

Table 1. Client profile (Intended for a single site, but can include small sites)

1	<b>Applicant's scope: LIMESTONE QUARRY AND CEMENT MANUFACTURE</b>	<b>ANZSIC code: 1419, 2631</b>	
(**)	<b>Are there relevant sector specific Codes of Practice</b>	<b>Yes/ No (circle one)</b>	
2	<b>Number of 'equivalent full time' employees [EFT]</b>	<b>EFT = 151</b>	
3	<b>Minimum audit days [D value] taken from TABLE 2</b>	<b>D = 5</b>	
4	<b>CATEGORY (refer to notes where applicable)</b>	<b>Potential Add on factor</b>	<b>Sum to Max amount</b>
5	<b>Special factors applicable to the site</b>		<b>Max 100</b>
6 (**)	The site is a 'Major Hazard Facility' OR	100	
7 (**)	The site stores significant quantities of dangerous goods	40	
8	<b>Other factors applicable to the site</b>		<b>Max 30</b>
9 (**)	The work activities include asbestos removal operations	25	
10	The site also operates at temporary sites	20	
11	The OHSMS is implemented in different ways across the site	20	
12	<b>Plant &amp; equipment TYPICALLY used on site (refer to notes as applicable)</b>		<b>Max 25</b>
13 (*)	Powered mobile plant is used on site	10	<b>10</b>
14 (*)	Site uses high risk plant	10	<b>10</b>
15 (*)	Other plant or mechanical hazards	10	<b>10</b>
16	<b>Select the hazards TYPICALLY present on site (refer to notes as applicable)</b>		<b>Max 40</b>
17 (*)	Hazardous manual handling	10	<b>10</b>
18	Airborne contaminants	5	<b>5</b>
19	Biological hazards, infectious materials and/or zoonosis	5	
20 (*)	Handling, mixing, spraying, disposal or other use of hazardous substances	5	<b>5</b>
21	Asbestos processing (other than removal)	5	
22	Lead-risk jobs	5	
23 (*)	Use of ionising or non-ionising radiation	5	
24	Excessive noise & vibration	5	<b>5</b>
25 (*)	Entry into confined spaces	3	<b>3</b>
26	Falls from heights	3	<b>3</b>
27	Threats of violence or occupational assault	3	
28	Potential for animal or insect attack	2	
29	Thermal environment (extremes of heat, cold, humidity, UV radiation)	2	<b>2</b>
30	<b>TYPICAL personnel &amp; work arrangements</b>		<b>Max 30</b>
31	>50% of workforce do not speak the same language as audit team	10	
32	>20% of workforce are casuals, part time or contract workers	5	<b>5</b>
33	>50% of workforce on shift work	5	<b>5</b>
34	>50% of workforce are field operatives or mobile workers	5	
35	There is regularly scheduled week-end work	5	
36	Some employees work in isolation from others	5	
37	SUM TOTAL add-on factor [F value]	<b>F =</b>	<b>68</b>
38	ACTUAL AUDITOR DAYS REQUIRED = (D) + (F/100 x D). A pro rata for the EFT count can be applied within the range identified in Table 2. See P2 Calculations.xls.		Pro rata <b>8.4</b>

**Pro rata calculations**

**Pro rata = 7.5**

Item 38 of Annex 1 Table 1 provides an F factor that, when applied to the minimum audit duration for the size of an organisation as determined by Annex 1 Table 2, results in an audit duration appropriate to the identified hazards for an organisation with the applicable EFT range (1 to 10 or 51 to 250 etc).

The *Calculations.xls* sheet included in Procedure 2 Annex 1 provides an accepted method of applying a pro rata within the specific EFT range (1 to 10 or 51 to 250 etc). The method provided recognises that the required audit duration per person varies considerably between small and large organisations and accordingly restricts the pro rata calculations to within the applicable EFT range identified in Annex 1 Table 2.

## Example 2

**Table 1. Client profile (Intended for a single site, but can include dependent sites)**

1	<b>Applicant's scope: LOCAL GOVERNMENT SERVICES INCLUDING RATES ADMIN; BUILDING APPROVALS; WASTE COLLECTION; ROADWORKS; AND AGED CARE SERVICES.</b>	<b>ANZSIC code: 8113</b>
(**)	<b>Are there relevant sector specific Codes of Practice</b>	<b>Yes/ No (circle one)</b>
2	<b>Number of 'equivalent full time' employees [EFT]</b>	<b>EFT = 226</b>
3	<b>Minimum audit days [D value] taken from TABLE 2</b>	<b>D = 5</b>
4	<b>CATEGORY (refer to notes where applicable)</b>	<b>Potential Add on factor</b>
5	<b>Special factors applicable to the site</b>	<b>Sum to Max amount</b>
6 (**)	The site is a 'Major Hazard Facility' OR	100
7 (**)	The site stores significant quantities of dangerous goods	40
8	<b>Other factors applicable to the site</b>	<b>Max 30</b>
9 (**)	The work activities include asbestos removal operations	25
10	The site also operates at temporary sites	20
11	The OHSMS is implemented in different ways across the site	20
12	<b>Plant &amp; equipment TYPICALLY used on site (refer to notes as applicable)</b>	<b>Max 25</b>
13 (*)	Powered mobile plant is used on site	10
14 (*)	Site uses high risk plant	10
15 (*)	Other plant or mechanical hazards	10
16	<b>Select the hazards TYPICALLY present on site (refer to notes as applicable)</b>	<b>Max 40</b>
17 (*)	Hazardous manual handling	10
18	Airborne contaminants	5
19	Biological hazards, infectious materials and/or zoonosis	5
20 (*)	Handling, mixing, spraying, disposal or other use of hazardous substances	5
21	Asbestos processing (other than removal)	5
22	Lead-risk jobs	5
23 (*)	Use of ionising or non-ionising radiation	5
24	Excessive noise & vibration	5
25 (*)	Entry into confined spaces	3
26	Falls from heights	3
27	Threats of violence or occupational assault	3
28	Potential for animal or insect attack	2
29	Thermal environment (extremes of heat, cold, humidity, UV radiation)	2
30	<b>TYPICAL personnel &amp; work arrangements</b>	<b>Max 30</b>
31	>50% of workforce do not speak the same language as audit team	10
32	>20% of workforce are casuals, part time or contract workers	5
33	>50% of workforce on shift work	5
34	>50% of workforce are field operatives or mobile workers	5
35	There is regularly scheduled week-end work	5
36	Some employees work in isolation from others	5
37	SUM TOTAL add-on factor [F value]	<b>F = 110</b>
38	ACTUAL AUDITOR DAYS REQUIRED = (D) + (F/100 x D). A pro rata for the EFT count can be applied within the range identified in Table 2. See P2 Calculations.xls.	Pro rata <b>10.0</b>

**Note:** An explanation of pro rata calculations is provided at the end of Example 1.

**Pro rata = 10.0**

## MULTI-SITE, Major Hazard Facility

The organisation is can be described as follows:

- The Head Office is located in a major city.
- Three petroleum-refining plants are located in three separate jurisdictions. Each of these facilities provides for the production, testing and storage of petroleum and petrochemical products. The processes involve the refining of crude oil and storage of petroleum products.
- Underground bulk storage depot facilities are at four locations across the three jurisdictions.
- There are 36 Service Station outlets throughout the three jurisdictions.

JAS-ANZ Procedure 2 Annex 1 refers as follows:

**Table 1. Client profile (Intended for a single site, but can include dependent sites)  
(HEAD OFFICE ONLY)**

1	<b>Applicant's scope: HEAD OFFICE, REFINING PLANTS, STORAGE DEPOTS AND SERVICE STATION RETAIL OUTLETS</b>	<b>ANZSIC code: 2510, 4521, 5321</b>
(**)	<b>Are there relevant sector specific Codes of Practice</b>	<b>Yes / No (circle one)</b>
2	<b>Number of 'equivalent full time' employees [EFT]</b>	<b>EFT = 123</b>
3	<b>Minimum audit days [D value] taken from TABLE 2</b>	<b>D = 5</b>
4	<b>CATEGORY (refer to notes where applicable)</b>	<b>Potential Add on factor</b>
		<b>Sum to Max amount</b>
5	<b>Special factors applicable to the site</b>	<b>Max 100</b>
6 (**)	The site is a 'Major Hazard Facility' OR	100
7 (**)	The site stores significant quantities of dangerous goods	40
8	<b>Other factors applicable to the site</b>	<b>Max 30</b>
9 (**)	The work activities include asbestos removal operations	25
10	The site also operates at temporary sites	20
11	The OHSMS is implemented in different ways across the site	20
12	<b>Plant &amp; equipment TYPICALLY used on site (refer to notes as applicable)</b>	<b>Max 25</b>
13 (*)	Powered mobile plant is used on site	10
14 (*)	Site uses high risk plant	10
15 (*)	Other plant or mechanical hazards	10
16	<b>Select the hazards TYPICALLY present on site (refer to notes as applicable)</b>	<b>Max 40</b>
17 (*)	Hazardous manual handling	10
18	Airborne contaminants	5
19	Biological hazards, infectious materials and/or zoonosis	5
20 (*)	Handling, mixing, spraying, disposal or other use of hazardous substances	5
21	Asbestos processing (other than removal)	5
22	Lead-risk jobs	5
23 (*)	Use of ionising or non-ionising radiation	5
24	Excessive noise & vibration	5
25 (*)	Entry into confined spaces	3
26	Falls from heights	3
27	Threats of violence or occupational assault	3
28	Potential for animal or insect attack	2
29	Thermal environment (extremes of heat, cold, humidity, UV radiation)	2
30	<b>TYPICAL personnel &amp; work arrangements</b>	<b>Max 30</b>
31	>50% of workforce do not speak the same language as audit team	10

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32	>20% of workforce are casuals, part time or contract workers	5	<b>5</b>
33	>50% of workforce on shift work	5	
34	>50% of workforce are field operatives or mobile workers	5	
35	There is regularly scheduled week-end work	5	
36	Some employees work in isolation from others	5	
37	SUM TOTAL add-on factor [F value]	<b>F =</b>	<b>5</b>
38	ACTUAL AUDITOR DAYS REQUIRED = <b>(D) + (F/100 x D)</b> . A pro rata for the EFT count can be applied within the range identified in Table 2. See <i>P2 Calculations.xls</i> .		Pro rata <b>5.3</b>

**Note:** An explanation of pro rata calculations is provided at the end of Example 1. **Pro rata = 4.5**

**Table 1. Client profile (Intended for a single site, but can include dependent sites)**

#### (3 REFINING PLANT SITES)

For the purposes of this example, it will be assumed that the three refining facilities are of approximately the same EFT.

1	<b>Applicant's scope: HEAD OFFICE, REFINING PLANTS, STORAGE DEPOTS AND SERVICE STATION RETAIL OUTLETS</b>	<b>ANZSIC code: 2510, 4521, 5321</b>	
(**)	<b>Are there relevant sector specific Codes of Practice</b>	<b>Yes / No (circle one)</b>	
2	<b>Number of 'equivalent full time' employees [EFT]</b>	<b>EFT = 256 including 56 permanent sub-contractors</b>	
3	<b>Minimum audit days [D value] taken from TABLE 2</b>	<b>D = 6</b>	
4	<b>CATEGORY (refer to notes where applicable)</b>	<b>Potential Add on factor</b>	
5	<b>Special factors applicable to the site</b>	<b>Sum to Max amount</b>	
6 (**)	The site is a 'Major Hazard Facility' OR	100	<b>100</b>
7 (**)	The site stores significant quantities of dangerous goods	40	<b>40</b>
8	<b>Other factors applicable to the site</b>		<b>Max 30</b>
9 (**)	The work activities include asbestos removal operations	25	
10	The site also operates at temporary sites	20	
11	The OHSMS is implemented in different ways across the site	20	
12	<b>Plant &amp; equipment TYPICALLY used on site (refer to notes as applicable)</b>		<b>Max 25</b>
13 (*)	Powered mobile plant is used on site	10	<b>10</b>
14 (*)	Site uses high risk plant	10	<b>10</b>
15 (*)	Other plant or mechanical hazards	10	<b>10</b>
16	<b>Select the hazards TYPICALLY present on site (refer to notes as applicable)</b>		<b>Max 40</b>
17 (*)	Hazardous manual handling	10	<b>10</b>
18	Airborne contaminants	5	<b>10</b>
19	Biological hazards, infectious materials and/or zoonosis	5	
20 (*)	Handling, mixing, spraying, disposal or other use of hazardous substances	5	<b>5</b>
21	Asbestos processing (other than removal)	5	
22	Lead-risk jobs	5	
23 (*)	Use of ionising or non-ionising radiation	5	
24	Excessive noise & vibration	5	<b>5</b>
25 (*)	Entry into confined spaces	3	<b>3</b>
26	Falls from heights	3	<b>3</b>
27	Threats of violence or occupational assault	3	
28	Potential for animal or insect attack	2	

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29	Thermal environment (extremes of heat, cold, humidity, UV radiation)	2	
30	<b>TYPICAL personnel &amp; work arrangements</b>		<b>Max 30</b>
31	>50% of workforce do not speak the same language as audit team	10	
32	>20% of workforce are casuals, part time or contract workers	5	<b>5</b>
33	>50% of workforce on shift work	5	<b>5</b>
34	>50% of workforce are field operatives or mobile workers	5	
35	There is regularly scheduled week-end work	5	<b>5</b>
36	Some employees work in isolation from others	5	<b>5</b>
37	SUM TOTAL add-on factor [F value]	<b>F =</b>	<b>181</b>
38	ACTUAL AUDITOR DAYS REQUIRED = (D) + (F/100 x D). A pro rata for the EFT count can be applied within the range identified in Table 2. See P2 Calculations.xls.		Pro rata <b>12.0</b>

**Note:** An explanation of pro rata calculations is provided at the end of Example 1. **Pro rata = 10.5**

**Note 2:** The F value in this example exceeds 100 so sampling of the refining plant sites is prohibited under Annex 2 Clause 3.1.3.

**Table 1. Client profile (Intended for a single site, but can include dependent sites)**

**(4 STORAGE DEPOT SITES)**

For the purposes of this example, it will be assumed that the four underground storage depots are of the same EFT.

1	<b>Applicant's scope: HEAD OFFICE, REFINING PLANTS, STORAGE DEPOTS AND SERVICE STATION RETAIL OUTLETS</b>	<b>ANZSIC code: 2510, 4521, 5321</b>
(**)	<b>Are there relevant sector specific Codes of Practice</b>	<b>Yes / No (circle one)</b>
2	<b>Number of 'equivalent full time' employees [EFT]</b>	<b>EFT = 23 includes 5 permanent transport subcontractors</b>
3	<b>Minimum audit days [D value] taken from TABLE 2</b>	<b>D = 4</b>
4	<b>CATEGORY (refer to notes where applicable)</b>	<b>Potential Add on factor</b> <b>Sum to Max amount</b>
5	<b>Special factors applicable to the site</b>	<b>Max 100</b>
6 (**)	The site is a 'Major Hazard Facility' OR	100
7 (**)	The site stores significant quantities of dangerous goods	40
8	<b>Other factors applicable to the site</b>	<b>Max 30</b>
9 (**)	The work activities include asbestos removal operations	25
10	The site also operates at temporary sites	20
11	The OHSMS is implemented in different ways across the site	20
12	<b>Plant &amp; equipment TYPICALLY used on site (refer to notes as applicable)</b>	<b>Max 25</b>
13 (*)	Powered mobile plant is used on site	10
14 (*)	Site uses high risk plant	10
15 (*)	Other plant or mechanical hazards	10
16	<b>Select the hazards TYPICALLY present on site (refer to notes as applicable)</b>	<b>Max 40</b>
17 (*)	Hazardous manual handling	10
18	Airborne contaminants	5
19	Biological hazards, infectious materials and/or zoonosis	5
20 (*)	Handling, mixing, spraying, disposal or other use of hazardous substances	5
21	Asbestos processing (other than removal)	5

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22	Lead-risk jobs	5	
23 (*)	Use of ionising or non-ionising radiation	5	
24	Excessive noise & vibration	5	
25 (*)	Entry into confined spaces	3	3
26	Falls from heights	3	
27	Threats of violence or occupational assault	3	
28	Potential for animal or insect attack	2	
29	Thermal environment (extremes of heat, cold, humidity, UV radiation)	2	
30	<b>TYPICAL personnel &amp; work arrangements</b>		<b>Max 30</b>
31	>50% of workforce do not speak the same language as audit team	10	
32	>20% of workforce are casuals, part time or contract workers	5	5
33	>50% of workforce on shift work	5	
34	>50% of workforce are field operatives or mobile workers	5	
35	There is regularly scheduled week-end work	5	5
36	Some employees work in isolation from others	5	5
37	SUM TOTAL add-on factor [F value]	<b>F =</b>	<b>93</b>
38	ACTUAL AUDITOR DAYS REQUIRED = (D) + (F/100 x D). A pro rata for the EFT count can be applied within the range identified in Table 2. See P2 Calculations.xls.		Pro rata <b>7.7</b>

**Note:** An explanation of pro rata calculations is provided at the end of Example 1. **Pro rata = 5.5**

**Table 1. Client profile (Intended for a single site, but can include dependent sites)**

**(36 SERVICE STATION RETAIL SITES)**

1	<b>Applicant's scope: HEAD OFFICE, REFINING PLANTS, STORAGE DEPOTS AND SERVICE STATION RETAIL OUTLETS</b>	<b>ANZSIC code: 2510, 4521, 5321</b>
(**)	<b>Are there relevant sector specific Codes of Practice</b>	<b>Yes / No (circle one)</b>
2	<b>Number of 'equivalent full time' employees [EFT]</b>	<b>EFT = 6 includes 6 casuals who work on a part time basis 0.5 EFT</b>
3	<b>Minimum audit days [D value] taken from TABLE 2</b>	<b>D = 2</b>
4	<b>CATEGORY (refer to notes where applicable)</b>	<b>Potential Add on factor</b> <b>Sum to Max amount</b>
5	<b>Special factors applicable to the site</b>	<b>Max 100</b>
6 (**)	The site is a 'Major Hazard Facility' OR	100
7 (**)	The site stores significant quantities of dangerous goods	40
8	<b>Other factors applicable to the site</b>	<b>Max 30</b>
9 (**)	The work activities include asbestos removal operations	25
10	The site also operates at temporary sites	20
11	The OHSMS is implemented in different ways across the site	20
12	<b>Plant &amp; equipment TYPICALLY used on site (refer to notes as applicable)</b>	<b>Max 25</b>
13 (*)	Powered mobile plant is used on site	10
14 (*)	Site uses high risk plant	10
15 (*)	Other plant or mechanical hazards	10
16	<b>Select the hazards TYPICALLY present on site (refer to notes as applicable)</b>	<b>Max 40</b>
17 (*)	Hazardous manual handling	10
18	Airborne contaminants	5
19	Biological hazards, infectious materials and/or zoonosis	5
20 (*)	Handling, mixing, spraying, disposal or other use of hazardous substances	5
21	Asbestos processing (other than removal)	5
22	Lead-risk jobs	5

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23 (*)	Use of ionising or non-ionising radiation	5	
24	Excessive noise & vibration	5	
25 (*)	Entry into confined spaces	3	3
26	Falls from heights	3	
27	Threats of violence or occupational assault	3	3
28	Potential for animal or insect attack	2	
29	Thermal environment (extremes of heat, cold, humidity, UV radiation)	2	
30	<b>TYPICAL personnel &amp; work arrangements</b>		<b>Max 30</b>
31	>50% of workforce do not speak the same language as audit team	10	
32	>20% of workforce are casuals, part time or contract workers	5	5
33	>50% of workforce on shift work	5	5
34	>50% of workforce are field operatives or mobile workers	5	
35	There is regularly scheduled week-end work	5	5
36	Some employees work in isolation from others	5	5
37	SUM TOTAL add-on factor [F value]	<b>F =</b>	<b>96</b>
38	ACTUAL AUDITOR DAYS REQUIRED = (D) + (F/100 x D). A pro rata for the EFT count can be applied within the range identified in Table 2. See P2 Calculations.xls.		Pro rata <b>3.9</b>

**Note:** An explanation of pro rata calculations is provided at the end of Example 1.

**Pro rata = 2.5**

#### Example 3 Sum Total

Procedure 2 Annex 2, Clauses 3.1.3, 4.2 and 4.3 refer.

Head Office (No sampling allowed)	1 x 4.5 = 4.5
Three Refining Plants (F>100. No sampling allowed)	3 x 10.5 = 31.5
Four Underground Storage Depots. Sample size equals two. (For the second sample)	1 @ 75% of 5.5 = 4.0 1 @ 50% of 5.5 = 2.75
Thirty-six Service Station Outlets. Sample size equals six. (For the other five samples)	1 @ 75% of 2.5 = 2.0 5 @ 20% of 2.5 = 2.5

Total for Example 3 = 47.25 days