



Contractor/Volunteer Internal Field Audit

Work site		Date
Work activity		
Team leader(s)		
Workers (contractors/volunteers)		

Subject	Yes	No	N/A	Notes	Recommendation
Site File: <ul style="list-style-type: none"> • Map of operational boundary • Signed landowner permission forms and landowner list • All relevant consents • Emergency procedures card Equipment/Personal Kit: <ul style="list-style-type: none"> • 1st aid kit • Communication device • High vis. Vest • Day pack • Are staff/volunteers wearing the appropriate safety clothing? • Do staff/volunteers have all the equipment needed to carry out the job? 					

<p>Recording:</p> <ul style="list-style-type: none"> • Trapper return forms maintained (accurate and legible) • Toolbox talk recorded for groups 					
<p>Procedures:</p> <ul style="list-style-type: none"> • Are procedures being followed? Is the difference minor? Or could it affect the final result? • Updated procedures available in site file • Are staff signed off on each procedure being used? 					
<p>Health and Safety:</p> <ul style="list-style-type: none"> • Read & understand Health & Safety Policy • Copy of Hazard identification form available • First aid kits • Gloves available when handling deceased pests • Safety when handling possums (to prevent Tb, leptospirosis infections) • Are open wounds/cuts etc covered with waterproof dressing 					
<p>Accident Reporting:</p> <ul style="list-style-type: none"> • Report all accidents/incidents to Manager • Copies of Accident/incident forms etc in site file • Accident register being used 					
<p>Do personnel know why they are being audited?</p>					

Name & Signature of OPBG Auditor:

Date: