

ANNEX F CHECKLIST FOR INTERNAL EHS AND LABOUR AUDITS

	Checklist for Internal EHS and Labour Audits	Ver-00 DD/MM/YYYY
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Location:		Date of Audit:
Audit Conducted by:		Designation of Auditor:
Approved by:		Designation of Approver:

S.N	Labour Aspects	Status	Remarks/ Non-compliances
1.	Does the contractor pay wages that meet or exceed the national minimum wage?- check for. (review of wage register for males and females and workers categories- unskilled, semi-skilled, skilled, highly skilled)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2.	Are the working hours in accordance with the National Labour Code? (review of attendance records)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3.	Are overtime wages paid by the contractor? (review of wage register)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
4.	Is there any child labour observed on site? (review of age proof documents)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
5.	Are migrant workers are engaged? If yes, please state the number of migrant workers engaged in the remarks column.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	If yes, have all migrant workers been registered under the migration police and received individual tax number?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
6.	If migrant workers are engaged, are wages paid to migrant workers on par with other workers?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
7.	Is there any practice of giving advance payments to migrant or non-migrant workers?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

S.N	Labour Aspects	Status	Remarks/ Non-compliances
	If yes, check systems of advance payments and review if workers are bonded under debt.	Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
8.	Is original identify documentation (i.e., ID cards), age-proof documents retained by contractor?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
9.	Is labour accommodation provided to workers?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	If yes, undertake audit of the labour camp as per <i>Appendix H</i> .	Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
10.	Has the contractor obtained registration under Order of the Deputy Prime Minister - Minister of Labor and Social Protection of the Republic of Kazakhstan dated June 30, 2023 No. 279. Registered in the Ministry of Justice of the Republic of Kazakhstan on June 30, 2023 No. 32977.?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
11.	Does the contractor pay tax (which includes income tax, social tax, pension fund, and medical insurance) to the government on behalf for every worker?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
12.	Are there any grievances reported by the workers?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	If yes, document how many in the remarks column.	-	
	If yes, have the grievances been promptly addressed as per the Grievance Redress Mechanism Procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
13.	Has the grievance redressal system been communicated to all workers, including contractors and sub-contractors?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
14.	Is the grievance redressal system readily accessible to all workers (i.e., prominently displayed at all construction sites and workplace)?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

S.N	General EHS	Status	Remarks/ Non-compliances
15.	Is the EHS Policy conspicuously displayed at all construction sites?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

S.N	General EHS	Status	Remarks/ Non-compliances
16.	Is potable water available for all workers and staff?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
17.	Are proper sanitation facilities available at all construction sites kept clean, and adequately supplied?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
18.	Are designated smoking areas established at all construction sites (if applicable)?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
19.	Are confined spaces labelled?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
20.	Are runoff control measures in place and in good condition?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
21.	Are daily wage rates displayed at office?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

S.N	Emergency Preparedness	Status	Remarks/ Non-compliances
22.	Are emergency contact numbers displayed at all construction sites?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
23.	Are fire extinguishers readily available, and identified?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
24.	Are all fire extinguishers available within the validity period? (Check the tags attached on the fire extinguishers and note the expiry date. Fire extinguishers nearing the expiry (3 months or earlier) should be noted in the remarks column)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
25.	Are first aid kit(s) available and inspected weekly?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
26.	Are emergency response arrangements based on a risk assessment of work activities?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
27.	Does each high-risk task have the required emergency response equipment and trained personnel? Confirm rescue kits for confined spaces, fall protection for heights, trench collapse rescue equipment etc.,	Yes <input type="checkbox"/> No <input type="checkbox"/>	

S.N	Personnel Protective Equipment	Status	Remarks/ Non-compliances
28.	Are hard hats worn by all employees and workers/construction staff at all construction sites?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
29.	Are safety glasses worn by all employees and workers/construction staff at all construction sites?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
30.	Are safety boots worn by all employees and workers/construction staff at all construction sites?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
31.	Are personal fall protection used when personnel are working above six feet without guardrails or other means of fall protection?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
32.	Are hearing protection available and used when needed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
33.	Are goggles or face shields provided and used when welding, grinding or chipping?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
34.	Is all required PPE provided free of charge to workers and subcontractors?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
35.	Are PPE usage checks included in daily toolbox talks?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

S.N	Chemical, Oil and Waste Storage and Handling	Status	Remarks/ Non-compliances
36.	Are all flammable liquid supplies kept in sealed containers away from camp areas and in flammable safety cabinets in designated storage areas?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
37.	Are all loose oily rags and waste removed from camp area or stored in proper covered containers?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
38.	Are all trash and combustible material removed from construction sites as necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
39.	Are waste containers labelled and covered?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

S.N	RoW Construction Works Area	Status	Remarks/ Non-compliances
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40.	Is housekeeping well maintained?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
41.	Are maintenance work areas kept free of slipping, tripping, cutting and falling hazards, barricading of trenches?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
42.	Are appropriate traffic diversion mechanisms provided?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

S.N	Electrical Hazards	Status	Remarks/ Non-compliances
43.	Are covers installed on all outlets, switches, junction boxes, pull boxes, panel boards, etc., that are in service at all construction sites?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
44.	Are all circuits identified at panel boards?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
45.	Are extension cords in good condition (not frayed, broken) with current inspection markings?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
46.	Are extension cords and other temporary wiring protected from damage and arranged so as to not create tripping hazards?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
47.	Is a LOTO system in place for control of hazardous energy (electrical, mechanical, hydraulic, pneumatic)? Check LOTO procedures, verify use in maintenance work records	Yes <input type="checkbox"/> No <input type="checkbox"/>	

S.N	Human -Machine Interface (HMI) Safety	Status	Remarks/ Non-compliances
48.	Are designated pedestrian walkways and barriers in place near heavy machinery and vehicle paths?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
49.	Are proximity sensors, alarms, and safety interlocks installed and functional on moving equipment?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
50.	Are workers trained on safe interaction with machinery (e.g., crossing zones, blind spots, automation hazards)?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

S.N	Electrical Hazards	Status	Remarks/ Non-compliances
51.	Are safety stops and emergency shutoff switches easily accessible and operational on all machines?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
52.	Are forklift, crane, and mobile equipment operators properly licensed and trained?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

S.N	Confined Space Safety	Status	Remarks/ Non-compliances
53.	Is a confined space entry permit required before any work begins?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
54.	Has atmospheric testing been conducted before entry (oxygen, toxic gas levels)?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
55.	Are rescue tripods, harnesses, and ventilation systems available for confined space work?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
56.	Are workers provided with self-contained breathing apparatus (SCBA) or air supply when necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
57.	Is a trained standby rescue team present during confined space work?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

S.N	Hot Work & Fire Safety	Status	Remarks/ Non-compliances
58.	Is a permit-to-work (PTW) system enforced for all hot work activities?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
59.	Are fire-resistant blankets, shields, or barriers used to protect nearby materials?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
60.	Is an assigned fire watch present during and after hot work operations?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
61.	Are all hot work areas free from combustible materials within a 10m radius?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
62.	Are all workers using fire-resistant PPE (welding gloves, face shields, flame-resistant clothing)?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Summary of Audit

Overall Findings			
Actions to be taken by Contractor	1.	To be completed by	1.
	2.		2.
	3.		3.