regarding use of RPE			
4.2 For the workplace, a system exists for: Yes No	IF NO - One Improvement notice for maintenance. See model notice (attachment eleven).		
Maintaining, repairing and replacing of			
RPE			
Ensuring workers wear RPE at all times			
whilst in workshop			
Inspector guidance –			
 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 ne 	cessary. The PCBU has not discharged their duty if they do not have a system in place.		
 Check to see if workers are wearing broken o 	r damaged RPE		
 Request copies of invoices or receipts for RPE 	E repairs		
o 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 RF 	PE at the end of each shift		
Notes			
Although workers use their RPE at all times when working with RCS benchtops	s, workers confirmed they only hang their RPE up on pegs or wrapped in cloth within the work area.		
Improvement Notice issued for storage and maintenance of RPE			

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 IF NO - One Improvement notice for provision of information. See model notice (attachment Yes No workers who are exposed to RCS, about twelve). the risk of exposure to RCS. Inspector guidance -Ascertain whether the information supplied at least meets the information contained in the industry guide. Notes Discussed RCS with workers onsite and installers who confirmed that they are aware of the risk involved with RCS and will be undertaking additional information sessions on RCS. Monitoring and Escalation for Audit Criteria 5. Shortly after the compliance date assess (whether by attendance at the workplace or otherwise) specifically check the following; Workers have been provided with a copy of the industry guide at a minimum.

Audit criteria 6. Consultation with workers **DO THIS IF THIS 5.1** The workplace has undertaken IF NO - One Improvement notice for consultation. See model notice (attachment thirteen). Yes No consultation about making decisions about ways to eliminate or minimise risks relating to RCS including consultation on RPE selection. Inspector guidance -Request evidence/records from the PCBU in relation to what consultation has been done o Check for records of tool box talks Ask workers about consultation Notes The worker spoken to confirmed that they are consulted re RCS. PCBU confirmed that additional tool box talks will be undertaken relating to more information on 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. 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 Submit Form

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- 2. Minimising risk of exposure to RCS
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Each area must be addressed at each assigned workplace.

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If you require technical support, contact Zachary du Preez on s.47(3)(b)

or Mimosa Mulvogue or s.47(3)(b)

Record keeping

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Instructions for use

Undertaken an assessment of the workplace as per training provided.

Audit criteria 1.			
Prohibition of dry cutting			
IFTHIS 114.	au-l Jan	aris	DO THIS
1.1 Dry cutting, grinding or polishing is observed	Yes	Vo V	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: • 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)
Guldance for inspectors Ask the PCBU or workers if all tasks of the Even minor or one off fabrication tasks.	100		d with LEV or water suppression kshop or on site need to be conducted with LEV or water suppression, no exceptions.
Notes	e -		is
	should		re that at unannounced visits occur to determine if the notice is being complied with. The non-compliance with the prohibition notice must be escalated for comprehensive investigation.

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 - Tools and machinery used have been specifical with water attachments (check all electrical grid drills if they are water supressed) An adequate number of water feeds are directed and/or tool to prevent visible dust during the post of the water pressure is maintained to mak reaching the material and/or tool. Adequate guards, plastic flaps or brush guards suppressed tools and machinery. 	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 supressed. Polishers have a centre water feed.
Notes Observed gutter system and plant to control plant t	
managing dust risks	cutting (attachment 1) and issue improvement notice for LEV (attachment 3).
(HEPA) filter.	ned for local exhaust ventilation attachments. ders) are equipped with a shroud and a H class rated vacuum with a high efficiency particulate air 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.

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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.
Guidance for inspectors — There is good natural or mechanical	ventilation.	30
Notes		
2.5 Cleaning and housekeeping is adequate	Yes No	IF NO - One improvement notice for each contravention should be issued. See model improvement notice for cleaning (attachment six). Multiple deficiencies within the same control may be accommodated on the one notice.
Guidance for inspectors — Check there is a dedicated cleaning regime in These include; • Must be done daily • Must be done by low pressure water		ould have the elements identified in training. Ing or a H class rated vacuum with a HEPA filter

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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.
	1		
Guidance for inspectors — This measure is related to cleaning howe Check for the following indicators of poo Dry dusty floors Uncontrolled water spray from to not using guards, plastic damaged or missing flaps Water spray of one process disch Water pooling and on the floor a Stone sludge building up and close	r houseke cols and e flaps, bru s or guard arging in nd being	eeping: equipm ish guar ding on to adjac allowed	ent by either: ding or machinery or equipment cent work areas
Votes			.600
the steps that were required to be taken	(whether have bee	n taker	endance at the workplace or otherwise) that the deficiencies identified have been remedied and a control of the control of the workplace or otherwise) that the deficiencies identified have been remedied and a control of the control

Audit criteria 3. Health monitoring DO THIS **IF THIS** 3.1 Health monitoring is being undertaken IF NO - One Improvement notice for health monitoring (see attachment eight). Yes No Allow 8 weeks for compliance - Medical appointments may take some time to arrange. for each worker exposed to RCS. Inspector guidance -For the health monitoring requirements and standards see the industry guidance pack. If health monitoring has been undertaken (or is purported to have been undertaken) then the enforcement action should NOT be taken. Contact the Project Co-ordinator for further advice on how to assess whether the health monitoring is acceptable. Notes Monitoring and Escalation for Audit Criteria 3. Shortly after the compliance date assess (whether by attendance at the workplace or otherwise) that the following steps towards health monitoring have been taken. The long compliance time allowed in the notice is so that this can be achieved by the PCBU. A worker has attended for the initial medical examination with the health practitioner undertaking the health monitoring. The health practitioner is either (1) from the list of occupational physicians or (2) the PCBU has supplied evidence that the practitioner is experienced in health monitoring. If the above is not demonstrated the improvement notice has not been complied with. The non-compliance must be escalated for comprehensive investigation with a view to prosecution. The referral should be made within two weeks of identification of non-compliance and in accordance with the referral protocol.

Audit criteria 4. Respiratory Protective Equipm	nent		
IFTHIS		wit.	DOTHIS
 4.1 For each worker working within the RCS containing workshop: 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 — Suitable RPE is supplied. o at least a half face respirator with the respirator provided notes continue. Each worker must have been fit tested.	omplia	nce wit	
Notes	***		
 4.2 For the workplace, a system exists for: 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 — Workers must wear RPE at all times whe	eplace ring br ceipts / do wi d mak	d as ne oken o for RPE th dam e sure 1	repairs laged RPE hey are replaced at least daily

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	onitoring and Escalation for Audit Criteria 4.
Sho	ortly 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

IFTAIS	: : ::::::::::::::::::::::::::::::::::		DOTHIS
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 –	I calle a		
A constitution to the fall is a filler fall a superstance at the second section is			
Ascertain whether the information supplied	at leas	st meet	is the information contained in the industry guide.
Ascertain whether the information supplied Notes	at leas	st meet	is the information contained in the industry guide.
	at leas	st meet	is the information contained in the industry guide.
		st meet	is the information contained in the industry guide.

Audit criteria 6.					
Consultation with workers					
				·	
IF THIS A COLOR OF THE PARTY OF		DO THIS			
5.1 The workplace has undertaken	Yes No	IF NO - One Improv	vement notice for	or consultation. See model no	tice (attachment thirteen).
consultation about making decisions about					•
ways to eliminate or minimise risks relating					
to RCS including consultation on RPE					
selection.					
Inspector guidance —	· · · · · · · · · · · · · · · · · · ·				
 Request evidence/records from the PCBI 	J in relation t	o what consultation	has been done.	", h	÷
 Check for records of tool box tall 	ks	i .		The state of the s	Se
 Ask workers about consultation) E			
	:	mm n		en e	* · · · · · · · · · · · · · · · · · · ·
Notes	-				
Zak has visited site and place notice o	n site previ	ously			
Monitoring and Escalation for Audit Criteria	6.	1,5			
Shortly after the compliance date assess (wh	ether by atte	ndance at the works	place or otherwis	se) that consultation with all v	vorkers has occurred
Specifically check the following.				,	The state of the s
The consultation occurred with all worker	rs who are ex	posed to RCS			
The consultation included consultation a			with RCS exposu	re.	
The consultation occurred only after the				. —	
		· · · · · · · · · · · · · · · · · · ·	•		
			-		
Reset Form				S	Submit Form
				ا	

Raining of time

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 s.47(3)(b) or Mimosa Mulvogue on s.47(3)(b)

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.

IFTHIS	0	DOTHIS
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: LEV or water suppression is used		
Notes	accussion	~ Tops Broght Back to factory.
	00	
1.2 Evidence is obtained from any person that dry cutting occurs at the workplace	10	IF YES - Oral direction prohibiting dry cutting activity. See model prohibition notice for dry cutting (attachment 1)
that dry cutting occurs at the workplace Guidance for inspectors Ask the PCBU or workers if all tasks	s are completed	cutting (attachment 1)

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).
 Tools and machinery used have twith water attachments (check a drills if they are water supressed An adequate number of water fe and/or tool to prevent visible du Adequate water pressure is mair reaching the material and/or tool Adequate guards, plastic flaps or suppressed tools and machinery. 	Il electric) eds are d st during stained to l. brush gu	al grind irected the pro make	 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 supressed. Polishers have a centre water feed
Notes	- (X		128. System in Piace collecting writer for treatment.
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).
 Hand tools (for example drills, circ (HEPA) filter. 	ular saws	grinde	ed for local exhaust ventilation attachments. rs) are equipped with a shroud and a H class rated vacuum with a high efficiency particulate air capture dust are at or very close to the point of generation.
Notes			At time of Jes
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.

Workers are not provided a separate room or	y is observed moving into other work areas or towards other workers. or area away from the fabrication area for food preparation and dining.
Notes	
2.4 Adequate ventilation is provided for Yes workers	No IF NO - One improvement notice for each contravention should be issued. See model improvement notice for ventilation (attachment five). Multiple deficiencies within the same control may be accommodated on the one notice.
Guidance for inspectors — There is good natural or mechanical ventila	ation.
Notes	
2.5 Cleaning and housekeeping is adequate (ves)	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.
These include; Must be done daily	
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.
Guidance for inspectors –		<u> </u>	
	and e s, brus guard ing int peing a	eping: quipme sh guar ing on i o adjac	ding or machinery or equipment ent work areas
Notes			Storry Rick of System
Monitoring and escalation for Audit Criteria	2.		
Shortly after the compliance date assess (wh	ether :	by atte	ndance at the workplace or otherwise) that the deficiencies identified have been remedied and
the steps that were required to be taken hav	e beer	1 taken	
Obtain sufficient evidence to demonstrate the Project co-ordinator.	at the	contra	vention has been remedied. Where compliance has not been achieved escalate the matter to

Audit criteria 3. Health monitoring IF THIS 3.1 Health monitoring is being undertaken for each worker exposed to RCS. 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.

Notes

DOCUMENTS OBSELJED DISCUSSION ON OTHER

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.

Contact the Project Co-ordinator for further advice on how to assess whether the health monitoring is acceptable.

• 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.

IF THIS			DOTHIS	
 4.1 For each worker working within the RCS containing workshop: 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 — Suitable RPE is supplied. o at least a half face respirator wi the respirator provided notes co Each worker must have been fit tested.	mplian	ce with	ilter is provided to workers h AS1716 be a certificate of fit test, fit test report or fit test card.	
Notes		- 19-1		
			yes in use.	
4.2 For the workplace, a system exists for: Maintaining, repairing and replacing of RPE Ensuring workers wear RPE at all times whilst in workshop	Mes	No	IF NO - One Improvement notice for maintenance. See model notice (attachment eleven)	
nspector guidance –				
Workers must wear RPE at all times when RPE must be maintained, repaired and recommend on the Check to see if workers are wear on Request copies of invoices or recommend on Talk to workers about what they on If disposable respirators are used on Ask workers about cleaning and	ing bro eipts fo do wit d make	ken or ken or r RPE h dami sure t	repairs aged RPE ney are replaced at least daily	
Votes				

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	M		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 Yes No IF NO - One Improvement notice for consultation. See model notice (attachment thirteen). consultation about making decisions about ways to eliminate or minimise risks relating to RCS including consultation on RPE selection. Inspector guidance - Request evidence/records from the PCBU in relation to what consultation has been done. o Check for records of tool box talks o Ask workers about consultation Notes Monitoring and Escalation for Audit Criteria 6. Shortly after the compliance date assess (whether by attendance at the workplace or otherwise) that consultation with all workers has occurred. Specifically check the following. The consultation occurred with all workers who are exposed to RCS The consultation included consultation about minimising risks associated with RCS exposure. The consultation occurred only after the relevant information was shared. good Knowledge of -PPE Controls

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 section 47(3)(b) of or Mimosa Mulvogue on section 47(3)(b) of the

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 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:				
LEV or water suppression is used				
Notes				
	T., T.,			
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 • 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				
Monitoring and escalation for Audit Criteria				
		re that at unannounced visits occur to determine if the notice is being complied with. The non-compliance with the prohibition notice must be escalated for comprehensive investigation.		

IF THIS	DO THIS	
2.1 Water suppression is used and is adequately managing dust risks	es No IF NO - Oral o	lirection prohibiting activity. See model prohibition notice (attachment 1) and ement notice for water suppression (attachment 2).
 Tools and machinery used have been swith water attachments (check all electric drills if they are water supressed) An adequate number of water feeds an and/or tool to prevent visible dust dur Adequate water pressure is maintained reaching the material and/or tool. Adequate guards, plastic flaps or brush suppressed tools and machinery. 	trical grinders, polishers a e directed at the material ng the process. I to make sure water is	used to complete sink and stovetop cut outs. • Hand-held angle grinders are fitted with water feeds to deliver
2.2 LEV is used but and is adequately managing dust risks		lirection prohibiting dry cutting activity. See model prohibition notice for dry chment 1) and issue improvement notice for LEV (attachment 3).
Guidance for inspectors –		
(HEPA) filter.	ws, grinders) are equippe	ed with a shroud and a H class rated vacuum with a high efficiency particulate air
 Install fixed, portable or flexible capturir 	g hoods to capture dust a	re at or very close to the point of generation.
Notes		
2.3 Workers are isolated from dust generating process	improvement	mprovement notice for each contravention should be issued. See model t notice for isolation (attachment four). ciencies within the same control may be accommodated on the one notice.

Guidance for inspectors –				
Water mist created by workers or machinery is observed moving into other work areas or towards other workers.				
Workers are not provided a separate room or area away from the fabrication area for food preparation and dining.				
Notes				
2.4 Adequate ventilation is provided for Yes No IF NO - One improvement notice for each contravention should be issued. See model				
workers improvement notice for ventilation (attachment five).				
Multiple deficiencies within the same control may be accommodated on the one notice.				
Waltiple deficiences within the same control hay be decommodated on the one notice.				
Guidance for inspectors –				
There is good natural or mechanical ventilation.				
Notes				
2.5 Cleaning and housekeeping is adequate Yes No IF NO - One improvement notice for each contravention should be issued. See model				
improvement notice for cleaning (attachment six).				
Multiple deficiencies within the same control may be accommodated on the one notice.				
Guidance for inspectors –				
Check there is a dedicated cleaning regime in place. It should have the elements identified in training.				
These include;				
Must be done daily				
Must be done by low pressure water, wet sweeping or a H class rated vacuum with a HEPA filter				
Floors, walls and all surfaces must be cleaned				
Dry sweeping and compressed air must be prohibited				
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.			
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: • Dry dusty floors • Uncontrolled water spray from tools and equipment by either: • 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				
Notes				
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 ha	ve 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.				

Audit criteria 3. Health monitoring **IF THIS DO THIS 3.1** Health monitoring is being undertaken IF NO - One Improvement notice for health monitoring (see attachment eight). Yes No for each worker exposed to RCS. 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 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: Each worker has suitable RPE Each worker has a certificate of fit test. Inspector guidance – Suitable RPE is supplied. at least a half face respirator with a P1 or P2 fi the respirator provided notes compliance with Each worker must have been fit tested. Evidence may 	AS1716		
Notes			
 4.2 For the workplace, a system exists for: Maintaining, repairing and replacing of RPE Ensuring workers wear RPE at all times whilst in workshop 	IF NO - One Improvement notice for maintenance. See model notice (attachment eleven).		
Inspector guidance — 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. 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			

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).
	✓	Ш	
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;			

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

Monitoring and Escalation for Audit Criteria 4.

Suitable RPE has been supplied to all workersEach worker has a certificate of fit test

The PCBU requires the use of RPE at all times when in workshop

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 — Request evidence/records from the PCBU in relation to what consultation has been done. Check for records of tool box talks Ask workers about consultation			
Notes			
Monitoring and Escalation for Audit Criteria 6.			
Shortly after the compliance date assess (whe Specifically check the following. The consultation occurred with all worker The consultation included consultation as the consultation occurred only after the respective cons	rs who	o are ex	ing risks associated with RCS exposure.
Reset Form			Submit Form

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 o S. 47(3)(b) of the RTI r Mimosa Mulvogue on S. 47(3)(b) of the RTI

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	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: • LEV or water suppression is used			
Notes			
PCBU is currently wet cutting, grinding and polishing but has done air monitoring and is switching over to LEV system in the future. I liased that information with Zachary Dupreez. 1.2 Evidence is obtained from any person that dry cutting occurs at the workplace			
Not at this stage - i did send guide to LEV to PCBU			
	ensure that at unannounced visits occur to determine if the notice is being complied with. The Any non-compliance with the prohibition notice must be escalated for comprehensive investigation.		

Minimising exposure to RCS	
IF THIS	DO THIS
2.1 Water suppression is used and is adequately managing dust risks	No IF NO - Oral direction prohibiting activity. See model prohibition notice (attachment 1) and issue improvement notice for water suppression (attachment 2).
	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 supressed. Polishers have a centre water feed.
2.2 LEV is used but and is adequately Yes managing dust risks	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).
 Hand tools (for example drills, circular saws, g (HEPA) filter. 	esigned for local exhaust ventilation attachments. grinders) are equipped with a shroud and a H class rated vacuum with a high efficiency particulate ai
Install fixed, portable or flexible capturing horizontal.	ods to capture dust are <u>at or very close to the point of generation</u> .
Notes N/A at this stage.	
2.3 Workers are isolated from dust generating process	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.

Guidance for inspectors –			
 Water mist created by workers or machinery is observed moving into other work areas or towards other workers. 			
 Workers are not provided a separate room or area away from the fabrication area for food preparation and dining. 			
Notes			
I did not observe any mist moving into other work areas. Workers are provided another room to eat their meals.			
r did not observe any mist moving into other work droug. Workers dro provided another room to cut their medis.			
2.4 Adequate ventilation is provided for Yes No IF NO - One improvement notice for each contravention should be issued. See model			
workers improvement notice for ventilation (attachment five).			
Multiple deficiencies within the same control may be accommodated on the one notice.			
Guidance for inspectors –			
There is good natural or mechanical ventilation.			
Notes			
Two large roller doors are left open during operational business hours.			
2.5 Cleaning and housekeeping is adequate Yes No IF NO - One improvement notice for each contravention should be issued. See model			
improvement notice for cleaning (attachment six).			
Multiple deficiencies within the same control may be accommodated on the one notice.			
Guidance for inspectors –			
Check there is a dedicated cleaning regime in place. It should have the elements identified in training.			
These include;			
Must be done daily			
 Must be done by low pressure water, wet sweeping or a H class rated vacuum with a HEPA filter 			
Floors, walls and all surfaces must be cleaned			
Dry sweeping and compressed air must be prohibited			
Notes			
PCBU has a full time cleaner staff member, workplace is cleaned at the end of each day using low pressure hose.			
I observed and photographed the office and lunch room area where workers and others access. RCS dust was observed on the counter tops and other horizontal surfaces and there was no evidence of an adequate cleaning regime in place. I issued an improvement notice.			
and doubter topo and other honzontal sandoes and there was no evidence of an adequate dealing regime in place. I issued an improvement hotice.			

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.		
Guidance for inspectors –	<u> </u>		
· ·	is aimed at preventing dust build-up following the drying of dust containing water.		
Check for the following indicators of poor ho	usekeeping:		
 Dry dusty floors 			
 Uncontrolled water spray from tools 	and equipment by either:		
 not using guards, plastic flap 	s, brush guarding or		
 damaged or missing flaps or 	guarding on machinery or equipment		
 Water spray of one process discharg 	ing into adjacent work areas		
 Water pooling and on the floor and I 	peing allowed to dry		
Stone sludge building up and clogging	g drains		
Notes	5		
The full time cleaner hoses the slurry into the grate and down into the pit and it goes through a flotation pump and gets filtered through bags. The bags are then dumped sealed into the waste bins.			
. 60			
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.			

Audit criteria 3. Health monitoring IF THIS 3.1 Health monitoring is being undertaken for each worker exposed to RCS. 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

PCBU has contacted workcover and has organised for his workers to get their health monitoring done.

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: Each worker has suitable RPE Each worker has a certificate of fit test. 	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 — Suitable RPE is supplied. 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 PCBU has used Environmental Health Solutions to air monitor and they are only 0.02 in concentration for silica and do not require RPE.			
 4.2 For the workplace, a system exists for: Maintaining, repairing and replacing of RPE Ensuring workers wear RPE at all times whilst in workshop 	IF NO - One Improvement notice for maintenance. See model notice (attachment eleven).		
 Inspector guidance – 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. 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 PCBU does not use RPE.			

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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	Yes	No	IF NO - One Improvement notice for provision of information. See model notice (attachment twelve).		
the risk of exposure to RCS.	√				
Inspector guidance –					
Ascertain whether the information supplied at least meets the information contained in the industry guide.					
Notes					
PCBU has conducted toolbox talk with workers and showed workers the safety alerts and discussed air monitoring test results.					
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.	IF NO - One Improvement notice for consultation. See model notice (attachment thirteen).			
 Request evidence/records from the PCBU in relation Check for records of tool box talks Ask workers about consultation 	n to what consultation has been done.			
Notes I spoke with S. 47(3)(b) of the at transitioning across to LEV.	said he is aware of the RCS Dust Risks and knows that the PCBU is looking			
Monitoring and Escalation for Audit Criteria 6.				
 Shortly after the compliance date assess (whether by at Specifically check the following. The consultation occurred with all workers who are The consultation included consultation about mining 				
The consultation occurred only after the relevant in				
Reset Form	Submit Form			