



WHS Audit, Coaching, Monitoring and Surveillance Guide

The Department for Infrastructure and Transport (DIT) utilises a range of activities to monitor Principal Contractor performance in fulfilling their work health and safety obligations when engaged to deliver projects by DIT. These include WHS auditing, coaching, monitoring & surveillance.

This guide outlines the key aims of each activity utilised by DIT.

Safety Walks

DIT representatives including the DIT project manager and/or contract manager, may undertake safety walks on active projects.

Date and Time of safety walk should be communicated in advance to the Principal Contractor.

Safety walks should be collaborative and include both DIT and Principal Contractor representatives.

The aims of the safety walks are to:

- Monitor that Principal Contractor WHS obligations are being fulfilled in accordance with legislation, contractor safety management plans, and DIT Minimum Construction Safety Expectations.
- Review work practices against SWMS, documented procedures, etc.
- Provide a fresh-eyes opportunity to identify safety hazards.

Deliverable: DIT Representative (likely the DIT project manager/contract manager) will provide the Principal Contractor a Safety Walk report, outlining all items requiring action.

Deliverable: Principal Contractor to implement any corrective actions identified and report back to DIT Representative (the report is to be provided to the DIT Representative within 3 weeks, but ideally much earlier).

Engaged External Safety Auditor

To support DIT, external safety specialists may be engaged to undertake auditing and surveillance activities:

- Contractor System Audits
- On-Site Safety Audits
- Hazard specific Audits
- Review of design/operational Risk Assessments.

Date and timing:

- System audits – advised in advance.
- On-site safety audits – may be adhoc or announced in advance.
- Hazard Specific audits - may be adhoc or announced in advance.

Deliverable: Non-conformances, safety breaches, and uncontrolled hazards will be reported to DIT.

Actions required will be determined by DIT and reported to the Principal Contractor to address.

A formal report will be issued to the Principal Contractor if matters of significance are identified.

Principal Contractor to provide DIT representative a close-out report within an agreed timeframe.

DIT Leadership Safety Inspections

DIT Safety Manager(s) and / or senior DIT Leadership team may undertake ad hoc, unannounced site safety visits.

The aims of visits are to:

- Monitor that Principal Contractor WHS obligations are being fulfilled, in accordance with legislation, contractor safety management plans, DIT Minimum Construction Safety Expectations.
- Review work practices against SWMS, documented procedures, etc.
- Provide a fresh-eyes opportunity to identify safety hazards.
- Share safety learnings and innovations from other project sites.
- Provide safety coaching to uplift safety performance.
- Listen to safety concerns relative to project delivery.

Deliverable: Safety issues identified must be recorded and addressed using the Principal Contractor's own safety system.

Should there be serious safety issues identified, DIT will provide formal notification and expect that the Principal Contractor will ensure all issues are addressed.

When requested, the Principal Contractor is to provide a report on closed-out actions.

Fresh Eyes Safety Coaching

DIT has engaged a leading safety specialist to provide safety coaching to both DIT employees and Contractors.

Fresh Eyes Safety Coaching aims are:

- Upskill construction management and workers by furthering their ability to identify safety hazards, during active worksite scenarios.
- Provide open discussion on safety improvements.
- Bring industry leading practice learnings.

Fresh Eyes Safety coaching may be unannounced site safety visits.

No written report from the safety coach. DIT representative may take notes and photographs; however, the Principal Contractor representative must take their own notes and photographs of hazards/issues identified.

Deliverable: Any identified issues requiring corrective action are recorded and addressed as soon as possible by Principal Contractors using their own safety system. Close-out of actions to be provided to DIT representative, if requested.

Safety Performance Monitoring

Review of Principal Contractor safety performance including review of accidents, incidents, and statistics.

Safety Performance will be monitored via (but not limited to) Principal Contractor Monthly Safety Performance Reports.

Safety will be a focus of monthly Project Control Group meetings, which will include a site visit with the project manager/contract manager attending.

Safety Alerts and Resources

DIT shares safety information by sending our contracted partners regular Safety Alerts and Bulletins.

Safety resources, including videos and posters are available on [Safety Resources for Contractors - Department for Infrastructure and Transport](#).