Date of Audit: Auditee: Site Manager:

Address: Contact Details:

Auditor: Telephone:

1 Policy and/or Procedure	Hazard Management Procedure, Injury Incident Reporting and Investigation, and Plant Management.
2 Audit objective	To test and evaluate conformance against the requirements of the above mentioned policy/procedure and to ascertain and report on the level of effectiveness using performance indicators to benchmark against procedural key elements.
3 Scope	The audit will examine the administrative procedures, processes and management practices in relation to Hazard Management, Injury Incident Reporting and Investigation and Plant Management to ensure that DECD WHS Policies, procedures and safe operating procedures are being effectively implemented.
4 Methodology	This audit is to be conducted over a 3 day period and will involve a workplace inspection of the site, review of supporting documentation and interviews with the Site Manager (Principal), Business Manager, SSO, teacher, D&T coordinator, groundsperson/maintenance person, HSC Chairperson, Health and Safety Representative (if relevant) and any other member of staff who has been delegated a task relating to the above procedures.
5 Documentation Requirements	The site is to make the following documentation available to the auditor. Examples include: Site Risk Register, Site Corrective Action Log, Staff Training Records/Register, Training Needs Analysis, Training Matrix, staff Performance Development Plans, vaccination promotion information, first aid books/observation books, staff and contractor induction records, local procedures, emails relating to WHS issues, completed Risk Assessments (camps/excursions, fetes, carnivals, sports days, curriculum practical activities, plant, driving/transporting clients/ hazardous chemicals, hazardous manual tasks, inclement weather, infection control), 12 months of IRMS reports, 12 months of hazard reports, staff meeting minutes, HSC meeting minutes, asbestos register, workplace inspection checklists, Plant Risk Register, plant risk assessments, SOPs, maintenance schedules/records, daily safety checklists for plant, Plant Pre Purchase Checklists, Hazard Checklists for the Disposal of Plant, Conditions of Acceptance of Plant form.
5 Rating Criteria	Conformance = Meets all essential criteria in policy/procedure Partial Conformance = Meets all essential criteria however planning, implementation and consultation needs improvement Non Conformance = No evidence of a process in place to meet performance criteria

6 Verification	Site Manager is to confirm: • The HSR (if relevant) has been advised of the WHS Internal Audit and their availability. • A suitable room with a door to enable interviews with staff to be conducted uninterrupted. • Chairs for 5 people. • Required staff are available at a time to be agreed. • Access to power points and amenities. • Documentation as outlined above are available.

DAY 1		
DATE:	**SESSION**	**PARTICIPANT/S**
8.00 am – 9.00 am	Entry Meeting: • Induct Auditor to school and emergency processes • Review the objectives, scope and methodology of the audit • Establish communication links with key staff • Confirm staff availability, resources and facilities required	• Site Manager • Business Manager • HSR (if relevant) • HSC Chairperson (if relevant) • Selected Staff as requested by Site Manager
9.00 am – 10.30 pm	Workplace inspection	• Auditors • Site Manager to confirm accompanying staff
10.30 am – 12.30 pm	Documentation review	• Auditors • Business Manager • HSR (if relevant)
12.30 pm – 1.00 pm	Lunch break	
1.00 pm – 3.30 pm	Documentation review	• Auditors • Business Manager • HSR (if relevant)
3.30 pm – 4.00 pm	Debrief meeting to discuss findings/issues (if any) and confirm the agenda for the next day.	• Auditors • Site Manager/Business Manager

DAY 2		
DATE:	**SESSION**	**PARTICIPANT/S**
8.00 am – 12.00 pm	Documentation review	• Auditor • Business Manager • HSR (if relevant)
12.00 pm – 12.30 pm	Lunch break	
12.30 pm – 1.15 pm	Individual interview with Site Manager	• Auditor
1.15 pm – 3.30 pm	Interviews with selected staff (to be scheduled by the Site Manager subject to availability of the staff and operational requirements)	• Auditor • Business Manager • HSR (if relevant) • HS Committee Chairperson (if relevant) • Random Teacher • D&T Coordinator (for plant processes) • Random School Services Officer • Groundsperson/Maintenance Person • Any other staff member identified as critical to the activity under audit
3.30 pm – 4.00 pm	A debrief meeting to discuss any requests/issues/findings discovered during the interview process (if any) and to confirm the agenda for the following day	• Auditor • Site Manager/Business Manager

DAY 3		
DATE:	**SESSION**	**PARTICIPANT/S**
8.00 am – 10.00 am	Documentation review	• Auditor • Business Manager • HSR (if relevant)
10.00 am – 12.00 pm	Interviews with selected staff (to be scheduled by the Site Manager subject to availability of the staff and operational requirements)	• Auditor • Business Manager • HSR (if relevant) • HSC Chairperson (if relevant) • Random Teacher • D&T Coordinator (for plant processes) • Random School Services Officer • Groundsperson/Maintenance Person • Any other staff member identified as critical to the activity under audit
12.00 pm – 12.30 pm	Lunch break	
12.30 pm – 3.30 pm	Finalise documentation review and collate findings	• Auditor
3.30 pm – 4.00 pm	Exit meeting	• Site Manager • Business Manager • HSR (if relevant) • HSC Chairperson (if relevant) • Selected Staff