

WHS023 WHS Self Audit and Management Review

Legal Application: As per WHS Act 2011 s.27(5) the 'officer', as part of their due diligence requirement should verify the provision and use of the resources and processes referred to in paragraphs (c)–(e) of s.27.

(It means active verification, for example through inspections or auditing processes that the resources and processes are in place and are being used)

WHS Act 2011 s27 requires 'officers' to 'verify the provision and use of resources and processes' – this requires the venue to have a process of review /audit in place.

Reference Documents:

- Guide to HIISafe Activity Score
- Policy and Procedures WHS001 – WHS025

Purpose

The Work Health Safety Management System (WHSMS) is the framework of how WHS is organised in the workplace. This policy and procedures manual contains all the basic procedures for safe work. WHS records and information are retained on the HIISafe. The self-audit in HIISafe is completed every twenty-six (26) weeks as a gap analysis to help direct the process of continuous improvement.

Scope

This procedure applies to the whole workplace and all workers.

Responsibilities

Management have the responsibility to:

- collect information and upload it into HIISafe.
- ensure the self-audit in HIISafe is completed every 26 weeks.
- complete the action items identified and provide resources for their implementation.

Workers have the responsibility to:

- raise issues with management to ensure there is an effective program of continuous improvement in the workplace.

Procedure

- The self-audit will be completed either at management level or by delegating to another designated worker.
- The results of the self-audit will be discussed through the consultation process and at workers and management meetings.
- Actions will be completed within the designated time frame.
- Monitor and review of the items will occur regularly to determine their effectiveness.
- The following information will be completed or uploaded on HIISafe:
 - All WHS self-audits and /or external audits
 - All risk assessments
 - All consultation records including minutes and any suggestions.
 - All workplace inspections
 - All other relevant WHS information

External WHS Management System Audit

In addition to the internal audit process an independent third party audit may be performed by an Accredited WHS Auditor. The Audit will be conducted on the agreed date and the Auditor will hand back the documentation to the Manager. In most instances, the Auditor will provide a report to the Management, detailing the results of the Audit and where recommendations for changes are to be made to Management.