



RCS Accreditation Audit Questionnaire and Evidence Requirements

for Engineered Stone Fabricators

V009 Pilot Adjustment November 2020

+IMPAC
Less risk, safe people, better business

NZ ESAG NZ ENGINEERED
STONE ADVISORY GROUP

Questionnaire and Minimum Requirements for Engineered Stone Fabricators

1. Question Scoring:

DMS = (Does Not Meet Accreditation Standard) – level 2 or 3 recommendation.

MSI = (Meets Accreditation Standard Intent) – level 2 or 3 recommendation.

MAS = (Meets Accreditation Standard) = no or continuous improvement recommendations only.

2. Recommendations:

L1: Non Conformance – Must be Rectified to be a Participant.

L2: Improvement Requirement – Must be rectified for next Audit.

L3: Continuous Improvement Recommendation – only a recommendation for improvement.

General Note: If controls are clearly in place then allow a pass for the question but apply a Level 2 Recommendation to document it. This is a key Principle – everything set to RCS Exposure Risk Control should be documented but if not will get a L2 Recommendation.

3. "Not Applicable" Questions

Fabricators will have the option for having certain questions found "Not Applicable" to them if they provide sufficient reason for this to be accepted. These questions are identified as "NA Possible".

4. Overall Audit Outcomes:

1: Participant

2: SILVER - Meets Accreditation Standard Intent

3: GOLD - Meets Accreditation Standard

* "Primary Cutter Water Suppression", "RPE Fit Testing", and "LEV Check" are Questions that must score a MSI or MAS (see question scoring above) for the Fabricator to achieve the minimum audit outcome "Participant".

	Criteria	Question	Minimum Evidence Requirements	Notes
<i>1. Policy, Leadership and H&S Management Systems</i>				
	H&S Policy	1. Do you have a health and safety policy that sets out leadership and commitment requirements for good health and safety practice including controlling RCS exposure risk?	The Policy shall be signed by Senior Management and be reviewed at least two yearly.	
	Documented H&S Management Systems	2. Are your health and safety processes documented?	Documented HSMS provided.	

	Criteria	Question	Minimum Evidence Requirements	Notes
	Incident Recording, Reporting and Investigation	3. Do you have a procedure/process for the recording, reporting and investigation of incidents relating to potentially hazardous RCS exposure risk – primarily where a control has failed or become absent?	Confirmation of this.	
	Worker Consultation and Participation	4. Do you have a process that encourages and allows for workers to be consulted and participate in H&S matters (particularly those relating to potential RCS exposure risk)?	Confirmation of this.	

	Criteria	Question	Minimum Evidence Requirements	Notes
	Record Management System	5. Are the following records kept? <ul style="list-style-type: none"> ▪ Training of workers and supervisors in RCS. ▪ Training and Fit testing records for respiratory protection. ▪ Equipment inspection and maintenance. 	Confirmation of this. Records current.	
<i>2. RCS Plans</i>				
	Plans to Control RCS Exposure Risk <i>These questions need to be able to be NA'd if the Fabricator has already implemented the Guidelines (the Audit itself will check this). Plan then becomes redundant and it is just an improvement process which does not specifically require a plan.</i>	1. Do you have a documented Plan/s to achieve the elements of the Good Practice RCS Control Guidelines?	Statement to this effect plus a copy of the plan.	
		2. Is the "Plan" communicated to all workers, and is there evidence of workers being consulted in its development?	Seeking confirmation.	
		3. Is the "Plan" monitored periodically to ensure it is implemented and/or updated?	Seeking confirmation.	
<i>3. RCS Exposure Risk Identification and Provision of Effective Controls</i>				
	RCS Exposure Risk Identification and Assessment.	1. Have all potential RCS exposure risks been identified?	Confirmation of this.	

	Criteria	Question	Minimum Evidence Requirements	Notes
		2. Have these potential exposures been documented in a hazard/risk register (either part of a general hazard/risk register or a specific RCS exposure risk register).	Copy of hazard/risk register. And/or copy of a JSA, TA, SoP, or SWMS or similar for work activity.	
	RCS Exposure Risk Control	3. Have the controls to be used to manage RCS exposure risk been documented in the hazard/risk register?	Hazard/Risk Register shows RCS exposure risk controls. And/or copy of a JSA, TA, SoP, or SWMS or similar for work activity.	
4. RCS Engineering Controls				
	RCS Engineering Controls: Water	1. Does the primary ES cutter utilise fixed water suppression (e.g. a wet cut bridge saw or water jet cutter)?	Must supply water to the blade.	
		2. Are on tool water suppression and/or area fogging systems used for all other ES cutting and/or shaping activities in the workshop? (where suitable LEV is not used to extract dust away from people).	Must supply water to the contact surface for on tool suppression. Fogging must cover the work area appropriately.	

	Criteria	Question	Minimum Evidence Requirements	Notes
		3. Are on tool dust extraction/vacuum systems (or standalone H or M Class Vacuum applied to cutting head) used for all other ES cutting and/or shaping activities during installation at customers premises?	Must extract dust from the cutting head/stone surface. Could use a H or M class vacuum during this – applied at cutting/grinding/polishing point.	
		4. Are there processes to ensure the regular (at minimum daily) washing/hosing/vacuuming of surfaces and floors?	Confirmation of this.	
		5. If vacuuming is done are processes in place to ensure vacuums are emptied in such a way so as to ensure dust is not released?	Confirmation of this.	
		6. Are there processes to ensure that all wet RCS material is safely removed from the work area before it dries out?	Confirmation of this.	
		7. If water reticulation systems are used is the slurry carried to a treatment area where the RCS containing slurry is separated from water and held so as to prevent the RCS becoming airborne?	Confirmation of this.	

	Criteria	Question	Minimum Evidence Requirements	Notes
		8. Are there processes in place to remove wet or dry RCS from site that prevents it becoming airborne during removal or reintroduced to the manufacturing process?	Confirmation of this.	
	RCS Engineering Controls: Barriers	9. Do areas and/or equipment dealing with ES have enclosures or barriers to prevent the spread of RCS dust or aerosol to other areas?	Confirmation of this.	
	RCS Engineering Controls: Ventilation	10. Are local exhaust ventilation systems used where other RCS dust suppression systems (e.g. water suppression) are not adequately controlling RCS dust generation?	Confirmation of this.	
		11. Is the LEV regularly maintained and its efficiency checked by a competent person?		
		12. Where vacuums are used in the factory or during installation, are they appropriate e.g. industrial H or M Class vacuums with HEPA filters?	Confirmation of this.	

	Criteria	Question	Minimum Evidence Requirements	Notes
		13. Are preventative maintenance processes in place for plant and equipment providing critical engineering controls for RCS exposure risk e.g. water suppression?	Confirmation of this.	
<i>5. Respirable Protective Equipment (RPE)</i>				
	RCS Control: RPE	1. Have areas and/or activities requiring RPE been identified?	Confirmation of this.	
		2. Is there a process and evidence of application that ensures workers who use RPE have it fit tested at least annually by a competent person?	Confirmation of this.	

	Criteria	Question	Minimum Evidence Requirements	Notes
		<p>3. Has training in using RPE to control RCS exposure risk been provided to workers by a competent person (and includes the following areas)?</p> <p>a. Why RPE is required</p> <p>b. When RPE is required to be worn</p> <p>c. How RPE works</p> <p>d. Limitations of RPE</p> <p>e. How to correctly put on and take off RPE</p> <p>f. How to conduct a negative and positive pressure self check</p> <p>g. How to clean and maintain RPE</p> <p>h. When and how to replace filters</p> <p>i. How and where to store RPE when not in use</p>	Training records.	
		4. Have workers been assessed as competent, on the basis of skills achieved through education, training, or experience, to use RPE for work activities with RCS exposure risk?	Training register and/or records.	
<i>6. RCS Administrative Controls</i>				
	RCS Control: Clothing	1. Is protective clothing provided to be used when there is potential RCS exposure?	Confirmation of this.	

	Criteria	Question	Minimum Evidence Requirements	Notes
		2. Are there processes to ensure RCS dust on protective clothing is not transferred to other areas – at work or home?	Confirmation of this.	
	RCS Control: Communication, Training, and Supervision	3. Do you communicate RCS exposure risks to your workers, train them in the required controls, and confirm they understand what they need to do?	Via induction or other training/briefing with sign off by workers confirming understanding. Training records (or similar summary of training undertaken by workers and when it was done).	
		4. Do you have processes to ensure new workers are appropriately supervised and coached/trained on the job in relation to RCS exposure risk?	Confirmation of this.	
<i>7. Workplace Exposure Monitoring</i>				
	Workplace Monitoring	1. Has workplace monitoring (personal air sampling) and results assessment by a competent person been carried out in the last 2 years?	Confirmation of this.	

	Criteria	Question	Minimum Evidence Requirements	Notes
		2. Does the Fabricator understand the 50% WES action limit?	Confirmation of this.	
		3. Where results are greater than the 50% WES action limit have appropriate actions been taken to understand the cause and reduce exposure levels?	Confirmation of this.	
		4. Have the results of workplace monitoring been provided to workers?	Confirmation of this.	
		5. Are workplace monitoring records kept securely and for at least 30 years.	Confirmation of this.	
<i>8. Health Monitoring</i>				
	Health Monitoring	1. Do workers who have potential RCS exposure risk complete a pre-employment health assessment?	Confirmation of this.	

	Criteria	Question	Minimum Evidence Requirements	Notes
		2. Is the pre-employment health assessment referred to above carried out by an Occupational Health Physician?	Confirmation of this.	
		3. Is ongoing health surveillance carried out for those workers who have potential RCS exposure risk?	Confirmation of this.	
		4. Is it policy that workers who have had potential RCS exposure risk complete a post-employment health assessment?	Confirmation of this.	
		5. Is the post-employment health assessment referred to above carried out by an Occupational Health Physician?	Confirmation of this.	
		6. Are workers informed of the reasons for carrying out health monitoring and are they provided the results of their health monitoring?	Confirmation of this.	

	Criteria	Question	Minimum Evidence Requirements	Notes
		7. Are health monitoring records kept securely and for at least 30 years.	Confirmation of this.	
<i>RCS Current Enforcement Action</i>				
	Enforcement action	Are you the subject of any recent (within the last 6 months) or current enforcement action or ongoing investigation by WorkSafe? This includes prohibition or improvement notices.	No score given. Information provision only If yes, provide details of the enforcement action or investigation.	