

Audit Tool (short version for use by all areas)

Introduction

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

The tool has been developed to be used by personnel who have been identified by management or their Workplace Health and Safety Committee as responsible for the conduct of audits. This audit is to be conducted at least annually in all faculties, divisions, schools and sections. USQSafe staff will also be conducting a University wide audit using the full version of this tool.

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.

AUDIT TOOL

Element 1. Management Commitment

Policy	(circle response)	
1.1. Is the University Workplace Health and Safety policy displayed in a prominent place and is it available to all personnel within the work area?	Yes	No
1.2. Do management actions in this work area reflect the attributes of the policy?	Yes	No
1.3. Does management communicate the policy objectives to all employees and others at this workplace?	Yes	No
1.4. Does management evaluate the effectiveness of communicating the policy objectives by visiting training sessions, checking notice boards, attending health and safety meetings etc?	Yes	No
Provision of Information		
1.5. Does management provide relevant information at this workplace? for example: procedure manuals, maintenance manuals, procedures for high risk jobs, notice boards, SDS reference manuals, group meetings	Yes	No

Action Plan Element 1

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

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AUDIT TOOL

Element 2. Safety Organisation Structure

	(circle response)	
2.1. Has management identified the positions/personnel responsible for running and organising safety management?	Yes	No
2.2. Does management communicate safety 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

Action Plan Element 2

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

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AUDIT TOOL

Element 3. Risk Management

	(circle response)	
3.1. Have risks associated with the work area’s activities been identified and assessed (Risk Register)? E.g. 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? e.g. 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 e.g. 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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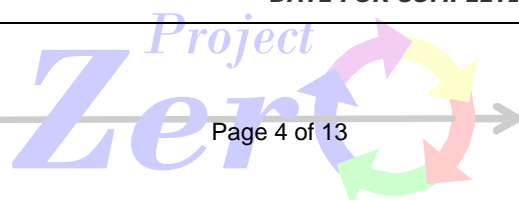
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AUDIT TOOL

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 such as:		
4.1.1. Physical Hazards (noise, electrical, radiation, thermal, lighting, vibration etc).	Yes	No
4.1.2. Substance/chemical hazards (dusts, gases, fumes, skin contact, allergic reactions, biological).	Yes	No
4.1.3. Other hazards (ergonomics, manual handling, alcohol and drug abuse, environmental, workplace violence).	Yes	No
4.2. Is guidance/standards provided for the specific issues identified above?	Yes	No
4.3. Does management implement and enforce these standards within the workplace?	Yes	No

Action Plan Element 4

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

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AUDIT TOOL

Element 5. Suppliers, Sub-contractors and Purchasing Controls

	(circle response)	
5.1. Does management have a system for controlling the purchase of products and services to ensure compliance with WH&S standards?	Yes	No
5.2. Does management ensure all personnel are trained on new equipment?	Yes	No
5.3. Does management have a system to ensure contractors meet the requirements of the University's WH&S standards?	Yes	No
5.4. Are contractors actively controlled such as 'sign in/sign out' procedures?	Yes	No

Action Plan Element 5

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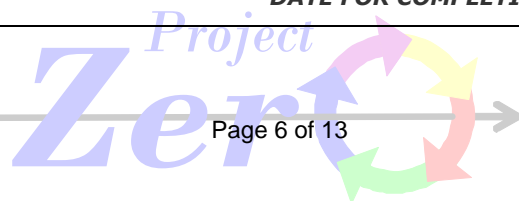
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AUDIT TOOL

Element 6. Incident and Hazard Management

	(circle response)	
6.1. Are all incidents and hazards reported in this workplace?	Yes	No
6.2. Do all personnel know how to report an incident or hazard?	Yes	No
6.3. Do supervisors and senior management check all incident/hazard reports before release to USQSafe?	Yes	No
6.4. Are all incident and hazard reports raised for review at WH&S meetings or other meetings?	Yes	No

Action Plan Element 6

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AUDIT TOOL

Element 7. Injury and Illness Management

	(circle response)	
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. Do supervisors and managers know their responsibilities in regards to injury and illness management?	Yes	No

Action Plan Element 7

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AUDIT TOOL

Element 8. Emergency Management

	(circle response)	
8.1. Are emergency procedure checklists or flipcharts available at each workstation?	Yes	No
8.2. Are evacuation maps or plans displayed on each level in a prominent place?	Yes	No
8.3. Have building, floor and general wardens been identified for this workplace?	Yes	No
8.4. Are wardens equipped with helmets, vests and instructions?	Yes	No
8.5. Has an emergency evacuation exercise been conducted in the previous 12 months?	Yes	No
8.6. Are all staff instructed in the use of fire fighting equipment?	Yes	No

Action Plan Element 8

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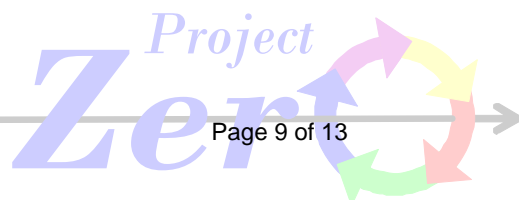
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AUDIT TOOL

Element 9. Participation and Consultation

	(circle response)	
9.1. Is there a Workplace Health and Safety Committee for this area?	Yes	No
9.2. Does the senior manager/executive attend the WH&S meetings?	Yes	No
9.3. Are Workplace Health Safety Representatives (WHSRs) elected for this committee?	Yes	No
9.4. Are HSRs provided training if requested?	Yes	No
9.5. Does the WH&S committee meet regularly (at least quarterly)?	Yes	No
9.6. Are all staff encouraged to provide agenda items for WH&S committee meetings?	Yes	No

Action Plan Element 9

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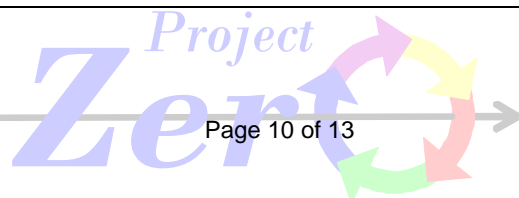
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AUDIT TOOL

Element 10. Education and Training

		(circle response)	
10.1.	Has management identified training the needs of all persons within the workplace?	Yes	No
10.2.	Is induction training provided annually and for all new staff?	Yes	No
10.3.	Is training provided for all new equipment/processes?	Yes	No
10.4.	Are staff encouraged to attend regular training sessions such as Tea Break Talks or safety training provided by USQSafe?	Yes	No
10.5.	Do managers and supervisors in this area attend the same training as the staff?	Yes	No
10.6.	Does management keep a record of all training provided?	Yes	No
10.7.	Are staff prevented from using equipment they have not been trained on?	Yes	No

Action Plan Element 10

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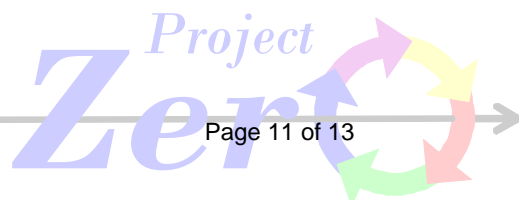
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Element 11. Wellbeing

		(circle response)	
11.1.	Are staff in this area encouraged to participate in the Fit & Well program?	Yes	No
11.2.	Do staff know about the Fit &Well program?	Yes	No
11.3.	Are change room facilities provided in this workplace?	Yes	No
11.4.	Is Fit & Well available to all employees (including people with special needs, shift workers and workers at a different location)?	Yes	No
11.5.	Do managers demonstrate support for employees participating in Fit & Well activities/initiatives?	Yes	No
11.6.	Does the workplace have a health and wellbeing champion who can motivate action and support and promote activities?	Yes	No

Action Plan Element 11

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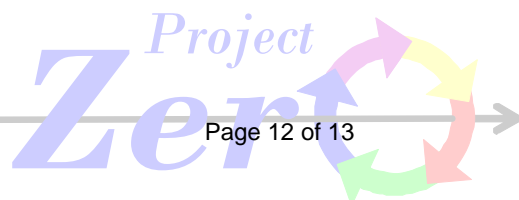
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AUDIT TOOL

Element 12. Audit and Survey

Audits		<i>(circle response)</i>	
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.	Are audit actions tracked until closure?	Yes	No
12.5.	Are audits reported to the area Workplace Health and Safety Committee?	Yes	No

Action Plan Element 12

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