

	Process Guide: Safety Audit	Revision	1
		Approval Date	1/05/25
		Implementation Date	1/05/25

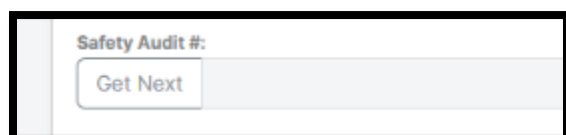
ONSITE - Safety Audit..... 1

Safety Audit Overview 2

Safety Audit

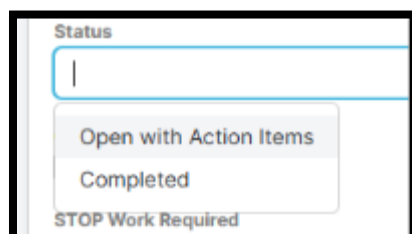
Purpose: This is a form that is filled weekly to assess the safety regulations of the site typically completed by the EHS department or Construction Manager.

1. Go to Forms and select “Safety Audits”
2. Input a subject: Can be the date of the audit entry
3. Generate the next Safety Audit number by selecting “Get Next.”



A screenshot of a web form. It features a label 'Safety Audit #' in a light blue box. Below the label is a text input field. To the right of the input field is a button labeled 'Get Next'.

4. Input the date of the safety audit
5. Add your name in the “Completed By” section
6. Set a status: “Open with Action Items” signifies a review needs to be made, “Completed” signifies no review is needed.



A screenshot of a web form showing a 'Status' dropdown menu. The dropdown is open, displaying three options: 'Open with Action Items', 'Completed', and 'STOP Work Required'. The 'Status' label is above the dropdown.

7. The “Corrected Immediately” checkbox is for establishing if the item is already addressed.
8. “STOP work required” is for suspending work, perhaps if there is a dangerous situation
9. For “Safety Observations,” attach an itemized audit in the attachments later, if possible, and provide a note in this box
10. The “Safety Audit Items” field has checkboxes for Job Information, Employee Interview, Safety Engagement, Personal Protection Equipment, Housekeeping, sanitation, lighting, etc. This is a very comprehensive form – make sure to select all the boxes. Select either “Yes,” “No,” or “N/A.” Input any relevant comments as well.

	Process Guide: Safety Audit	Revision	1
		Approval Date	1/05/25
		Implementation Date	1/05/25

SAFETY AUDIT ITEMS		Category	Item Description	YES	NO	N/A	Comments
☐	☐	JOB INFORMATION	Project signs posted at the entrance?	☐	☐	☐	
☐	☐		OSHA posters prominently posted in a conspicuous place where employees can see?	☐	☐	☐	
☐	☐		Emergency response phone numbers and information posted regarding hospital and clinic?	☐	☐	☐	
☐	☐		First aid supplies readily accessible?	☐	☐	☐	
☐	☐		All visitors and workers attend Project Safety Orientation?	☐	☐	☐	
☐	☐		Site map available for use and included in the visitor/contractor orientation materials?	☐	☐	☐	

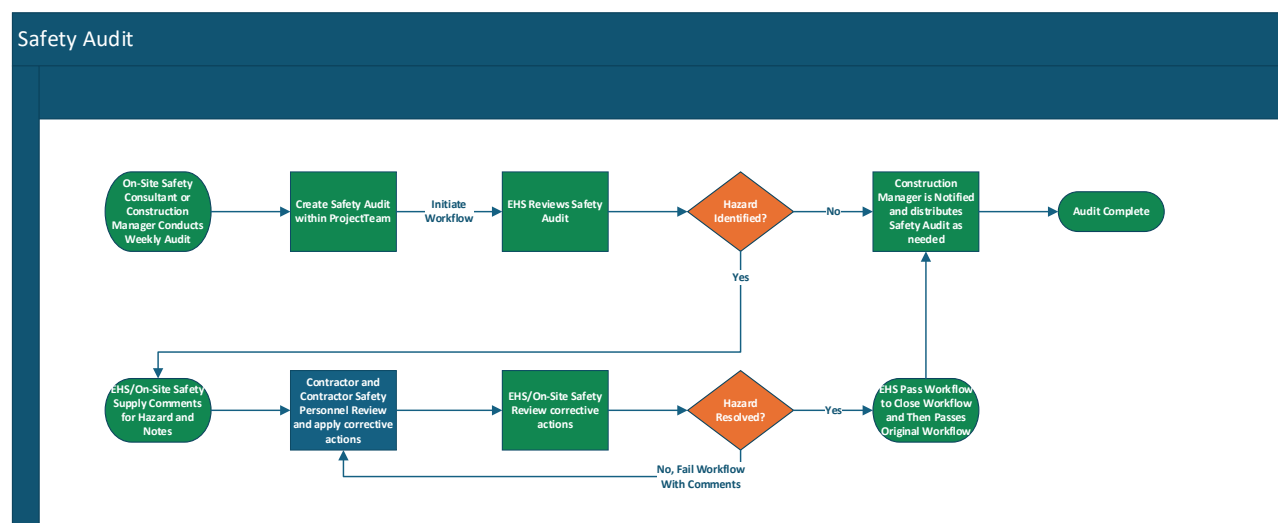
11. Select "Save and Start Workflow." The Construction Manager should start the Safety Audit - Invenergy (CM) workflow.

Workflow Name & Description	
☒	Safety Audit - Invenergy (CM) Utilize this Workflow to distribute a Safety Audit performed by Site Construction Manager

12. Attach any relevant documentation

13. If there is a hazard, Invenergy EHS will start the appropriate workflow when reviewing the form, and will send it to the relevant contractor, who will apply corrective actions.

Safety Audit Overview



	Process Guide: Safety Audit	Revision	1
		Approval Date	1/05/25
		Implementation Date	1/05/25

Safety Audit Form and Document Controls

When a project reaches Substantial and Mechanical Completion, the Document Controls team will assess the status fields within the Safety Audit Form. Once assessed that the forms have been officially been marked as **Completed**, the Document Controls team will assign a Document ID and transfer all form attachments to the appropriate folder location within the “Files” section of Project Team. The final resting place of each attachment will be within the 03 Construction location and assigned a folder naming convention matching the Safety Audits Form submission to ensure consistency.

Example of file path to where the Safety Audits Form submissions will be stored upon **Completed** status: (Document Controls will move attachments, this is for awareness of final storage location)

“Files” Section -> 03 Construction -> 07 PM -> 7.04 SAFETY (EHS) -> “Safety Audit Form Title”