



# Fact Sheet

## Site selection for on-site auditing for accreditation

### The assessment process

Applicants to the Australian Government Building and Construction OHS Accreditation Scheme (the Scheme) undergo a two-phase assessment process.

Phase one is the desktop assessment, an analysis of documents and evidence submitted by the company in the application. If the evidence submitted meets the assessment criteria, the application is progressed to phase two.

Phase two is an on-site audit. On-site audits aim to verify the implementation of claims made in documentation that the contractor has supplied to the Office of the Federal Safety Commissioner (OFSC).

### How the OFSC assesses which site to audit

When a contractor progresses from the desktop assessment to an on-site audit, they are required to provide comprehensive details of sites for possible selection. The details requested from contractors can include:

- names and addresses of sites
- anticipated dates of construction completion
- stage and size of the projects
- project value and
- a brief description of works in progress and hazards on each site.

Once site details are provided by the contractor, the OFSC determines which site(s) are the most appropriate to audit. The focus of this audit is to verify claims made against the assessment criteria.

The OFSC then liaises with the contractor to confirm that the site is suitable and that there is a sufficient amount of activity being undertaken on-site to conduct a comprehensive audit. For example, the OFSC will not arrange an on-site audit on a day where subcontractors take a Rostered Day Off, as the audit should be scheduled for a time that reflects a typical working day.

The Federal Safety Officer (FSO), in consultation with the contractor, is responsible for organising the time and place of meeting for the audit.

### Multiple-site audits

There are three categories of building and construction work defined by the Australian and New Zealand Standard Industrial Classification codes. These categories are:

- building and construction
- non-building and construction and
- construction trade services.

Each category has unique hazards associated with the particular type of project work being undertaken. Due to this fact, the OFSC may choose to conduct on-site audits at more than one project to establish confidence that the contractor's OHS Management System is being implemented across the different building categories.

### For further information you can:

- visit the FSC website at [fsc.gov.au](http://fsc.gov.au)
- contact the FSC Assist Line on **1800 652 500**
- contact the OFSC via email at [ofsc@deewr.gov.au](mailto:ofsc@deewr.gov.au)

This fact sheet is correct as of 6 March 2008. Produced by the Office of the Federal Safety Commissioner.

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