

Audit Tool (full version for use by USQSafe)

Introduction

The aim of this Workplace Health and Safety audit tool is to establish a baseline for the University to measure improvements in workplace health and safety.

The tool has been developed to be used by USQSafe staff and members of the Executive Workplace Health and Safety Committee. Other areas of the University should use the condensed version designed for faculties, divisions, schools and sections.

Organisations being audited are aiming to score as many “yes” answers to each element within the audit. To help answer the questions you can review documentation, conduct interviews and carry out observations in the workplace.

Completing the audit tool on a regular basis (at least annually) will highlight areas that need improvement and allow the organisation to develop and maintain workplace health and safety programs by creating a cycle of continuous improvement.

HOW TO USE THIS AUDIT TOOL

1. Answer each audit question with a ‘yes’ or ‘no’. Mark the answer with a ‘no’ if you are unable to answer the question. If the question does not apply to your area, draw a line through the yes/no answers
2. Record the action required to each ‘no’ response in the space provided at the end of each section.
3. Present the audit to the appropriate manager or workplace health and safety committee and identify who is responsible for taking action and the date the action must be completed by.
4. Track the actions to ensure all are completed and share the results of the audit with management and staff.
5. Prepare a summary for senior management and for submission to the Executive Workplace Health and Safety Committee.
6. Re-administer the audit tool to track the progress of your workplace health and safety program.



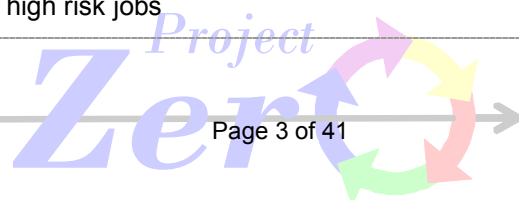
Element 1. Management Commitment

Policy	(circle response)	
1.1. Has management identified a need for a Health and Safety Policy?	Yes	No
1.2. Does the Policy include the following objectives?		
• Protection of employees and others	Yes	No
• Expectations of managers and employees	Yes	No
• General statement of management’s response to accidents/incidents in the workplace	Yes	No
1.3. Does management communicate the policy objectives to all employees and others at this workplace?		
• Written statement issued to all employees	Yes	No
• Written statement issued to all visitors/students	Yes	No
• Included in induction training	Yes	No
• Included in procedure manuals	Yes	No
• Included in Health and Safety promotions	Yes	No
• Included in contract documents	Yes	No
• Displayed on notice boards	Yes	No
• Discussed at group meetings	Yes	No
• Verbally by supervisors	Yes	No
1.4. Does management evaluate the effectiveness of communicating the policy objectives?		
• Check that it is fully understood by all employees	Yes	No
• Ensure that it is translated to other languages where needed	Yes	No
• Ensure that it accommodates hearing impaired and other special needs	Yes	No
• Check notice boards	Yes	No
• Attend Health and Safety meetings	Yes	No
• Visit training sessions	Yes	No



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<ul style="list-style-type: none"> Informal discussions with employees eg. tea break talks 	Yes	No
1.5. Does management have a process that revises and reinforces the policy objectives?		
<ul style="list-style-type: none"> Planned review of objectives 	Yes	No
<ul style="list-style-type: none"> Policy statement signed and dated by VC or Senior Manager at this workplace 	Yes	No
Provision of Information		
1.6. Does management identify information pertinent to this workplace?		
<ul style="list-style-type: none"> Legislative requirements 	Yes	No
<ul style="list-style-type: none"> Codes of Practice 	Yes	No
<ul style="list-style-type: none"> Australian Standards 	Yes	No
1.7. Is information obtained relating to:		
<ul style="list-style-type: none"> Plant 	Yes	No
<ul style="list-style-type: none"> Work processes 	Yes	No
<ul style="list-style-type: none"> Manufacturing standards 	Yes	No
<ul style="list-style-type: none"> Workplace specific issues 	Yes	No
<ul style="list-style-type: none"> Equipment 	Yes	No
<ul style="list-style-type: none"> Hazardous substances 	Yes	No
<ul style="list-style-type: none"> Placarding 	Yes	No
1.8. Are there standards/procedures at this workplace for the following:		
<ul style="list-style-type: none"> Collecting information 	Yes	No
<ul style="list-style-type: none"> Regularly updating information 	Yes	No
<ul style="list-style-type: none"> Literacy and language considerations 	Yes	No
<ul style="list-style-type: none"> Maintaining information 	Yes	No
1.9. Does management provide relevant information at this workplace? for example:		
<ul style="list-style-type: none"> Procedure manuals 	Yes	No
<ul style="list-style-type: none"> Maintenance manuals 	Yes	No
<ul style="list-style-type: none"> Procedures for high risk jobs 	Yes	No



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• Notice boards	Yes	No
• Risk Management manuals	Yes	No
• MSDS Reference manuals	Yes	No
• Group meetings	Yes	No
• Personal communications	Yes	No
1.10. Does management evaluate the effectiveness of the information provided? For example:		
• Testing awareness	Yes	No
• Job observations	Yes	No
• Quality of information	Yes	No
• Informal inspections	Yes	No
• Records review eg. Training manuals, Procedure manuals	Yes	No
1.11. Does management have a process for revising and correcting this system?	Yes	No

Action Plan Element 1

(Record the action required to address each "no" response in the space provided)

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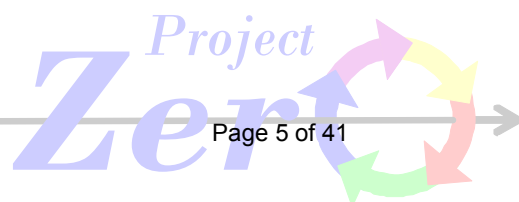
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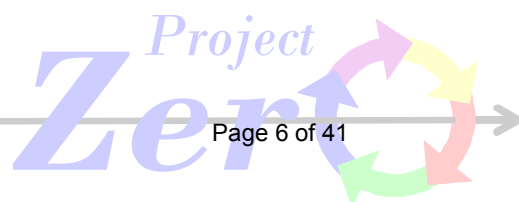
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Element 2. Safety Organisation Structure

	(circle response)	
	Yes	No
2.1. Has management identified the positions responsible for achieving specific Health and Safety objectives?		
2.2. Are there standards for the allocation of responsibilities and accountabilities?		
• Legislative requirements	Yes	No
• Reporting requirements	Yes	No
• Level of authority	Yes	No
• Location and number of work sites	Yes	No
• Resources available eg. staff and equipment	Yes	No
• Assessing personal capabilities	Yes	No
2.3. Does management communicate responsibilities/accountabilities to line management and others?		
• Written duty statements	Yes	No
• Verbal instruction	Yes	No
• Training	Yes	No
• Written position descriptions	Yes	No
• Reference/Procedure manuals	Yes	No
2.4. Does management evaluate the effectiveness of the performance of persons with allocated responsibilities?		
• Performance appraisal	Yes	No
• Management meetings	Yes	No
• Written reports	Yes	No
• Informal inspections	Yes	No
• Personal communication	Yes	No
• Internal Audits	Yes	No
• Incident frequency and cost analysis	Yes	No



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• Random sampling	Yes	No
• Property damage analysis	Yes	No

Action Plan Element 2

(Record the action required to address each "no" response in the space provided)

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Element 3. Risk Management

	(circle response)	
3.1. Have risks associated with the faculty's/division's/school's activities been identified and assessed (Risk Register)? Eg: equipment use, field trips, inter-campus driving, working after hours.	Yes	No
3.2. Are managers & staff involved in the risk assessment process?	Yes	No
3.3. Are controls in place for identified risks?	Yes	No
3.4. Do system/procedure changes take into consideration effects on health and safety?	Yes	No
3.5. Are new hazards identified, assessed and controlled, and incorporated in the Risk Register?	Yes	No
3.6. Are risk assessments reviewed at least annually?	Yes	No
3.7. Is certification available where required for specified activities? eg bio-hazards, radiation, laser, forklift/crane, workplace registration etc	Yes	No
3.8. Are specific workplace risks managed to ensure a healthy and safe environment eg confined space work, hazardous substances.	Yes	No



Action Plan Element 3

(Record the action required to address each "no" response in the space provided)

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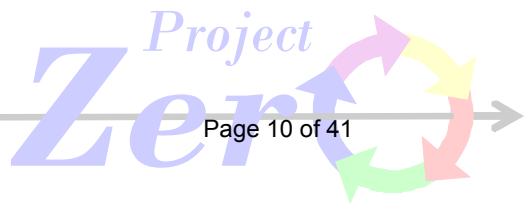
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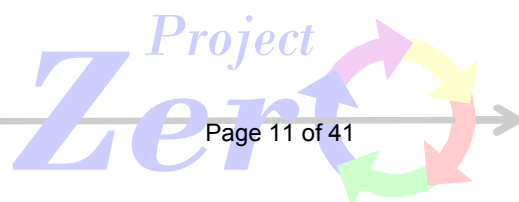
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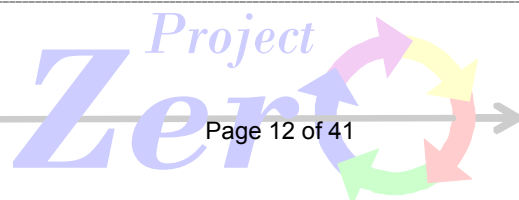
Element 4. Workplace Health and Safety Procedures

Workplace specific issues	(circle response)	
4.1. Has management identified the health and safety issues specific to this workplace, with reference to:		
4.1.1. Certificates of Competency including prescribed occupations	Yes	No
4.1.2. Design, installation and maintenance of plant and equipment (as applicable)	Yes	No
4.1.3. Any of the specific issues listed below which may be applicable to your workplaces:		
4.1.3.1. Physical Hazards:		
• Noise	Yes	No
• Electrical - shock, burns	Yes	No
• Radiation - ultra violet, lasers, x-rays etc	Yes	No
• Thermal - heat, cold	Yes	No
• Lighting - adequate illumination	Yes	No
• Vibration - whole body and hand-arm	Yes	No
• Gravity - falling objects, falls of people	Yes	No
• Kinetic energy - projectiles, penetrating objects	Yes	No
• Mechanical energy - caught between, struck by or against	Yes	No
4.1.3.2. Substance/chemical hazards:		
4.1.3.2.1. Airborne		
• Dusts - eg. wood, asbestos, silica	Yes	No
• Gases - eg. carbon monoxide	Yes	No
• Fumes - eg. metal fume (welding, smelting)	Yes	No
• Vapours - eg. solvents	Yes	No
• Mists - eg. acid, solvent	Yes	No
4.1.3.2.2. Skin contact		



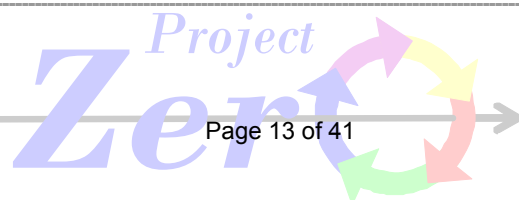
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	• Absorption - eg. pesticides	Yes	No
	• Corrosive - eg. acid, alkali	Yes	No
	• Defatting - eg. solvents	Yes	No
	• Photosensitisation - eg. Creosote affected skin exposed to sunlight	Yes	No
	• Allergic - eg. nickel, epoxy	Yes	No
4.1.3.2.3.	Biological hazards		
	• Bacterial	Yes	No
	• Fungal	Yes	No
	• Viral	Yes	No
	• Parasitic	Yes	No
4.1.3.2.4.	Other hazards	Yes	No
	• Ergonomics - fatigue, shiftwork, workplace design, stress, job variety		
	• Manual handling - lifting	Yes	No
	• Alcohol and drug use	Yes	No
	• Environmental - effect of neighbour activities	Yes	No
	• Workplace violence and security	Yes	No
4.2.	Are standards set which address those specific issues which are present at your workplace? For example: <i>(Note: Items on inspection checklists for plant must be qualified by appropriate standards such as: Manufacturer's specifications, Australian Standards, Codes of Practice and/or developed specifications.)</i>		
	• Legislative requirements	Yes	No
	• Australian Standards	Yes	No
	• Codes of Practice	Yes	No
	• Industry Information	Yes	No
	• Union bulletins	Yes	No
	• National Exposure Standards	Yes	No
	• Operator/maintenance requirements for plant and equipment	Yes	No



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• Consultant's reports	Yes	No
• Information sheets	Yes	No
• Media sources	Yes	No
• Manufacturer's specifications	Yes	No
• Employee input	Yes	No
• Compatible job placement with respect to workplace specific issues	Yes	No
4.3. Does management implement these company standards within the workplace? For example, by:		
• Safe work procedures	Yes	No
• Allocation of resources/responsibilities	Yes	No
• Maintenance/replacement program	Yes	No
• Appropriate job placement eg. pre-placement job specific medical qualifications	Yes	No
• Training	Yes	No
• Use of consultants	Yes	No
4.4. Does management evaluate the effectiveness of the systems? For example, have the following been provided:		
• Accident/illness data	Yes	No
• First aid information	Yes	No
• Local changed circumstances	Yes	No
• Hygiene monitoring (environmental/air)	Yes	No
• External consultants	Yes	No
• Health and Safety Representatives/Officer	Yes	No
• Formal surveys	Yes	No
• Medical monitoring	Yes	No
• Employee feedback	Yes	No
• Workplace inspections	Yes	No
• Health and Safety committees	Yes	No



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<ul style="list-style-type: none">• Programmed inspections of plant, equipment and applicable records	Yes	No
4.5. Does management have a system to revise and correct the process of controlling identified workplace specific issues?	Yes	No



Action Plan Element 4

(Record the action required to address each "no" response in the space provided)

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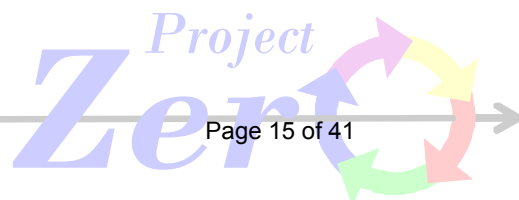
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Element 5. Suppliers, Sub-contractors and Purchasing Controls

(circle response)

5.1. Has management identified controls which comply with the established Health and Safety policy?		
• Suppliers' performance	Yes	No
• Purchasing	Yes	No
• Sub-contractor performance	Yes	No
5.2. Are there any company standards for prior evaluation and the control of suppliers, sub-contractors and purchasing?		
• Legislative requirements eg. design standards	Yes	No
• Nature of materials/equipment used and work performed	Yes	No
• Signed contracts	Yes	No
• Risk assessment	Yes	No
• Storage and disposal	Yes	No
• Sub-contractor induction training	Yes	No
5.3. Has management implemented measures to control new risks associated with products, suppliers or sub-contractors arriving at this workplace?		
• Training in the use of new materials and equipment	Yes	No
• Control (check) mechanisms	Yes	No
• Coordination of sub-contractors		
• Selection of placarding and signage		
• Sighting of maintenance certificates	Yes	No
• Review methods of work	Yes	No
• Delivery of goods	Yes	No
• Security and restricted entry	Yes	No
• Internal communication	Yes	No

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<ul style="list-style-type: none"> • Other 		
5.4. Does management have a system which evaluates the effectiveness of these control measures and items purchased? For example, does this evaluation include the following:		
<ul style="list-style-type: none"> • Supervision 	Yes	No
<ul style="list-style-type: none"> • Periodic Reporting 	Yes	No
<ul style="list-style-type: none"> • Compliance with contract 	Yes	No
<ul style="list-style-type: none"> • Analyse reports/inspection outcomes 	Yes	No
<ul style="list-style-type: none"> • Visual inspection 		
<ul style="list-style-type: none"> • Specific checking 	Yes	No
<ul style="list-style-type: none"> • Other 	Yes	No
5.5. Does management have a system which regularly revises and reinforces the company standards pertaining to suppliers, sub-contractors and purchasing controls?	Yes	No



Action Plan Element 5

(Record the action required to address each "no" response in the space provided)

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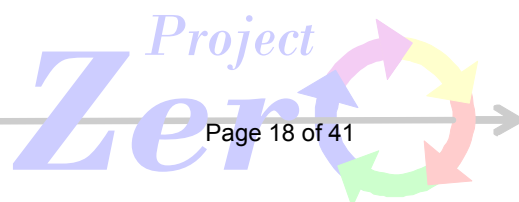
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Element 6. Incident and Hazard Management

	(circle response)	
	Yes	No
6.1. Does management have a system for investigating and recording accidents/incidents, dangerous occurrences and work related illnesses?	Yes	No
6.2. Is there a company standard for investigating and reporting of accidents/incidents? Does this consider:		
• Legislative requirements	Yes	No
• What types of incidents are to be reported	Yes	No
• Appropriate levels of investigation		
• Employees' awareness of the procedures	Yes	No
• Deadlines for actions have been set	Yes	No
• Appropriate forms	Yes	No
6.3. Does management implement these requirements for investigating and reporting accidents/incidents at this workplace? Do you consider any of the following:	Yes	No
• Positions nominated for recording/reporting	Yes	No
• Position/s nominated for investigation	Yes	No
6.4. Does management evaluate the effectiveness of the investigation and reporting systems? For example:		
• Report outcomes are analysed	Yes	No
• Random checks on compliance with systems	Yes	No
• Safety committee feedback	Yes	No
• Management checks the quality of information from investigations	Yes	No
• Feedback received regarding corrective action	Yes	No
6.5. Does management have a process which revises the investigation and reporting systems? Does this process consider:	Yes	No
• Conformity with current legislation	Yes	No
• Changes made to company standards as a result of evaluation	Yes	No



Action Plan Element 6

(Record the action required to address each "no" response in the space provided)

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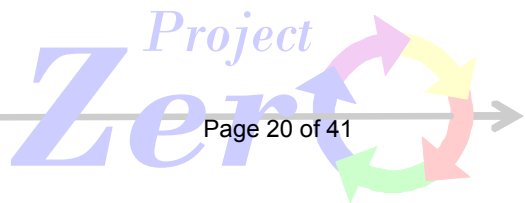
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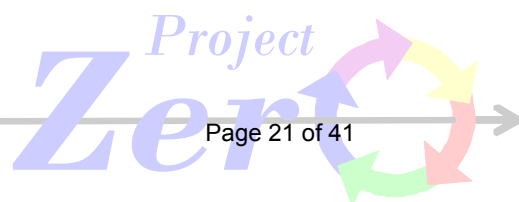
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Element 7. Injury and Illness Management

	(circle response)	
	Yes	No
7.1. Is the injury and illness management policy statement displayed in a prominent place?	Yes	No
7.2. Are staff aware of the policy statement and its contents?	Yes	No
7.3. Do staff know where to go to find further information?	Yes	No
7.4. Does the policy address the following key principles?		
7.4.1. Commitment to legislative obligations for workplace rehabilitation	Yes	No
7.4.2. Policy and procedures developed as a joint worker-management agreement.	Yes	No
7.4.3. Workplace rehabilitation as a normal expectation for all workers who sustains an injury/illness in the course of their employment	Yes	No
7.4.4. All workers made aware that they will be consulted in the development of a safe and graduated suitable duties program	Yes	No
7.4.5. Recognition of the benefits of workplace rehabilitation	Yes	No
7.4.6. Injured workers will not be disadvantaged by participating in workplace rehabilitation	Yes	No
7.4.7. Commitment given to maintaining confidentiality of both written and verbal information	Yes	No
7.4.8. Employer's commitment made to:		
• Early intervention and early return to work	Yes	No
• Multi-disciplinary approach	Yes	No
• Shared responsibility	Yes	No
• Function oriented goals	Yes	No
• Industry (workplace) based rehabilitation	Yes	No
• Durable employment	Yes	No
7.4.9. Commitment made to the provision of suitable duties	Yes	No
7.4.10. The policy statement has a review date	Yes	No

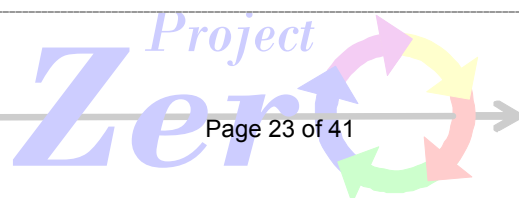


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7.4.11. The policy statement is dated and signed by current CEO/Manager	Yes	No
7.5. Do the policy and procedures address the following key principles?		
7.5.1. Scope and purpose of the policy explained eg.		
• Establishment of a system to support an early and safe return to work for all injured workers	Yes	No
• Promoting a culture of acceptance for workplace rehabilitation	Yes	No
7.5.2. A definition of suitable duties consistent with the legislation is provided, eg: Duties for which the worker is suited having regard to (at least the following points):		
• The nature of the worker's incapacity and pre-injury employment	Yes	No
• Relevant medical information	Yes	No
• The rehabilitation plan for the worker	Yes	No
• Provisions of the employer's workplace rehabilitation policy and procedures	Yes	No
• The worker's age, education, skills and work experience	Yes	No
• Whether it is reasonable to expect the injured worker to attend for suitable duties at another location	Yes	No
• Any other relevant matters	Yes	No
7.5.3. Rights and responsibilities for injured workers:		
Rights:		
• Be able to choose their own doctor	Yes	No
• Compensation for claims accepted by the workers' compensation insurer	Yes	No
• Authorise the Rehabilitation and Return to Work Coordinator to contact their doctor for advice on suitable duties	Yes	No
• Confidential, safe keeping of this personal information	Yes	No
• Be provided with suitable duties, if practicable	Yes	No
• Be consulted in the development of a rehabilitation and/or suitable duties plan	Yes	No

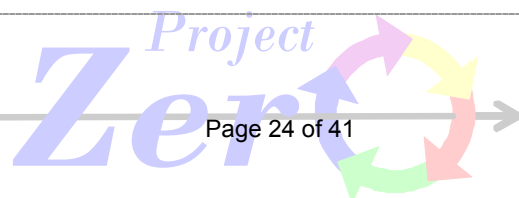
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<ul style="list-style-type: none"> Representation if so desired 	Yes	No
<ul style="list-style-type: none"> Access to an impartial grievance mechanism, which is accessed in the first instance by raising the grievance with the Rehabilitation and Return to Work Coordinator for resolution or escalation. 	Yes	No
Responsibilities:		
<ul style="list-style-type: none"> Apply for workers' compensation 	Yes	No
<ul style="list-style-type: none"> Advise their doctor of the availability of workplace rehabilitation 	Yes	No
<ul style="list-style-type: none"> Actively participate in workplace rehabilitation 	Yes	No
<ul style="list-style-type: none"> Maintain relevant communication with the rehabilitation coordinator 	Yes	No
7.5.4. Role and responsibilities for the workplace Rehabilitation and Return to Work Coordinator		
<ul style="list-style-type: none"> Ensure an efficient system exists for early notification of the rehabilitation and return to work coordinator when workers are injured so as to enable early worker contact regarding rehabilitation 	Yes	No
<ul style="list-style-type: none"> Assist the employer to comply with their duty to report injury to the insurer within 8 days 	Yes	No
<ul style="list-style-type: none"> Advise the insurer of the details of all suitable duties plans, including actual hours worked once the plan commences 	Yes	No
<ul style="list-style-type: none"> Maintain confidentiality of information received including appropriate storage and handling of rehabilitation files to preserve confidentiality 	Yes	No
<ul style="list-style-type: none"> Develop, coordinate and monitor workplace rehabilitation strategies for injured workers (this may include rehabilitation plans and suitable duties plans) 	Yes	No
<ul style="list-style-type: none"> Obtain treating doctor approval for all plans (not required if sufficient information is available on medical certificate or report) 	Yes	No
<ul style="list-style-type: none"> Educate all workers about the Workplace Rehabilitation Policy and Procedures and what to expect when an injury occurs 	Yes	No
<ul style="list-style-type: none"> Educate supervisors regarding their role and responsibilities for rehabilitation 	Yes	No
<ul style="list-style-type: none"> Ensure education about workplace rehabilitation is part of the new staff induction process 	Yes	No



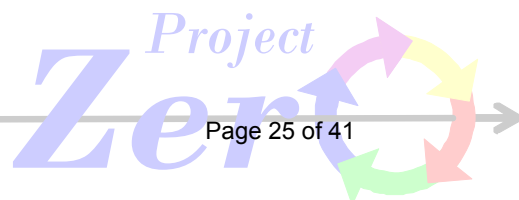
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	<ul style="list-style-type: none"> Promote this organisation's Workplace Rehabilitation program internally to maintain staff's commitment 	Yes	No
	<ul style="list-style-type: none"> Promote the organisation's Workplace Rehabilitation Program to treating doctors so as to build a good working relationship and gain their trust and assistance 	Yes	No
	<ul style="list-style-type: none"> Keep a file for each worker undertaking rehabilitation, including all documents, correspondence, case notes (to be signed and dated) and accounts and ensuring confidentiality of this information 	Yes	No
	<ul style="list-style-type: none"> Maintain relevant statistics regarding workplace rehabilitation 	Yes	No
	<ul style="list-style-type: none"> Ensure currency of the Workplace Rehabilitation policy & procedures and their own Rehabilitation and Return to Work Coordinator accreditation 	Yes	No
	<ul style="list-style-type: none"> Provide injured workers with the opportunity to give feedback on the rehabilitation system and to document this feedback 	Yes	No
7.5.5.	Role and responsibilities for managers, line managers and supervisors		
	<ul style="list-style-type: none"> Offer support and encouragement to any injured worker 	Yes	No
	<ul style="list-style-type: none"> Actively assist the Rehabilitation and Return to Work Coordinator in identifying and coordinating suitable duties 	Yes	No
	<ul style="list-style-type: none"> Adjust workplace procedures and rosters to enable successful implementation of the plan 	Yes	No
	<ul style="list-style-type: none"> Monitor the injured worker's progress in relation to suitable duties. 	Yes	No
7.5.6.	Role and responsibilities for co-workers		
	<ul style="list-style-type: none"> Offer support and encouragement to any injured worker 	Yes	No
7.5.7.	Role of treating doctor		
	<ul style="list-style-type: none"> Provide relevant medical certification 	Yes	No
	<ul style="list-style-type: none"> Provide sufficient information to allow development of suitable duties plans / rehabilitation plans 	Yes	No
7.5.8.	Other key topics		
7.5.8.1.	An explanation of the process from time of injury through to a return to work with normal duties and hours (May include a flowchart showing process and crucial points in the process)	Yes	No



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7.5.8.2.	Copy of the following forms attached for approval:		
	<ul style="list-style-type: none">Injured worker authority for contact with treating doctors/providers	Yes	No
	<ul style="list-style-type: none">Suitable duties plan	Yes	No
	<ul style="list-style-type: none">Letter of introduction to treating medical provider	Yes	No
	<ul style="list-style-type: none">Injured worker survey/feedback form (content to be developed by employer)	Yes	No





Action Plan Element 7

(Record the action required to address each "no" response in the space provided)

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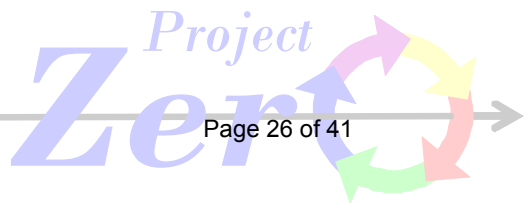
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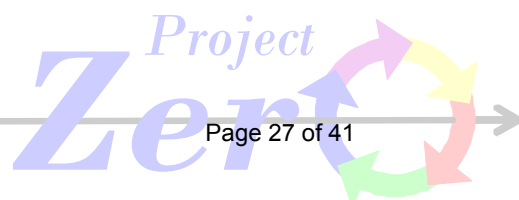




Element 8. Emergency Management

(circle response)

8.1. Has management identified the need for procedures to handle foreseeable emergencies that may affect this workplace? For example:		
• Fire	Yes	No
• Bomb threat/hold up	Yes	No
• Chemical spill/leak	Yes	No
• Flood	Yes	No
• Cyclone	Yes	No
• Medical emergency	Yes	No
• Workplace specific emergency	Yes	No
8.2. Have standard procedures been developed to handle these potential emergencies? For example, do they include provision for:	Yes	No
• Any legislative requirements eg. fire services/placarding	Yes	No
• Employees	Yes	No
• Visitors on site	Yes	No
• Neighbouring businesses	Yes	No
• Surrounding community	Yes	No
• Emergency services	Yes	No
• First aid services/equipment	Yes	No
• Emergency shutdown procedures	Yes	No
8.3. Has management implemented emergency procedures? For example, do the procedures include the following:		
• Appropriate persons have been nominated and their names and positions displayed and communicated	Yes	No
• Training provided for nominated personnel	Yes	No
• Appropriate equipment has been purchased and is available to emergency personnel	Yes	No



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• Employee awareness of emergency procedures	Yes	No
• Relevant emergency authorities are part of the response plan	Yes	No
• Regular maintenance of emergency equipment	Yes	No
• Appropriate placarding, HAZCHEM, exits, fire extinguishers	Yes	No
• Manifests are available	Yes	No
8.4. Does management evaluate the effectiveness of its emergency procedures? For example:		
• Regular emergency drills for appropriate persons	Yes	No
• Checking/testing of emergency equipment	Yes	No
• Appraisal by appropriate emergency authorities	Yes	No
• Performance appraisal of persons responsible for the implementation of emergency procedures	Yes	No
8.5. Does management have a system which revises the appropriateness of current procedures? For example, does it include:		
• Assessment of changing circumstances	Yes	No
• Response to outcomes of the evaluation process e.g. unsatisfactory fire drill	Yes	No



Action Plan Element 8

(Record the action required to address each "no" response in the space provided)

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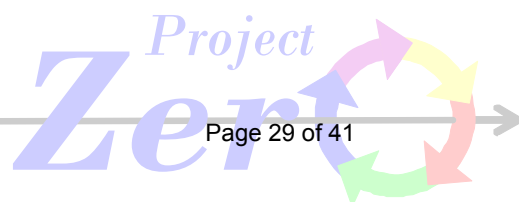
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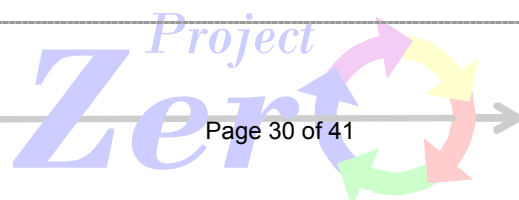
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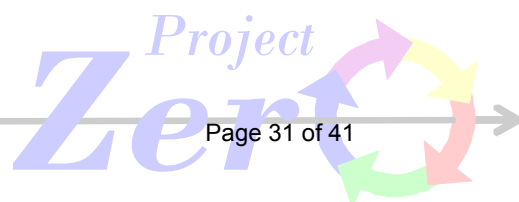
Element 9. Participation and Consultation

	(circle response)	
	Yes	No
9.1. Has management identified appropriate consultative processes to discuss Health and Safety issues at this workplace?		
9.2. Is there a company standard for Health and Safety consultation? For example, does it consider:		
• Legislative guidelines	Yes	No
• Workplace specific needs	Yes	No
• Employee requests	Yes	No
• Industry standards	Yes	No
• Award requirements	Yes	No
• Organisation size and complexity	Yes	No
• Frequency of meetings	Yes	No
• Other	Yes	No
9.3. Has management implemented consultative processes to address health and safety issues at this workplace?		
• Health and Safety committees	Yes	No
• Election/nomination of WHS representatives by employees	Yes	No
• Use of external consultation	Yes	No
• Toolbox meetings	Yes	No
• Other	Yes	No
9.4. Does management evaluate the effectiveness of its health and safety consultative processes? For example, are checks made to ascertain whether the following occur:		
• Employee participation is evident	Yes	No
• Meetings are held regularly	Yes	No
• Committee recommendations are implemented	Yes	No
• Senior management is represented on the committees	Yes	No
• Other	Yes	No



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9.5. Does management have a system for regularly revising its health and safety consultative processes?		
• Formal committee objectives	Yes	No
• Evidence of formal review systems	Yes	No
• Reports or direction from management	Yes	No
• Replacement process for committee members	Yes	No
• Other	Yes	No



Action Plan Element 9

(Record the action required to address each "no" response in the space provided)

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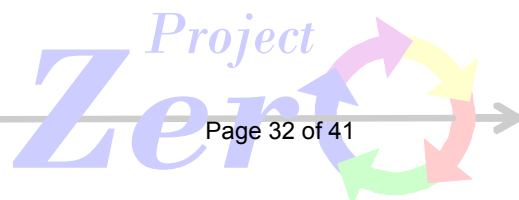
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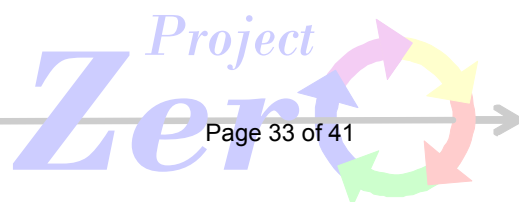




Element 10. Education and Training

(circle response)

10.1.	Has management identified the training needs of all persons within the workplace? The following must have been considered:		
	• Types of occupations		
	• Health and Safety issues	Yes	No
	• Tasks within occupations	Yes	No
	• Critical tasks within occupations		
10.2.	Does management ensure the implementation of the company training program? The auditor will look for evidence that the training is being implemented with reference to the following:		
	• Procedure manuals	Yes	No
	• Maintenance manuals	Yes	No
	• Procedures for high risk jobs	Yes	No
	• Notice boards	Yes	No
	• Risk Management manuals	Yes	No
	• MSDS Reference manuals		
	• Group meetings	Yes	No
	• Personal communications	Yes	No
10.3.	Does management evaluate the effectiveness of the information provided? For example:		
	• Testing awareness	Yes	No
	• Job observations	Yes	No
	• Quality of information	Yes	No
	• Informal inspections	Yes	No
	• Records review eg. Training manuals, Procedure manuals	Yes	No
10.4.	Does management have a process for revising and correcting this system?	Yes	No



Action Plan Element 10

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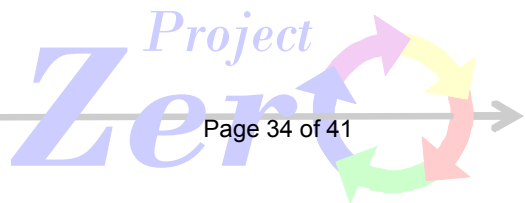
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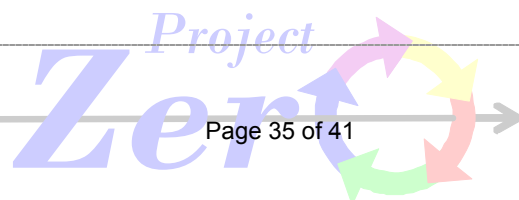
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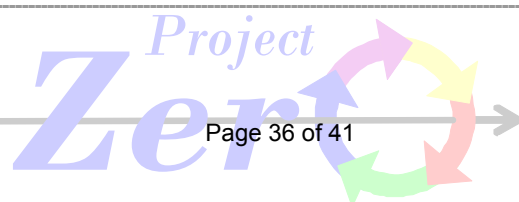
Element 11. Wellbeing

Management and Leadership		(circle response)	
11.1.	Does the organisation have a health and wellbeing policy?	Yes	No
11.2.	Has senior management signed this policy?		
11.3.	Is the policy placed where all employees can view it?	Yes	No
11.4.	Is the policy covered in staff induction practices?	Yes	No
11.5.	Has the organisation developed measurable and achievable goals and objectives for the health and wellbeing program?	Yes	No
11.6.	Does management communicate the importance of health and wellbeing to employees at least once a year?	Yes	No
11.7.	Does management communicate and model the workplace's commitment to health and wellbeing for employees?	Yes	No
Workplace Environment			
11.8.	Has the workplace assessed the following for the development of health and wellbeing programs for employees?		
	• Employee's participation in physical activity and active recreation during or outside of work hours.	Yes	No
	• Characteristics of employees.	Yes	No
	• Employee preferences to physical activity, active recreation and other health and wellbeing initiatives.	Yes	No
	• Workplace environment and facilities employees have access to (showers, lockers and so on)	Yes	No
Employee Health and Wellbeing Knowledge		Yes	No
11.9.	Has the organisation assessed employee's health and wellbeing knowledge, attitude and skills?	Yes	No
11.10.	Does the organisation provide information to educate employees about healthy lifestyle choices?	Yes	No
11.11.	Does the organisation provide information to educate employees about physical activity benefits?	Yes	No
Social Level - Relationships		Yes	No
11.12.	Does the workplace exhibit a positive social climate that encourages employee's participating in physical activity and active recreation?	Yes	No



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11.13.	Do employees perceive support for participating in health and wellbeing activities from co-workers?	Yes	No
11.14.	Do managers demonstrate support for employees participating in health and wellbeing activities/initiatives?	Yes	No
11.15.	Does the health and wellbeing program include families?	Yes	No
Organisational level – Workplace leadership, infrastructure and capacity			
11.16.	Does the workplace infrastructure (for example, resources) support employee’s health and wellbeing?	Yes	No
11.17.	Does the workplace possess a desire to promote health and wellbeing for the employees?	Yes	No
11.18.	Does the workplace have a health and wellbeing champion who can motivate action and support and promote activities?	Yes	No
11.19.	Are health and wellbeing employee champions recognised by the organisation?	Yes	No
11.20.	Are health and wellbeing activities available for all employees (including people with special needs, shift workers and workers at a different location)?	Yes	No
Community Involvement			
11.21.	Have the needs of each workplace location been considered when planning the health and wellbeing program?	Yes	No
11.22.	Has the organisation accessed any community-based services to support the health and wellbeing program?	Yes	No
11.23.	Does the workplace use health and wellbeing information from external?	Yes	No
11.24.	Does the organisation promote and encourage employees to participate in community health and wellbeing activities?	Yes	No
Program Administration			
11.25.	Does the organisation record health and wellbeing initiatives?	Yes	No
11.26.	Does the organisation evaluate health and wellbeing initiatives?	Yes	No
11.27.	Does the organisation evaluate the health and wellbeing program annually?	Yes	No
11.28.	Does the organisation distribute evaluation results to employees?	Yes	No



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AUDIT TOOL

11.29. Are there action plans in place to deal with the results of program and initiative evaluations?

Yes

No



Action Plan Element 11

(Record the action required to address each "no" response in the space provided)

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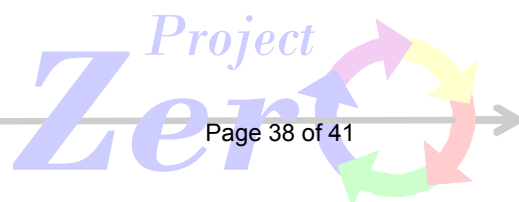
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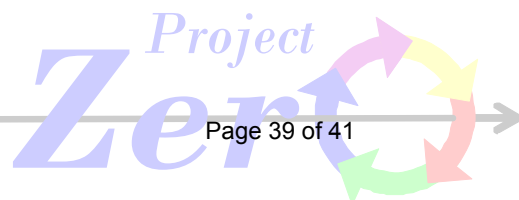
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Element 12. Audit and Survey

Audits		(circle response)	
12.1.	Has management identified the need to conduct regular audits?	Yes	No
12.2.	Has management identified the personnel responsible for conducting the audits	Yes	No
12.3.	Are the audits planned at least 12 months in advance?	Yes	No
12.4.	Do the audits meet the requirements of current legislation, codes of practice etc?	Yes	No
12.5.	Are audits conducted across the following areas of the University?		
	• Faculty of Arts	Yes	No
	• Faculty of Sciences	Yes	No
	• Faculty of Engineering and Surveying	Yes	No
	• Faculty of Education	Yes	No
	• Faculty of Business	Yes	No
	• Office of Facilities Management	Yes	No
	• Division of ICT Services	Yes	No
	• Residential colleges	Yes	No
	• Student Administration	Yes	No
	• The Library	Yes	No
	• Student Services	Yes	No
	• Distance and e-Learning Centre	Yes	No
	• Learning and Teaching Support Unit	Yes	No
	• Centre for Australian Indigenous Knowledges	Yes	No
	• Springfield	Yes	No
	• Fraser Coast	Yes	No
	• Queensland College of Wine Tourism (Stanthorpe)	Yes	No



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- Student Guild

12.6.	Are audit actions tracked until closure?	Yes	No
12.7.	Are audits reported to the Executive Workplace Health and Safety Committee?	Yes	No

Surveys

12.8.	Are surveys planned to be conducted on a regular basis across the University?	Yes	No
12.9.	Do survey results get analysed and used in planning for health and safety management?	Yes	No
12.10.	Are survey results summarised and presented to the Executive Workplace Health and Safety Committee?	Yes	No



Action Plan Element 12

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