Health & Safety Auditing

No matter what health and safety challenges your workplace faces, **Work Health & Safety Australia Consultancy** provides a full range of services, working with you to assess your needs, evaluate options and develop solutions.

Work Health & Safety Auditing

WH&S Audits & **Safety Gap Analysis** are proactive approaches to ensuring your organisations **Safety System** are effective and comply with current WH&S legislation. Safety auditing is a systematic, ongoing and periodic review of the entire workplace health and safety management system, including the policy and programs used to promote WH&S and prevent workplace accidents/incidents and work related illnesses. Audits are conducted to determine the effectiveness of management systems and to identify the strengths and opportunities for improvements. Initial health and safety audit can be used to establish standards against which future audits can be measured. A WH&S audit provides an objective outlook of the status of workplace health and safety management within the workplace.

Legislative Compliance Audits

These types of audits can be specific and undertaken to determine if workplace practices are meeting legislative requirements. Compliance audits are conducted to ensure the workplace meets the requirements of the Queensland *Work Health and Safety Act 2011*, Codes of Practice and Australian Standards. A compliance audit will identify hazards, unsafe work practices and procedures, and systems of work that do not meet legislated standards.

The hazards addressed during a legislative compliance audit are determined by the workplace environment along with information obtained from specific training, relevant injury data and industry input. The outcomes of legislative compliance audits conducted give results that indicate if compliance is being achieved or if further actions are required to meet legislative standards.

Hazard Specific Audits

Hazard specific audits address particular issues such as manual handling or using hazardous substances, and involve the inspection and testing of current workplace control methods. This type of audit has a narrow focus and looks at the effectiveness of policies and procedures in dealing with specific hazards. These audits differ from compliance audits in that the standards set by the workplace to address a risk of injury may exceed legislative requirements. The *Work Health and Safety Act 2011* does not mandate a formal hazard based assessment of the workplace but expects inspections to be done. The common elements included in this type of general workplace hazards audit include:

1. Hazard identification, risk assessment and control
2. Work environment
3. Noise
4. Plant
5. Electrical
6. Hazardous substances
7. Manual tasks
8. Information, instruction, training and supervision

Safety Management System (SMS)

Safety Management Systems are an integral part of every business and provide a systematic, explicit and comprehensive process for managing safety risks. They are designed to integrate with other management systems and establish the framework of compliance with WHS legislation. Woven into the fabric of an organization, an SMS becomes part of the culture, the way people do their jobs.

Management systems audits have a wider scope, and address various areas including Hazards, Risk Assessments, Risk Controls, Incident management, Job safety Analysis, Safe Work Method Statements, and Safe working procedures. It also looks at workplace structures, planning activities, responsibilities, implemented procedures, review cycles, and measurement/evaluation issues. As such, the SMS is a planned, documented and verifiable method of managing WHS to ensure the safety of staff, visitor, contractors, and the safety of your company as a whole.

Health & Safety Auditing

WHS Audits & Safety Gap Analysis

Our comprehensive safety audits are completed by a highly qualified industry specialist and cover a wide range of safety assessments. The objective of the audit is to determine what degree the company complies with the current WHS Legislative, identify strengths, and provide opportunities for improvements to reduce the risk of workplace injuries and illnesses. We will identify key areas that may require immediate attention and work with you to implement WHS improvement plans and initiatives.

Safety Audits are conducted in accordance with appropriate Legislative and Industry best practice requirements. In addition to the interviewing of workers, the facility, equipment, conditions and controls, we review and evaluate existing documentation, workplace philosophy and practices to determine the degree of compliance and performance.

The **Audit Report** looks at 25 various categories across all areas pertaining to safety and aims to:
- Assess compliance of the management system with the following, (but not limited to):
  - Work Health & Safety Act 2011
  - Work Health & Safety Regulation 2011
  - Building Fire Safety Regulations 2008
  - Electrical Safety Act 2002 & Regulations 2013
  - AS 4801 – Safety Management Systems
  - AS 4360 – Risk Management
  - Various Codes of Practice both in QLD & Nationally
  - Relevant Australian / New Zealand Standards
- Ensure the management system is aimed at controlling/improving WHS performance and reducing the risk of work related injuries and illnesses.
- Broadly review the level of existing WHS performance and operational controls.
- Provide feedback to facilitate the development of a WHS management system

Following completion of the SMS Audit you will be provided with a detailed **Audit Report** of all findings, highlighting company strengths and providing a list of prioritised recommendations for improvement.

For further information please contact our office or refer to our website for OHS consulting services.