

WSMP **Independent Audit Summary**

The shading used throughout the tool indicates the levels as above

♦ primary = Programme entry level requirements	
♦ secondary = consolidation of good practice	
♦ tertiary = continuous improvement, best practice framework	no shading

The employer needs to meet the primary level requirements as detailed in each section of the standard to gain entry to the Programme, and continue to meet these requirements in subsequent annual audits to remain in the Programme.

1. Employer Commitment to Safety Management Practices

(reference to AS/NZS 4801:2001 Section 4.2, 4.4 and 4.6)

Objective:

The employer is able to demonstrate an active, consultative commitment to all areas of health and safety management in the workplace.

Details of requirements	Verified By:	Achieved Yes/No?	Remarks
1. There is a documented health and safety policy.	1. Policy document	Y	Pg 14 of manual
2. The policy is authorised by current CEO or other senior management* representatives.	1. Appropriate signature, position and date	Y	Manual signed (authorized) by General Manager July 2007.
	2. Process for senior management to review policy document at least every 2 years	Partially	Pg 15 Planning & Review – no evidence this has been done
3. The policy incorporates management commitment to comply with relevant legislation, regulations, codes of practice and safe operating procedures.	1. Policy document includes statement of commitment to comply with relevant standards	Y	Lists Associated Documents - ? commitment Pg 15 Compliance
4. The policy includes specific understanding of management	1. Policy document includes management commitment to health and safety	Y	4.2 H&S Roles & Responsibilities

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Details of requirements	Verified By:	Achieved Yes/No?	Remarks
responsibilities for health and safety.	2. Specific health and safety co-ordination roles are designated at senior management* level	Y	Pg15 Ensure managers/ coordinators have an understanding of H&S relevant to their position.
	3. Management positions are reviewed against the performance of designated health and safety responsibilities.	N	
	4. Evidence that individual management performance has been reviewed against health and safety responsibilities	N	
5. The policy includes an outline of individual employee responsibilities for health and safety.	1. Policy document states individual responsibilities for health and safety in the workplace	Y	4.1 Employee participation
6. There is commitment to consultation with union and other nominated employee representatives* regarding participation in health and safety management.	1. Policy document includes statement of support for employee consultation and participation	Y	4.1 Employee participation
7. There is specific management commitment to accurate reporting and recording of workplace incidents and injuries.	1. Health and safety documents include a specific statement requiring accurate reporting and recording	Y	4.1 Accident Reporting & Investigation
	2. Records of this requirement included in performance review of management roles	N	
8. There is commitment to continuous improvement in health and safety.	1. Indicative statement in policy document	Y	Pg 15 Planning & Review
	2. Evidence that a system exists for the review of health and safety related policies by senior management* to ensure their ongoing effectiveness (for example records of reviews or a documented review procedure or checklist)	N	Show evidence – Senior Executive Management Team review
	3. Evidence that excellence in health and safety management and innovation by staff is formally recognised (e.g. recognition in staff newsletter, reward for innovative ideas)	Partially	Weekly newsletter
9. There is specific commitment to ensure managers (including senior management*) have an understanding of health and safety management relative to their positions.	1. Evidence of this commitment in policy statement, position descriptions (or similar)	Y	Pg16 4.2 Employer (Management) Responsibilities
	2. Evidence that senior management* have been involved in health and safety (e.g. seminars, briefings, conferences, training sessions) within the previous 2 years	N	
10. There is specific commitment by management to support the safe and early return to work of their injured employees.	1. Health and safety documents that include a statement of commitment	Y	Pg16 4.2 Employer (Management) Responsibilities
	2. Information provided to management staff on how to support safe and early return to work	Partially	Pg17 4.2 Employee Responsibilities – require evidence
	3. Evidence of management involvement in supporting safe and early return to work(where applicable)	Y	Return to Work and Graduated Return to Work plans – show evidence

* Please refer to definition

Employer commitment to safety management practices:

Standard achieved: (comments and commendations)

Critical issues:

Recommendations for improvement:



2. Planning, Review and Evaluation

(reference to AS/NZS 4801:2001 Section 4.3, 4.4 and 4.5)

Objective:

The employer is able to demonstrate a focus on continuous improvement through a systematic approach to occupational health and safety that includes setting specific objectives, establishing and supporting systems or programmes to achieve objectives, regular review of progress and evaluation of outcomes.

Details of requirements	Verified By:	Achieved Yes/No?	Remarks
1. There is a process to ensure that health and safety management for the workplace is reviewed.	1. Process to review health and safety management annually	Y	Due to be done
	2. Process to review health and safety management that occurs after a critical event and/or if there is a change in work procedures or health and safety policy	N	
2. Health and safety objectives are set that are appropriate to the size and type of business, relevant to each level within the business and related to identified hazards. (where relevant) (NB: objectives set should be "SMART" ~ Specific ~ Measurable ~ Achievable ~ Realistic ~ Time-bound)	1. Documented objectives and management plan to achieve objectives	N	Need to document i.e. all H&S Committee members attend CTU H&S Training.
	2. Procedure to review objectives annually	N	Document if 1.2.1 above completed – if not why not
	3. Evidence that health and safety objectives have been reviewed	Partially	H&S committee minutes H&S report to Executive Management Team
	4. Evidence that senior management* and union* and other nominated employee representatives have been included in annual review and setting of objectives	Partially	H&S meeting minutes show senior management, union and/or nominated employees involved with setting H&S objectives
3. There is an established consultative process to review and evaluate the effectiveness of hazard management.	1. Process or planning documents (or similar)	N	
	2. Minutes, schedules (or similar) to show there is annual review of the effectiveness of hazard management processes	N	

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* Please refer to definition

3. Hazard Identification, Assessment and Management

(AS/NZS 4801:2001 Section 4.3 and 4.4)

Objective:

The employer has an active method that systematically identifies, assesses and manages the actual and potential hazards in the workplace, over which the employer has authority or influence.

Details of requirements	Verified By:	Achieved Yes/No?	Remarks
1. There is a systematic procedure to identify and record actual and potential hazards in the workplace.	1. A procedure that covers an understanding of the range of hazards including (for example) work organisation, job design and hazards facing employees working off-site	Y	H&S meetings reviewed Employees report hazards
	2. Review of hazard registers to support process in action	Y	Past hazards
	3. Records of regular review of the hazard identification and recording process	N	
2. There is a process to assess identified hazards to determine which hazards are significant* according to the definition in the health and safety in employment legislation.	1. Documented definition of significance	N	Needs to be documented
	2. Process to demonstrate the identification of significant hazards and evidence of implementation of this process	N	Scoring system – Severity and Probability scales
	3. The hazard register (or similar) identifies which hazards are significant	Partially	Hazards listed not – significance not rated
3. There are appropriate controls in place for each significant hazard based on the hierarchy in the HSE Act 1992 to either - a) eliminate the hazard completely - b) isolate the hazard to prevent the exposure to that particular hazard, or - c) minimise the impact of the hazard.	1. Procedure for developing appropriate controls	N	
	2. Details of controls developed for significant hazards	N	Documented controls, use of Codes of Practice, legislative requirements Eliminate, Isolate, Minimise – needs to be considered
	3. Process for the issue, renewal and maintenance of safety equipment related to significant hazards including personal protective equipment	Y	Personal Alarms – annual check
	4. Evidence that controls developed for significant hazards are based on appropriate documentation or advice (where applicable)	Y	Documentation on Personal Alarms
4. There are appropriately trained and / or experienced people leading the identification and management of hazards.	1. Records of training, and / or skills and experience for people leading hazard management	Y	
	2. Evidence of ongoing training or increased experience for people leading hazard management that has occurred within the previous 2 years	Y	Staff records

* Please refer to definition

Details of requirements	Verified By:	Achieved Yes/No?	Remarks
5. There is a procedure for obtaining specialist advice for managing specific hazards, where this competency is not available through internal staff.	1. Procedure to support the appropriate use of specialist advice (e.g. the management of hazardous substances, monitoring of noise levels or assessment of workstations)	Partially	Check with CDHB H&S Manager Check relevant websites – DoL, ACC Need procedure written down
	2. Accessibility of reference information for all staff (e.g. hard copy or electronic) that includes relevant legislation, regulations, codes of practice, safe operating procedures, MSDS etc	Partially	Houses have H&S Manual MSDS in houses e.g. oxygen Office notices
	3. List or information about availability of internal or external health and safety specialist advice (where applicable)	Partially	H&S Manual on wall H&S Reps Quality Manager of Organisational Development Restraint review committee
6. There is a schedule documenting the minimum review timetable to monitor significant hazards that have been isolated or minimised.	1. Hazard review timetable appropriate for particular identified hazards	N	2 yearly – ? annually
	2. Responsibilities assigned for ensuring timetable is met and signed off at each period	N	Require – role of person to sign off, review dates
7. There is active management of hazards associated with any new or modified equipment, material, services or work processes introduced into the workplace.	1. Hazard identification and management documents	N/A	Limited new/modified equipment
	2. A process for consultation with relevant health and safety personnel in the purchase or implementation of new or modified equipment, material, services or processes	Y	Example if purchasing a new hoist will request supplier to supply all necessary information on safe use.
	3. Evidence of health and safety issues incorporated into purchasing and design decisions (where applicable)	N	
8. There is an ongoing opportunity for the active involvement of union and other nominated employee representatives* in identifying and managing hazards in the workplace.	1. Evidence of employee consultation or active involvement in hazard management, or the provision of ongoing opportunities for involvement (process document accepted for new applications)	Y	Employee hazard management/hazard forms
9. There is a process to identify and manage any areas of the workplace requiring specific health monitoring in relation to tasks being undertaken (where applicable).	1. Process to identify tasks requiring monitoring and ongoing regular testing	N/A	
	2. Process to undertake baseline monitoring of health related to identified tasks and to notify results to employees (e.g. hearing tests, lung function tests)	N/A	
	3. Process for post-critical event testing and exit testing	N/A	
	4. Process to manage sub-optimal test results that includes consideration of individual medical and vocational needs	N/A	

* Please refer to definition

4. Information, Training and Supervision

(AS/NZS 4801:2001 Section 4.4)

Objective:

The employer will ensure that all employees are informed of their own responsibilities and the employer's responsibilities for health and safety in the workplace. The employer will ensure that employees have specific knowledge concerning management of the hazards to which they are exposed through workplace procedures, environment, equipment and materials.

Details of requirements	Verified By:	Achieved Yes/No?	Remarks
1. There is appropriate health and safety induction training for new employees and employees transferring to a new environment, role or task.	1. Evidence of staff health and safety induction training that includes consideration of the following needs (where appropriate): - emergency procedures - incident and injury reporting - hazard identification - employer and employee responsibilities - the process for employee health and safety representation - information about the health and safety forum(s) - designated roles for health and safety and rehabilitation - work injury claims process - rehabilitation responsibilities - use and maintenance of relevant health and safety equipment, including personal protective equipment(e.g. checklist, training information)	Y	Induction package Buddy system
	2. Signed employee induction training records (or similar individual verification)	Y	Show evidence
2. There is identification of health and safety training needs in relation to hazards associated with specific roles, tasks or areas of work.	1. Procedure to identify training needs for specific roles, tasks, or areas of work (e.g. training needs assessment or training plan linked to hazard management)	Y	Show evidence i.e. buddy comments to alert extra training required.
3. All health and safety information and training is delivered so that the key messages are clearly understood, taking into account language, literacy, vision, hearing or other variables.	1. A process to determine that health and safety information and training has been understood	Y	Show evidence
	2. Signed employee training records (or similar individual verification)	Y	Show evidence
	3. Evidence that task-specific training has occurred (e.g. certification, training records or similar where applicable)	Y	Show evidence
	4. A process for 'bring-up' reminder facility for recurring training or certification requirements including assignment of responsibilities for this process	?	In process – can be reminder on computer or a wall planner showing dates of required re-certification/refreshers

Details of requirements	Verified By:	Achieved Yes/No?	Remarks
	5. Evidence to demonstrate that competency has been achieved following specific health and safety training (e.g. written or oral tests, certifications, practical skill demonstrations including on-the-job assessment)	?	Induction checklist Buddy checklist Annual Practice Certificate sighted (photocopy)
4. There is access to internal staff members with the relevant skills, experience or qualifications to undertake training.	1. Guideline document (or similar) outlining health and safety trainer selection criteria	Y	Document i.e. Manager trains Coordinator who trains Support Worker
	2. Records of internal trainer's skills, experience or qualifications	Y	Show evidence i.e. copy of APC's, personal files
5. There is a process to determine the relevant skills, experience or qualifications of external trainers used for specific training requirements	1. Selection criteria or similar for use of external trainers (where applicable)	N	Document i.e. experience, history, references, qualifications
6. There is a system for controlling health and safety related documents and information including the dissemination of applicable information to all staff and notification of outdated documents.	1. Document control system (paper based or electronic)	Y	H&S Manual dated
	2. Dates on health and safety documents at operational sites	Y	H&S Manual dated
	3. Role-specific responsibilities to review health and safety documentation control	N	Hazard Register – each hazard needs review date and who (role not individuals name) is to review hazard Role of person who has over all responsibility to review H&S documentation i.e. Quality Manager of Organisational Development
7. Health and safety information specific to the workplace is available to all employees.	1. Access to further information is included in health and safety information available in the workplace (e.g. posters, signs, training, Intranet, briefings, meeting schedules or similar)	Y	H&S Manual H&S Committee Minutes
8. Supervision for employees undergoing on-the-job training is provided by experienced and skilled staff to ensure the employee's newness to the task or role does not endanger themselves, others or equipment.	1. A process that requires assessment of relevant experience and skills for the supervision of employees undergoing on-the-job training	Y	Buddy system
	2. A process for the clear designation of responsibility for supervision of new employees	Y	Buddy system

<i>Information, training and supervision:</i>
Standard achieved: (comments and commendation)

Critical issues:
Recommendations for improvement:

5. Incident and Injury Reporting, Recording and Investigation

(AS/NZS 4801:2001 Section 4.4 and 4.5)

Objective:

The employer has an active reporting, recording and investigation system that ensures all incidents and injuries are reported and recorded, and the appropriate investigation and corrective action is taken. The terms incidents and injuries in this context include all “near miss” or “near hit” events, work-related illnesses and injury events that harmed or might have harmed any employee during the course of their work.

Details of requirements	Verified By:	Achieved Yes/No?	Remarks
1. There is a system for reporting, recording and analysing all incidents, injuries and work-related illnesses.	1. Documented procedure	Y	
	2. Incident and injury (accident) reporting forms	Y	
	3. On-site incident and injury (accident) registers	Y	Red folder each house
	4. Procedures requiring early and prompt attention to all reported incidents and injuries	Y	Require timeframe i.e. all accidents/injuries to be reported before end of duty
	5. Collation of all injury and incident data into a central record for analysis	Y	Started with monthly report to board
2. All employees understand their specific responsibilities to report incidents, injuries and workplace illnesses that have or might have harmed anyone in the workplace.	1. Reporting systems available in all work areas (e.g. forms in hard copy or on-line)	Y	Red folders all documents
	2. Staff communications, team briefings, health and safety meeting minutes	?	H&S committee
	3. Examples of completed incident and injury reports (where applicable)	Y	Show evidence
3. When serious harm occurs to an employee the Occupational Health and Safety Service (OSH) of the Department of Labour is notified as soon as possible and a written report is sent within seven days. <i>(N.B. There are other agencies that the employer may also need to notify to meet regulatory obligations, in the event of a serious harm injury).</i>	1. Procedure to notify OSH including documented responsibility for notification	Y	Clients Service manager Pg 65
	2. Example(s) of notification within required timeframe when a serious harm injury has occurred (where applicable)	Y	Show evidence
4. The employer has a procedure to investigate incidents and injuries that harmed or might have harmed an employee.	1. Incident and injury investigation procedure	Y	Managed by direct-line reporting
	2. Designated incident and injury (accident) investigators	Y	Coordinator – on form
	3. Incident and injury (accident) investigation form (forms in hard copy or on-line)	Y	Coordinator – on form

Details of requirements	Verified By:	Achieved Yes/No?	Remarks
	4. Incident and injury (accident) investigation example reports (where applicable)	Y	
5. There is a procedure to ensure corrective action is undertaken in relation to any deficiencies identified during an investigation.	1. Procedure for corrective action to be undertaken when deficiencies are identified in an investigation	Y	Hazard identification form – corrective actions on form
	2. Feedback into hazard management included in the process	Y	Action documented
	3. Responsibility for corrective action is assigned, time bound, signed and dated as part of an incident and injury investigation and includes training and injury prevention feedback (where applicable)	Y	5 working days coordinator 10 working days
	4. Evidence of senior management* involvement and follow up (e.g. management minutes or communications)	Y	Management meeting minutes – show evidence
6. Injury and incident data is reviewed to identify trends and provide information to managers and employees that can be used in injury prevention initiatives.	1. Process for at least annual review of collated data (e.g. minutes of meetings, distribution of findings to management and employees)	Y	Reported to management - ? employees
	2. Evidence of at least 6 monthly review of collated data (e.g. minutes of meetings, distribution of findings to management and employees)	N	Reported to management - ? employees
	3. Evidence of injury prevention initiatives implemented where relevant (e.g. changes in work practices, specific training)	?	Discomfort, Pain & Injury (DPI) Training Non-crisis intervention

<u>Incident and injury reporting, recording and investigation:</u>
Standard achieved: (comments and commendation)
Critical issues:
Recommendations for improvement:

* Please refer to definition

6. Employee Participation in Health and Safety Management

(AS/NZS 4801:2001 Section 4.4)

Objective:

The employer will ensure that *all* employees have ongoing opportunities to be involved and to have their interests represented in the development and evaluation of safe workplace practices.

Details of requirements	Verified By:	Achieved Yes/No?	Remarks
1. There is a forum (¹ or series of forums) to enable two-way communication between the employer, employees and union and other nominated employee representatives* on issues of interest and concern related to health and safety. (¹ For a large or multi-site employer the number of forums should be appropriate to the size, type and geographic spread of the business, so that all employees have a “voice” through to management).	1. Evidence of health and safety forum(s) that include the participation of management and employee representatives (e.g. minutes of meetings)	Y	H&S committee meetings House meetings – show evidence
	2. Evidence of frequency of forum(s) at least quarterly (not applicable for new applications)	Y	Monthly
	3. Evidence of ongoing opportunity for joint involvement in injury prevention initiatives and, where applicable, injury management initiatives (e.g. planning notes, outcomes of joint initiatives)	N	
	4. Evidence of consultative development, monitoring and review of health and safety policies, processes and performance at least annually (e.g. minutes of meetings, action plans, review documents)	N	
2. There is a process agreed to by employees, to support union and other nominated employee representative* involvement in health and safety development, monitoring and review.	1. Process for health and safety management that specifically supports employee involvement	Y	Volunteers called for to be part of H&S Committee
	2. Evidence of agreed process to elect or endorse union and other nominated employee representatives* to support health and safety	Y	Volunteers called for to be part of H&S Committee Union delegates also represented on H&S Committee
	3. Evidence that information on this process is readily available and communicated to all staff	Y	Informed via internal memo
3. Health and safety training is provided to employees actively involved in health and safety management to assist in the development and establishment of safe workplace practices.	1. Evidence that health and safety training has been undertaken within the last two years	Y	CTU H&S trainings – certificates

* Please refer to definition

Employee participation in health and safety management:

Standard achieved: (comments and commendation)

Critical issues:

Recommendations for improvement:

7. Emergency Planning and Readiness

(AS/NZS 4801:2001 Section 4.4)

Objective:

The employer has an effective general emergency plan to manage emergencies likely to occur within any part of the organisation's operation and to comply with legislative requirements.

Details of requirements	Verified By:	Achieved Yes/No?	Remarks
1. There is a documented emergency plan that identifies potential emergency situations and meets relevant emergency service requirements.	1. Evidence of identification of the range of potential emergency situations in the workplace that considers the type and location of the employer (e.g. chemical spills, earthquakes, management of emergency situations for employees working alone)	Y	Fire safety Pandemic – food, water supply
	2. Evidence of consideration of emergency service requirements	Y	
	3. An emergency plan that includes the response required for the relevant identified emergency situations	Y	Fire drill 6 monthly
2. Emergency procedures have been implemented and communicated with all employees and contract staff.	1. Evidence that the emergency procedures have been implemented and communicated (e.g. signage, communications, training)	Y	Induction – buddy system Contractor management - ? evidence
3. There are designated employee(s) for each work area trained to take control in an emergency.	1. List of designated employees known to all staff	Y	Fire personal list
	2. Training schedules and records	Y	6 monthly
	3. Evidence that review or refresher emergency training has been undertaken with designated employees within the previous year	Y	Quarterly meetings – fire safety training
	4. Evidence of specific emergency training for designated staff according to identified potential emergencies in the workplace (e.g. civil defense emergency training, advanced first aid certificates)	N	Fire safety, first aid – could be a H&S objective
4. There is periodic testing of emergency evacuation procedures at regular intervals – of no greater than six months apart.	1. Record of emergency evacuation drills	Y	Show evidence
5. There is a consultative review of emergency response procedures, after any practice drills and after any actual emergency event.	1. Minutes of review meetings, particularly post-critical event	N	Review fire drills – have times improved?
	2. Evidence of update to procedures and plans (where applicable)	N	Review fire drills

Emergency Planning and Readiness

Standard achieved: (comments and commendation)

Critical issues:

Recommendations for improvement:

8. Protection of Employees from On-site Work Undertaken by Contractors and Sub-Contractors

(AS/NZS 4801:2001 Section 4.4)

Objective:

The employer has a systematic approach to ensure that contractors, subcontractors and their employees do not cause harm to the employees of the principal while undertaking the work required by the contract. (N.B. There are other specific duties required of the employer as a principal under the terms of the health and safety legislation that are not part of this programme's requirements.)

Details of requirements	Verified By:	Achieved Yes/No?	Remarks
1. Induction to on-site health and safety procedures is co-ordinate by a designated person(s) for all contracted staff, including one-off maintenance contractors or similar.	1. Process for the induction training of contractors and their staff, according to their level of involvement with employees in the workplace, and including sign off by employer and contractor or sub-contractor	Y	Induction can be a 1 page that explains the hazards, emergency procedure i.e. fire alarm one long continuous siren – assemble at front gates Inform contractor/sub-contractor/visitor to report hazards identified – process required i.e. to house supervisor/staff
	2. Designated person(s) to co-ordinate health and safety induction for contractors	Y	Require role rather than name i.e. Manager Support Services if not available Manager Organisational Development.
	3. Evidence of completed contractor induction training (where applicable)	Y	1 page induction sheet to be signed If contractor comes regularly then an annual induction would be appropriate rather than inducting them each visit.
2. Criteria to select and manage contractors include assessment of health and safety performance.	1. Documented procedures (e.g. selection checklist or similar)	Y	
	2. Contractor plans include: -staff training and competencies -current certification and permits -declaration of the above signed by contractor	N	H&S Contract Management Questionnaire for Contractors covers most of this would be good to include: <ul style="list-style-type: none"> • Staff training • Cite current registration certificates
3. Health and safety expectations and responsibilities are written into contracts.	1. Evidence that health and safety responsibilities are written into contracts (e.g. procedures, signed contracts)	N	Include in H&S Contract Management Questionnaire for Contractors or utilise one of the Contractors Agreement already sent.
4. There is a process to actively monitor the health and safety performance of the contractor at agreed regular intervals for the	1. Evidence of review of work site health and safety performance including dates and responsibilities	N	House staff can be used here as observers of work being carried out and as final 'end users' of area worked on. Spot checks – if a regular contractor (i.e. electrician) with checklist re: H&S would be evidence of this.

Details of requirements	Verified By:	Achieved Yes/No?	Remarks
duration for the contract where relevant. <i>(N.B. only applies to contract work undertaken on a site where there are employees of the principal present.)</i>	2. Evidence of feedback from the contractor into hazard identification and incident and injury reporting (where applicable)	N	Part of induction page can be reference for contractor on how to report identified hazards i.e. use Brackenridge Estate hazard identification process
5. Post-contract evaluations include health and safety as part of the evaluation.	1. Process for post-contract evaluation	N	Either a new checklist – work completed on time, no injuries occurred in process of work to Brackenridge employees and/or contractor, no hazard reports from Brackenridge employees Or Add to end of H&S Contract Management Questionnaire for Contractors
	2. Evidence of completed post-contract evaluations (where applicable)	N	

<u>Protection of Employees from On-site Work Undertaken by Contractors and Sub-contractors:</u>
Standard achieved: (comments and commendation)
Critical issues:
Recommendations for improvement:

9. Workplace Observation - Confirmation of safe systems in action

Objective:

Under this section, there are a few systems-related requirements that need to be observed on each selected site that is visited as part of the independent audit. This will provide some indication of how the documented systems work in practice. (This is NOT a detailed site inspection and should not be relied on to satisfy legal compliance with other health and safety obligations.)

<u>Details of requirements</u>	<u>Verified By:</u>	<u>Achieved Yes/No?</u>	<u>Remarks</u>
1. The auditor is able to observe some selected audit standard requirements in practice.	1. Hazard registers		
	2. Evidence of assessment of hazards to determine their significance		
	3. Current safety information on display		
	4. Incident and injury (accident) registers available in the workplace (hard copy or electronic)		
	5. Forms completed (where applicable)		
	6. Evidence of personal protective equipment in use according to what is appropriate to the area visited		
	7. Restricted areas of work are clearly marked		
	8. Escorting and signing requirements are in place for restricted areas of work		
	9. Emergency evacuation procedures are clearly outlined (e.g. signs, posters, designated listed employees trained to take control in an emergency e.g. wardens, first aiders)		
	10. Emergency exits are clearly marked		
	11. Emergency equipment is clearly marked and current		
	12. Security log books, visitor registers (or similar) are provided		
	13. Personal protective equipment is available for site visitors (where applicable)		

<i>Workplace Observation:</i>
Standard achieved: (comments and commendation)
Critical issues:
Recommendations for improvement:

10 – Focus group interview - Confirmation of safe systems in action