



# Lusail Real Estate Development Company

## Health, Safety, Security, Environment, Logistics & Quality Department

### Lusail Construction Safety Procedural Forms/Checklists – Audit Gap Analysis and Checklist

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#### COMPANY PROPRIETARY INFORMATION

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4.0 OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM						
Check Point #	Check Point Description	O+	OI	NC	Additional comments & Reference to Documents	If 'NC' then NCN Ref.#
4.1	<b>General Requirements</b> - Scope of OHS Management system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.2	<b>OHS Policy</b>  - Policy documented - Review suitability - Available to interested parties. - Periodic review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.3 4.3.1	<b>Planning</b> - Hazard identification Risk assessment and determining control. Procedure and risk register update	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.3.2	<b>Legal and other requirements:</b> - Procedure - Identification of applicable legal requirements. - Person responsible and method of update.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.3.3	<b>Objectives &amp; Programme (s)</b> - Documented objectives & programme (s) - Responsibility - Means & time frame	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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4.4 4.4.1	<b>Implementation &amp; operation</b> <ul style="list-style-type: none"> <li>- Organization chart, job descriptions OHS Responsibility.</li> <li>- MR appointment, Safety representative and Safety volunteers from worker level.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.4.2	<b>Competence, Training &amp; Awareness</b> <ul style="list-style-type: none"> <li>- Education, training, experience mandatory records</li> <li>- Procedure</li> <li>- Awareness of OHSAS responsibility</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.4.3 4.4.3.1 4.4.3.2	<b>Communication, Participation &amp; consultation</b> <ul style="list-style-type: none"> <li>- Internal communication</li> <li>- External communication</li> <li>- With contractors / visitors</li> <li>- External Interested parties</li> <li>- Participation of workers</li> <li>- Consultation with contractors</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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4.4.4, 4.4.5	<b>Control of documents</b> <ul style="list-style-type: none"> <li>- Approval and authority</li> <li>- Numbering / revision control</li> <li>- Doc. Transmittal / distribution control</li> <li>- Use of electronic copies</li> <li>- Obsolete documents control.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.4.6	<b>Operational Control</b> <ul style="list-style-type: none"> <li>- Significant Hazards / Risks related OCPs</li> <li>- Communication of Hazards/Risks to suppliers / contractors.</li> <li>- Controls and Records/Reports</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.4.7	<b>Emergency Preparedness &amp; Response.</b> <ul style="list-style-type: none"> <li>- Identification of potential emergency situations / accidents.</li> <li>- Emergency response plan</li> <li>- Emergency drill records.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.5 4.5.1	<b>Performance Measurement &amp; monitoring:</b> <ul style="list-style-type: none"> <li>- OHS performance monitoring frequency.</li> <li>- Monitoring OHS objectives</li> <li>- Monitoring effectiveness of OHS controls.</li> <li>- Mandatory recording of data for further CA&amp;PA.</li> <li>- Calibration of equipments</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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<b>4.5.2</b>	<b>Evaluation of Compliance</b>					
<b>4.5.2.1</b>	- Legal requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>4.5.2.2</b>	- Other requirements compliance (M)					
	- Mandatory records (M)					
<b>4.5.3</b>	<b>Incident investigation, Non conformity, corrective and Preventive Actions:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>4.5.3.1</b>	- Procedure					
<b>4.5.3.2</b>	- Incident investigation					
	- NC, CA & PA					
	- Any changes made to OHS as a result of CA & PA?					
	- Mandatory records. (M)					
<b>4.5.4</b>	<b>Control of Records</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	- List of Records					
	- Retention period					
	- Disposition, authorization					
	- Storage facility					
<b>4.5.5</b>	<b>Internal Audits</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	- Competency level of auditors, list of auditors					
	- Frequency of audits and plan					
	- NCs, Corrective actions					
	- Mandatory records (M)					
<b>4.6</b>	<b>Management Review</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	- Frequency					
	- Inputs / Outputs					
	- Mandatory records of MRM (M)					
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<b>4.1</b>	<b>General Requirements</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	- Scope of OHS Management system					

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4.5.2 4.5.2.1 4.5.2.2	<b>Evaluation of Compliance</b> <ul style="list-style-type: none"> <li>- Legal requirements compliance</li> <li>- Other requirements compliance (M)</li> <li>- Mandatory records (M)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
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