Occupational Health and Safety Management System and Workers’ Compensation Implementation Audit:

Audit Guideline - Half Day

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Context and Objective of this Guide

The Department of Education and Training (the Department) commenced implementation of an Occupational Health and Safety Management System (OHSMS) in 2009. Since this time the Department has strived to continuously improve and test the effective implementation of its OHSMS within schools and workplaces.

To support its commitment to continuous improvement and monitoring, the Department is looking to carry out Site Level Occupational Health and Safety (OHS) audits to test the implementation of the Department’s OHSMS. Although the audits will assess the majority of the OHSMS, the process will focus on how schools and workplaces are managing OHS risks and hazards.

Further, in order to continue to provide targeted support to schools, the Department has expanded the scope of the school audits from January 2019 to include a focused section on Workers Compensation, for schools that have recently managed a Workers Compensation claim.

This guide provides schools and workplaces with relevant information to prepare for the audit process including the audit approach and audit criteria. An auditor will work closely with you during the process to discuss potential findings and observations. Once the audit is completed you will receive an audit report through a Web Portal including a set of actionable recommendations to assist you in improving safety performance.

Audit Approach and Testing Procedures

As mentioned above, the audit approach aims to support schools and workplaces in implementing the Department’s OHSMS in an effective way to improve overall OHS and Workers’ Compensation performance.

In order to ensure the audit is effective and is conducted within the allocated timeframe, the following audit requirements have been defined:

1. The auditor should obtain sufficient and appropriate evidence to demonstrate implementation and adequate use of the OHSMS and Workers’ Compensation procedures. The auditor will use professional judgment and exercise professional scepticism in evaluating the evidence quality, quantity sufficiency, relevance and reliability.
2. Evidence may include but is not limited to: facsimiles, hard copies, interviews, digitalised or other electronic documents provided during the audit only.
3. Only documents provided during the audit will be considered as part of the audit evidence. Document and/or evidence sent to us before or after the audit will not be considered as part of the assessment.
4. If the the auditor becomes aware of any risk that could lead to fatality or serious injury during the on-site audit, the issue will be escalated to the Department immediately

| **Important** |
| --- |
| To ensure compliance with the audit requirements, we recommend all relevant stakeholders and documentation to be available and easily accessible during the audit. |
| The audit will be strictly performed within the allocated timeframe. Documents or evidence sent to us either before or after the day of the audit will not be considered. |

Audit Process – From Initial Contact to Next Steps

Figure 1 describes the audit process from the initial contact with schools and workplaces up to the review of the actions taken to close the gaps.

| **Stage** | **Pre-Audit** | | | | | **Audit** | **Post-Audit** | | | | **Follow-up** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Timeframe** | Beginning of each school term | At least 20 working days prior to audit | At least 20 working days prior to audit | 10 working days prior to audit | 2 working days prior to audit |  | 2-3 days  post audit |  |  | As per the corrective action due date |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Process** | Audit selection | Audit booking | Audit confirmation | Audit reminder | Auditor call | Audit occurs | Customer satisfaction survey | Audit report | Management review and take action | Report actions into the portal | Targeted support | Monitoring |
|  | **Picture of an envelope** | **Picture of a phone** | **Picture of an envelope** | **Picture of an envelope** | **Picture of a phone** | **Picture of a people in a meeting** | **Picture of monitors** | **Picture of a PDF document** |  |  |  |  |
| **Stakeholders** | **The Department** | **EY** | **EY** | **EY** | **EY** | **EY**  **Schools** | **EY**  **Schools** | **EY** | **Schools** | **Schools** | **Regional OHS Support Officers, and Marsh OHS Consultants** | **The Department** |

| **Stage**  **Description** | **Pre-Audit**  Upon receipt of this Audit Guidance initial contact has already been made with a phone call to book the audit followed by a confirmation email.  Closer to the audit you will receive a reminder email and a confirmation call from the Auditor.  If you have any further questions or require any further information regarding this audit please email [vicschools.whs@au.ey.com](mailto:vicschools.whs@au.ey.com) or call +61 3 9655 2648. | **Audit**  Use this Audit Guidance to assist with preparation for the audit.  Be prepared to receive and support the auditor. | **Post-Audit**   1. Complete the customer satisfaction survey which will be sent via email after the Audit. 2. Once an initial review process has been conducted the Audit Report will be loaded on the Web Portal and you will be notified via email. 3. Review the Audit Report with the audit observations and recommendations. 4. Follow the recommendations and take action to close the audit findings. 5. Describe the actions taken and upload relevant evidence on the Web Portal. 6. For support with implementing the recommendations please contact the Department’s OHS Advisory Service on 1300 074 715 or email: [safety@education.vic.gov.au](mailto:safety@education.vic.gov.au) or your [Regional OHS/Facilities Support Officer](https://www.education.vic.gov.au/about/contact/Pages/regions.aspx) | **Follow-up**  Schools identified with high priority corrective actions will be contacted by their Regional OHS Support Officer to arrange for targeted support.  The Department will be monitoring reporting of corrective actions and may contact the school if timelines are not met. |
| --- | --- | --- | --- | --- |

Audit Structure

The structure of the audit has been designed to ensure all relevant elements of the OHSMS and Workers Compensation procedures are effectively assessed within the defined timeframe. For this a physical space to conduct meetings and interviews will be required (e.g. office, desk or general working area) as well as access to OHS and Workers’ Compensation documents, IT systems and key stakeholders.

Table 1 shows the suggested structure and timeframes of the half day audit. Information is also provided on the relevant people to be interviewed during the audit, including the following key employees:

* Workplace Manager (i.e. Principal)
* Return to Work Coordinator (RTWC)
* Management OHS Nominee
* Health and Safety Representative
* First Aid Officer
* Business Manager
* Chief Warden

It is important that you allocate a responsible person to receive the auditor to support the audit process. This person must be the Management OHS Nominee, the Principal or Workplace Manager as applicable.

A comprehensive table listing the audit criteria, possible documented evidence and suggested key stakeholders that may be interviewed during the audit is provided in Table 2. Using this table, you will be able to prepare for the audit effectively.

Please note that the audit is structured in order to test key elements of the OHSMS and Workers Compensation procedures first. However, this approach may vary depending on the auditor’s findings or the type of school or workplace being audited.

**Table 1: Example of a Half Day Audit**

| **#** | **Aspects to be Assessed** | **Relevant Stakeholders** | **Allocated Time** |
| --- | --- | --- | --- |
| 1 | Opening Meeting | Key people involved in the audit process | 15 mins |
| 2 | Site Walkthrough  Observation of:   * Noticeboards * General site conditions * Identification of school facilities * First aid rooms-area * Chemical storage * Parking * Outdoor areas and playgrounds | Workplace Manager, HSR, Management OHS Nominee | 45 mins |
| 3.1 | Planning | Workplace Manager, HSR, Management OHS Nominee | 45 mins |
| 3.2 | Communication and Consultation | Workplace Manager, HSR, Management OHS Nominee |
| 3.3 | Risk and Hazards Management | Workplace Manager, HSR, Management OHS Nominee |
| 3.4 | Incident Reporting and Investigation | Workplace Manager, HSR, Management OHS Nominee |
| 3.5 | Workers Compensation | Workplace Manager, RTWC, Business Manager | 30 mins |
| 4.1 | Emergency Management | Workplace Manager, HSR, Management OHS Nominee, Chief Wardens | 30 mins |
| 4.2 | First Aid | First aid officers |
| 5 | Training and Induction | Workplace Manager, HSR, Management OHS Nominee | 15 mins |
| 6.1 | Contractor Management | Workplace Manager, HSR, Management OHS Nominee, Business Manager | 15 mins |
| 6.2 | Purchasing | Workplace Manager, HSR, Management OHS Nominee, Business Manager |
| 7 | Audit Review | Auditor time for reviewing documentation and preparing the closing meeting.  Key stakeholders involved during the audit may be required. | 30 mins |
| 8 | Final Meeting | Workplace Manager, HSR, Management OHS Nominee | 15 mins |
| **Total Time** | | | **4 hrs** |

Audit Guidance – OHSMS and Workers’ Compensation Elements Audited

The audit comprises multiple criteria combined into ten elements of the Department’s OHSMS and Workers’ Compensation requirements. The audit tool has been developed from key aspects of the OHSMS and Workers’ Compensation requirements that were considered to be relevant to schools and workplaces.

The following pages define the audit criteria and provide further information about the criteria to assist schools and workplaces with interpretation and understanding of the audit procedures. If this information is used to prepare for the visit, the audit will be performed effectively, within the allocated timeframes and accurately reflect the schools and workplaces performance in implementing the OHSMS and Workers’ Compensation requirements.

The elements and criteria that will be assessed during the audit are described below.

Element 1: OHS Planning

A planned approach to OHS is a critical component of the implementation of the OHSMS. Schools and workplaces need to plan for OHS activities. A generic OHS Activities Calendar has been developed by the Department to ensure a planned and systematic approach to OHS is adopted.

Aspects assessed during the audit include:

* OHS Activities Calendar – implementation and review
* Allocation of responsible person(s) and resources.

Element 2: Communication and Consultation

Workplace health and safety benefits significantly from effective consultation with employees. Employees are often best placed to identify health and safety hazards and issues in the workplace and therefore are generally in the best position to suggest appropriate controls for those hazards. Effective consultation and communication will assist in building commitment to health and safety across the Department.

Aspects assessed during the audit include:

* Health and Safety Representatives
* Communication forums
* OHS information and communication.

Element 3: Risk and Hazard Management

It is important that existing and potential OHS hazards and associated risks are identified and effectively managed in Department schools and workplaces.

The Department uses a risk management approach to manage hazards in the workplace. Risk management principles allow for the identification, assessment, control and monitoring of OHS risks. The approach requires the prioritisation of risks so adequate resources can be allocated to identify and implement required risk controls.

Schools and workplaces must understand their own particular OHS risk profile to identify and implement appropriate procedures to control hazards and risks.

Aspects assessed during the audit include:

* OHS Risk Register – Availability and review
* OHS Hazard identification
* OHS Risk Assessment adequacy
* OHS Hazard management and control implementation
* OHS Workplace Inspections.

Element 4: Incident Reporting and Investigation

It is necessary to monitor the workplace conditions and gather information about potential hazards and to have processes in place to act on the information obtained. Where accidents or incidents occur, it is crucial that they are reported, and an investigation is carried out to determine the underlying causes and implement risk controls to prevent recurrence of the event.

Aspects assessed during the audit include:

* Incident management
* Incident reporting
* Incident investigation.

Element 5: Emergency Management

The Department is committed to providing a safe and secure environment for all employees, contractors, visitors and students. Every school and workplace in Victoria is required to have an Emergency Management Plan (EMP).

Aspects assessed during the audit include:

* Emergency management planning – development and review
* Emergency testing procedures.

Element 6: First Aid

It is important to identify first aid requirements and implement appropriate arrangements to ensure all injured persons are provided with immediate and adequate treatment in the case of injury and/or illness at Department schools or workplaces.

Department workplaces differ in size and complexity. This will mean that first aid requirements will vary from one workplace to another and therefore must be determined locally through a consultative risk assessment process.

The adequacy of the provision of first aid in the school or workplace should be reviewed annually. The school or workplace first aid needs may change if employee or student numbers change significantly.

Aspects assessed during the audit include:

* First aid risk assessment
* First aid requirements implementation
* Infection prevention and control
* First aid training.

Element 7: OHS induction and Training

OHS training is an integral part of an OHSMS and is necessary to ensure safe and effective implementation of health and safety policies and procedures. Training is also an essential tool to establish an active, preventative approach to OHS risk in the workplace.

Aspects assessed during the audit include:

* OHS induction content
* OHS training needs and provision of training
* OHS mandatory online training

Element 8: Contractor Management

It is important to understand that employers have the same duty of care towards contractors and volunteers as they do to their employees. This means that a process must be implemented to ensure all contractors and volunteers engaged by a school or workplace work safely when on site and do not introduce any unmanaged risks when undertaking the work they have been engaged to do.

Aspects assessed during the audit include:

* Contractor Register
* Contractor OHS Induction
* Volunteer OHS induction
* Provision of safe work method statements
* Communication of hazards.

Element 9: Purchasing

Health and safety hazards can be introduced into the school or workplace as a result of the purchase of goods e.g. plant and equipment or chemicals. Prior to any purchase, hazards must be identified and assessed. Where a hazard has been identified as a result of a proposed purchase, any new or additional risks must be controlled when the item is delivered and/or stored in the workplace.

Aspects assessed during the audit include:

* Identification of goods with OHS implications
* OHS controls

Element 10: Workers’ Compensation

Where worker injuries have resulted in a worker claim, it is important that the claim is managed effectively in order to ensure the employee is supported throughout the claims process and that they return to work as soon as practicable.

Aspects assessed during the audit include:

* Claims management
* Claims reporting

Audit Guidance – Preparing for the Audit

This section aims to provide schools and workplaces with a better understanding of the elements of the OHSMS and Workers’ Compensation requirements that will be assessed during the audit. In preparation for the audit, we recommend schools and workplaces follow Table 1, to ensure the relevant personnel attend the audit interviews, and gather relevant information that may be required by the auditor during the assessment.

Table 2 presents the elements of the Department’s OHSMS and Workers’ Compensation requirements that will be assessed, as well as examples of evidence that might be requested during the audit.

**Table 2: Preparing for the Audit**

| **Element 1: OHS Planning** | | | |
| --- | --- | --- | --- |
| **Audit Criteria** | **Examples of Evidence** | **PAL OHSMS Document Name** | **PAL OHSMS Sections** |
| The workplace has developed and implemented an OHS Activities Calendar or equivalent. | Copy of the updated OHS Activities Calendar or equivalent | * [OHS Planning Policy](https://www2.education.vic.gov.au/pal/ohs-planning/policy) * [OHS Planning Procedure](https://www2.education.vic.gov.au/pal/ohs-planning/procedure) * [OHS Activities Calendar Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/ohsactivitiescalendar.xlsx) | [OHS Planning](https://www2.education.vic.gov.au/pal/ohs-planning/policy) |
| The OHS Activities Calendar includes mandatory activities. | Copy of the updated OHS Activities Calendar or equivalent |
| Responsible persons and/or resources, and the frequency in which the identified OHS activities will be implemented is clearly specified in the OHS Activities Calendar. | Copy of the updated OHS Activities Calendar or equivalent including names of responsible persons for the defined activities. |
| The OHS Activities Calendar or equivalent is reviewed at least on a monthly basis or after relevant milestones or events have occurred. Records demonstrate that the activities identified in the OHS Activities Calendar have been implemented as planned. | Copy of:   * Updated OHS Activities Calendar * Meeting minutes * Emails * Records of activities being performed |
| The OHS Activity Calendar is reviewed and completely updated every twelve months. | Copy of:   * Updated OHS Activities Calendar * Meeting Minutes * Interviewees statements |

| **Element 2: Consultation and Communication** | | | |
| --- | --- | --- | --- |
| **Audit Criteria** | **Examples of Evidence** | **PAL OHSMS Document Name** | **PAL OHSMS Sections** |
| An OHS Committee meeting schedule has been established (minimum quarterly) and is included in the OHS Activities Calendar. Minutes of the meeting are being recorded and displayed on the OHS Noticeboard. | Copy of:   * OHS Committee meeting minutes * Updated OHS Activities Calendar   OHS Notice Board/s observed during site walkthrough | * [OHS Committee Guide](https://www.education.vic.gov.au/hrweb/Documents/OHS/ohscommitteeguide.docx) * [OHS Activities Calendar Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/ohsactivitiescalendar.xlsx) * [OHS Notice Board Guide](https://www.education.vic.gov.au/hrweb/Documents/OHS/ohsnoticeboardguide.docx) | [OHS Consultation and Communication](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-consultation-and-communication/policy) |
| Nominations for a Health and Safety Representative (HSR) have been called in the last twelve months | Copy of:   * emails; or * newsletters; or * nomination form; or * meeting minutes. | * [OHS Consultation and Communication Policy](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-consultation-and-communication/policy) * [OHS Consultation and Communication Procedure](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-consultation-and-communication/guidance) * [Health and safety Representative Guide](https://www.education.vic.gov.au/hrweb/Documents/OHS/hsrguide.docx) * [OHS Training Planner/Register Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/ohstrainingplanner.xlsx) |
| The Health and Safety Representative (HSR) has completed the required training. | Copy of:   * OHS Training Register * Enrolment forms * Written correspondence * Attendance certificate/records * Training diplomas/certificates | [OHS Induction and Training](https://www2.education.vic.gov.au/pal/ohs-induction-training/policy) |
| Communication forums where OHS is discussed as a standing agenda item have been established and are held on a monthly basis (e.g. staff meetings). | Copy of:   * Meeting Minutes/Agendas * Updated OHS Activities Calendar * Newsletters | * [OHS Consultation and Communication Policy](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-consultation-and-communication/policy) * [OHS Consultation and Communication Procedure](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-consultation-and-communication/guidance) | [OHS Consultation and Communication](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-consultation-and-communication/policy) |
| At least one OHS Notice Board is established in the workplace. | OHS Notice Boards observed during site walkthrough | * [OHS Consultation and Communication Policy](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-consultation-and-communication/policy) * [OHS Consultation and Communication Procedure](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-consultation-and-communication/guidance) * [OHS Notice Board Guide](https://www.education.vic.gov.au/hrweb/Documents/OHS/ohsnoticeboardguide.docx) |
| OHS Notice Boards are displayed and contain the minimum ten mandatory items. | [OHS Consultation and Communication](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-consultation-and-communication/policy) |
| Safety signage has been appropriately selected, displayed and maintained | Safety signage observed during site walkthrough | * [OHS Consultation and Communication Policy](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-consultation-and-communication/policy) * [OHS Consultation and Communication Procedure](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-consultation-and-communication/guidance) |

| **Element 3: Risk and Hazard Management** | | | |
| --- | --- | --- | --- |
| **Audit Criteria** | **Examples of Evidence** | **PAL OHSMS Document Name** | **PAL OHSMS Sections** |
| An OHS Risk Register has been developed for the school or workplace | Copy of updated OHS Risk Register | * [OHS Risk Management Policy](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-risk-management/policy) * [OHS Risk Management Procedure](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-risk-management/procedure) * [OHS Risk Register Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/ohsriskregister.xlsx) | [OHS Risk Management](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-risk-management/policy) |
| The OHS Risk Register is reviewed and updated on an annual basis or when required. | Copy of updated:   * OHS Risk Register * OHS Activities Calendar |
| * [OHS Activities Calendar Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/ohsactivitiescalendar.xlsx) | [OHS Planning](https://www2.education.vic.gov.au/pal/ohs-planning/policy) |
| Regular OHS inspections are undertaken for all relevant school or workplace areas using the OHS Inspection Checklist. | Copy of:   * Completed OHS Inspection checklists * Signed workplace Inspection records | * [Workplace Inspection Policy](https://www2.education.vic.gov.au/pal/workplace-inspections/policy) * [Workplace Inspection Procedure](https://www2.education.vic.gov.au/pal/workplace-inspections/procedure) | [Workplace Inspections](https://www2.education.vic.gov.au/pal/workplace-inspections/policy) |
| The results of the workplace inspections are reviewed by the Workplace Manager or Management OHS Nominee to verify that identified risks are being adequately managed. | Copy of:   * Completed OHS Inspection checklists * Signed workplace Inspection records | * [Workplace Inspection Policy](https://www2.education.vic.gov.au/pal/workplace-inspections/policy) * [Workplace Inspection Procedure](https://www2.education.vic.gov.au/pal/workplace-inspections/procedure) |
| All relevant OHS hazards for the school or workplace have been identified and listed in the OHS Risk Register. | Copy of updated OHS Risk Register  Hazards identification through site walkthrough | * [OHS Risk Management Policy](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-risk-management/policy) * [OHS Risk Management Procedure](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-risk-management/procedure) * [OHS Risk Register Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/ohsriskregister.xlsx) | [OHS Risk Management](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-risk-management/policy) |
| Control measures for the OHS hazards identified in the OHS Risk Register have been defined following the Hierarchy of Controls. | Copy of updated OHS Risk Register |
| The residual risk level for the OHS hazards identified in the OHS Risk Register for the workplace have been assessed and the risk levels are appropriate. |

| **Element 3.5: Hazards Management** | | | |
| --- | --- | --- | --- |
| **Audit Criteria** | **Examples of Evidence** | **PAL OHSMS Document Name** | **PAL OHSMS Sections** |
| You will be asked a selection of questions around some of the critical hazards of the school. | * Division 5 Asbestos Audit Report * Management plans   + Asbestos   + Traffic * Registers   + Asbestos Register   + Asbestos Label Register   + Chemical Register   + Electrical Equipment Register   + Isolation and Tag Out Register   + Plant and Equipment Register * Safety Data Sheets (SDS) * Safe Work Method Statements (SWMS) * Safe Work Procedures * Permit to Work * Risk assessments * Risk management forms   + Hazardous Manual Handling   + Plant and Equipment * Hazardous Manual Handling Identification Form (or equivalent template) * Plant and Equipment Maintenance Form * Workplace Inspection Checklists/Reports * Specific training records * Reports: * Incident * Incident Support and Operations Center (ISOC) * eduSafe Plus | * [Asbestos Management Policy](https://www2.education.vic.gov.au/pal/asbestos/policy) * [School Asbestos Management Plan (SAMP) Template](https://nginx-php-content-policy-det-vic-gov-au-production.lagoon.vicsdp.amazee.io/sites/default/files/2020-02/asbestos-plan.pdf) * [Asbestos Register Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/asbestosreg.xlsx) * [Asbestos Label Register Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/asbestoslabelreg.xlsx) * [Asbestos Removal Control Plan Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/asbestosremovalcontrolplan.docx) [Asbestos removal completion form](https://www.education.vic.gov.au/hrweb/Documents/OHS/asbestosremovalcompletionform.docx) | [Asbestos Management](https://www2.education.vic.gov.au/pal/asbestos/policy) |
| * [Chemical Management Policy](https://www2.education.vic.gov.au/pal/chemical-management/policy) * [Chemical Management Procedure](https://www2.education.vic.gov.au/pal/chemical-management/procedure) * [Chemical Register Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/chemicalregistertemplate.xlsx) * [Safe Work Procedure Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/safeworkproceduretemplate.docx) * [Risk Assessment Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/riskassessmenttemplate.docx) | [Chemical Management](https://www2.education.vic.gov.au/pal/chemical-management/policy) |
| * [Equipment Isolation and Tag Out Policy](https://www2.education.vic.gov.au/pal/equipment-isolation/policy) * [Equipment Isolation and Tag Out Procedure](https://www2.education.vic.gov.au/pal/equipment-isolation/guidance) * [Equipment Isolation and Tag Out Register Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/tagoutregister.docx) * [Electrical Equipment Register Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/electricequipreg.docx) | [Equipment Isolation and Tag Out](https://www2.education.vic.gov.au/pal/equipment-isolation/policy) |
| * [Hot Work Policy](https://www2.education.vic.gov.au/pal/hot-work/policy) * [Hot Work Procedure](https://www2.education.vic.gov.au/pal/hot-work/procedure) | [Hot Work](https://www2.education.vic.gov.au/pal/hot-work/policy) |
| * [Manual Handling Policy](https://www2.education.vic.gov.au/pal/manual-handling/policy) * [Manual Handling Procedure](https://www2.education.vic.gov.au/pal/manual-handling/procedure) * [Manual Handling Guide](https://www.education.vic.gov.au/hrweb/Documents/OHS/manualhandlingguide.docx) | [Manual Handling](https://www2.education.vic.gov.au/pal/manual-handling/policy) |
| * [Noise Management Policy](https://www2.education.vic.gov.au/pal/noise-management/policy) * [Noise Management Procedure](https://www2.education.vic.gov.au/pal/noise-management/procedure) | [Noise Management](https://www2.education.vic.gov.au/pal/noise-management/policy) |
| * [Plant and Equipment Management Policy](https://www2.education.vic.gov.au/pal/plant-and-equipment-management/policy) * [Plant and Equipment Management Procedure](https://www2.education.vic.gov.au/pal/plant-and-equipment-management/procedure) * [Plant and Equipment Register Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/plantregistertemplate.xlsx) * [Plant and Equipment Risk Management Form Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/planteqpmntriskmgtform.docx) * [Plant and Equipment Maintenance Form Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/planteqpmntmaintenanceform.docx) * [Safe Work Procedure Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/safeworkproceduretemplate.docx) | [Plant and Equipment Management](https://www2.education.vic.gov.au/pal/plant-and-equipment-management/policy) |
| * [Prevention of Falls when Working at Height Policy](https://www2.education.vic.gov.au/pal/prevention-falls-when-working-heights/policy) * [Prevention of Falls when Working at Height Procedure](https://www2.education.vic.gov.au/pal/prevention-falls-when-working-heights/procedure) * [Safe Work Method Statement (SWMS) Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/safeworkmethodstatementtemp.docx) | [Prevention of Falls when Working at Height](https://www2.education.vic.gov.au/pal/prevention-falls-when-working-heights/policy) |
| * [Safety – Visual and Performing Arts Policy](https://www2.education.vic.gov.au/pal/safety-visual-and-performing-arts/policy) * [Safety – Visual and Performing Arts Procedure](https://www2.education.vic.gov.au/pal/safety-visual-and-performing-arts/procedure) | [Safety – Visual and Performing Arts](https://www2.education.vic.gov.au/pal/safety-visual-and-performing-arts/policy) |
| * [Slips, Trips and Falls Policy](https://www2.education.vic.gov.au/pal/slips-trips-and-falls/policy) * [Slips, Trips and Falls Procedure](https://www2.education.vic.gov.au/pal/slips-trips-and-falls/procedure) | [Slips, Trips and Falls](https://www2.education.vic.gov.au/pal/slips-trips-and-falls/policy) |
| * [Testing and Tagging of Electrical Equipment Policy](https://www2.education.vic.gov.au/pal/testing-and-tagging-electrical-equipment/policy) * [Testing and Tagging of Electrical Equipment Procedure](https://www2.education.vic.gov.au/pal/testing-and-tagging-electrical-equipment/procedure) * [Testing and Tagging of Electrical Equipment Frequency Guide](https://www.education.vic.gov.au/hrweb/Documents/OHS/electricequipguide.docx) * [Electrical Equipment Register Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/electricequipreg.docx) | [Testing and Tagging of Electrical Equipment](https://www2.education.vic.gov.au/pal/testing-and-tagging-electrical-equipment/policy) |
| * [Traffic Management Policy](https://www2.education.vic.gov.au/pal/traffic-management/policy) * [Traffic Management Procedure](https://www2.education.vic.gov.au/pal/traffic-management/procedure) * [Traffic Management Plan Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/trafficmgtplantemp.docx) | [Traffic Management](https://www2.education.vic.gov.au/pal/traffic-management/policy) |
| * [Work-Related Driving Policy](https://www2.education.vic.gov.au/pal/work-related-driving/policy) * [Work-Related Driving Procedure](https://www2.education.vic.gov.au/pal/work-related-driving/procedure) * [Work-Related Driving Checklist](https://www.education.vic.gov.au/hrweb/Documents/OHS/workrelateddrivingchlst.docx) | [Work-Related Driving](https://www2.education.vic.gov.au/pal/work-related-driving/policy) |

| **Element 4: Incident Reporting and Investigation** | | | |
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| **Audit Criteria** | **Examples of Evidence** | **PAL OHSMS Document Name** | **PAL OHSMS Sections** |
| All OHS incidents involving employees, contractors, volunteers or visitors have been reported in eduSafe Plus. | eduSafe Plus incident reference number | * [Reporting and Managing School Incidents (including emergencies) Policy](https://www2.education.vic.gov.au/pal/reporting-and-managing-school-incidents-including-emergencies/policy) * [Reporting and Managing School Incidents (including emergencies) Procedure](https://www2.education.vic.gov.au/pal/reporting-and-managing-school-incidents-including-emergencies/guidance)   [Hazard and Incident Investigation Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/hazardincidentinvestigationtemplate.docx) | [Reporting and Management of School Incidents (including emergencies)](https://www2.education.vic.gov.au/pal/reporting-and-managing-school-incidents-including-emergencies/policy) |
| For selected incidents, the following will be assessed:   * Action plan was developed * Risk assessment was undertaken * Risk controls were implemented and the incident closed in the system. | Copy of:   * eduSafe Plus incident reference number * Incident reports * Incident investigations * Emails and/or communications, photos demonstrating actions taken * Detailed action plan |
| Notifiable incidents been entered into eduSafe Plus (for employees, volunteers, contractors or visitors) or CASES21 (for students)? | * eduSafe Plus * CASES 21 | * [Reporting and Managing School Incidents (including emergencies) Policy](https://www2.education.vic.gov.au/pal/reporting-and-managing-school-incidents-including-emergencies/policy) * [Reporting and Managing School Incidents (including emergencies) Procedure](https://www2.education.vic.gov.au/pal/reporting-and-managing-school-incidents-including-emergencies/guidance) * [Hazard and Incident Investigation Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/hazardincidentinvestigationtemplate.docx) * [Notifiable Incidents to WorkSafe Flowchart](https://www.education.vic.gov.au/hrweb/Documents/OHS/incidentnotificationflowchart.docx) |
| For notifiable incidents, the following will be assessed:   * The incident was notified to WorkSafe Victoria. * The incident was notified within 48 hours. * An incident investigation was performed using the Hazard and Incident Investigation Form or equivalent template. | Copy of;   * Investigation records * Completed Hazard and Incident Investigation forms * Completed WorkSafe incident notification forms * Incident reports |
| Significant first aid treatments will be assessed to check if they have been reported in CASES21. | * CASES21 * First aid treatment register (hard copy) or similar | * [First Aid for Students and Staff Policy](https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/policy) * [First Aid for Students and Staff Procedure](https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/guidance) | [First Aid for Students and Staff](https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/policy) |

| **Element 5: Emergency Management** | | | |
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| **Audit Criteria** | **Examples of Evidence** | **PAL Document Name** | **PAL Section** |
| A workplace specific Emergency Management Plan has been developed following the Emergency Management Plan Template provided by the Department. | Emergency Management Plan uploaded onto the [Online Emergency Management Planning Portal](https://emergencymanagement.eduweb.vic.gov.au/) | * [Emergency and Critical Incident Management Planning Policy](https://www2.education.vic.gov.au/pal/emergency-critical-incident-management-planning/policy) * [Guide to developing your Emergency Management Plan for use by government schools](https://edugate.eduweb.vic.gov.au/Services/emergmgmt/Resource%20Library/Guide%20to%20developing%20your%20Emergency%20Management%20Plan%20-%20for%20government%20schools.docx) | [Emergency and Critical Incident Management Planning](https://www2.education.vic.gov.au/pal/emergency-critical-incident-management-planning/policy) |
| A risk assessment has been completed as part of the Emergency Management Plan. |
| The Emergency Management Plan is reviewed annually and/or following an emergency or crisis and/or when improvement opportunities have been identified through emergency testing procedure rehearsals. | Emergency Management Plan uploaded onto the [Online Emergency Management Planning Portal](https://emergencymanagement.eduweb.vic.gov.au/) | * [Emergency and Critical Incident Management Planning Policy](https://www2.education.vic.gov.au/pal/emergency-critical-incident-management-planning/policy) * [Guide to developing your Emergency Management Plan for use by government schools](https://edugate.eduweb.vic.gov.au/Services/emergmgmt/Resource%20Library/Guide%20to%20developing%20your%20Emergency%20Management%20Plan%20-%20for%20government%20schools.docx) |
| Emergency testing procedures are rehearsed on a quarterly basis. | Copy of:   * Emergency Response Drill Schedule * Emergency Response Drill Observation Checklist * OHS Activities Calendar * Emergency Evacuation Exercise Debrief Minutes * Emergency Drill Reports | * [OHS Activities Calendar Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/ohsactivitiescalendar.xlsx) | [OHS Planning](https://www2.education.vic.gov.au/pal/ohs-planning/policy) |

| **Element 6: First Aid** | | | | |
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| **Audit Criteria** | **Examples of Evidence** | **PAL OHSMS Document Name** | **PAL OHSMS Sections** |
| First aid requirements have been assessed for the school or workplace in consultation with the HSR and/or First Aid Officer and a First Aid Risk Assessment has been completed. | Copy of:   * Completed First Aid Risk Assessment * Coordination emails * Meeting minutes | * [First Aid for Students and Staff Policy](https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/policy) * [First Aid for Students and Staff Procedure](https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/guidance) * [First Aid Risk Assessment Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/firstaidriskassess.docx) | [First Aid for Students and Staff](https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/policy) |
| School or workplace complies with at least the minimum First Aid Officers, first aid kits and first aid rooms as described in the First Aid Risk Assessment Form | * Site inspection and walkthrough * First Aid Officer list * First Aid Kits Reviews * First Aid Rooms inspections | * [First Aid for Students and Staff Policy](https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/policy) * [First Aid for Students and Staff Procedure](https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/guidance) * [First Aid Risk Assessment Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/firstaidriskassess.docx) * [First Aid Kit Contents Checklist](https://www.education.vic.gov.au/hrweb/Documents/OHS/firstaidkitschecklist.docx) |
| First aid rooms (when applicable) are available and comply with the minimum first aid room requirements. | * First Aid Rooms inspections * First Aid Summary Sheet * Emergency management contact details | * [First Aid for Students and Staff Policy](https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/policy) * [First Aid for Students and Staff Procedure](https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/guidance) * [First Aid Summary Sheet Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/firstaidsumm.docx) |
| First aid area (sickbay) contains a first aid kit and clearly displays the First Aid Summary Sheet or Emergency Management Contact details. | * First Aid Areas * First Aid summary sheet * Emergency management contact details * Site Inspection and walkthrough |
| Regular inspections of first aid facilities, including a review of first aid kits are undertaken as planned or as required. | Copy of:   * Completed First Aid Kits Contents Checklist * Inspection Records * OHS Activities Calendar | * [First Aid for Students and Staff Policy](https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/policy) * [First Aid for Students and Staff Procedure](https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/guidance) * [First Aid Risk Assessment Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/firstaidriskassess.docx) |
| * [OHS Activities Calendar Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/ohsactivitiescalendar.xlsx) | [OHS Planning](https://www2.education.vic.gov.au/pal/ohs-planning/policy) |
| Infection control guidelines are understood by responsible person(s) (e.g. First Aid Officer). | * Interviews with First Aid Officers and/or responsible persons * Safe Work Procedure for Cleaning and Handling of Blood and Body Fluids | * [Blood Spills and Open Wounds Management Policy](https://www2.education.vic.gov.au/pal/blood-spills-and-open-wounds-management/policy) * [Guidelines for Hepatitis](https://www.education.vic.gov.au/hrweb/Documents/OHS/hepatitisguide.docx) * [Safe Work Procedure – Cleaning and Handling of Blood and Bodily Fluids](https://www.education.vic.gov.au/hrweb/Documents/OHS/firstaidswp.docx) | [Blood Spills and Open Wounds Management](https://www2.education.vic.gov.au/pal/blood-spills-and-open-wounds-management/policy) |
| * [Blood -borne viruses Policy](https://www2.education.vic.gov.au/pal/blood-borne-viruses/policy) | [Blood-borne viruses](https://www2.education.vic.gov.au/pal/blood-borne-viruses/policy) |
| First Aid Officer(s) has undertaken recognised first aid training that meets the requirements of:   * Provide First Aid - HLTAID003 * Annual refresher for Cardiopulmonary Resuscitation (CPR) - HLTAID001. | Copy of   * Training records * Training register * Training diplomas/certificates | * [First Aid for Students and Staff Policy](https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/policy) * [First Aid for Students and Staff Procedure](https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/guidance) | [First Aid for Students and Staff](https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/policy) |
| * [OHS Induction and Training Policy](https://www2.education.vic.gov.au/pal/ohs-induction-training/policy) * [OHS Induction and Training Procedure](https://www2.education.vic.gov.au/pal/ohs-induction-training/procedure) | [OHS Induction and Training](https://www2.education.vic.gov.au/pal/ohs-induction-training/policy) |

| **Element 7: OHS Induction and Training** | | | |
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| **Audit Criteria** | **Examples of Evidence** | **PAL OHSMS Document Name** | **PAL OHSMS Sections** |
| An OHS induction process has been developed for employees that includes the training requirements specified in the OHS Induction Checklist. | Copy of:   * Completed OHS Induction Checklist * Signed OHS induction forms | * [OHS Induction and Training Policy](https://www2.education.vic.gov.au/pal/ohs-induction-training/policy) * [OHS Induction and Training Procedure](https://www2.education.vic.gov.au/pal/ohs-induction-training/procedure) * [OHS Induction Checklist - Schools](https://www.education.vic.gov.au/hrweb/Documents/OHS/ohsinductionchecklistschools.docx) | [OHS Induction and Training](https://www2.education.vic.gov.au/pal/ohs-induction-training/policy) |
| OHS Training Plan/Register or equivalent template has been developed and is kept up to date with additional training needs included where identified. | Copy of:   * OHS Training Plan/Register * OHS Training Matrix * Job descriptions | * [OHS Induction and Training Policy](https://www2.education.vic.gov.au/pal/ohs-induction-training/policy) * [OHS Induction and Training Procedure](https://www2.education.vic.gov.au/pal/ohs-induction-training/procedure) * [OHS Training Planner/Register Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/ohstrainingplanner.xlsx) |
| OHS training has been scheduled and/or completed according to the OHS Training Plan/Register or equivalent template. | Copy of:   * Training records * OHS Training Plan/Register | * [OHS Training Planner/Register Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/ohstrainingplanner.xlsx) |
| Based on job role, mandatory online OHS Program has been completed by employees. For example teachers are allocated the following OHS Program which consists of the following modules:  • OHS for Employees-Refresher  • Ergonomics  • Manual Handling  • Hazard and Incident Reporting  • Slips, Trips and Falls | NA – evidence of completing the online OHS Program will be accessed via internal Department LearnED system. | * [OHS Induction and Training Policy](https://www2.education.vic.gov.au/pal/ohs-induction-training/policy) * [OHS Induction and Training Procedure](https://www2.education.vic.gov.au/pal/ohs-induction-training/procedure) |

| **Element 8: Contractor Management** | | | |
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| **Audit Criteria** | **Examples of Evidence** | **PAL OHSMS Document Name** | **PAL OHSMS Sections** |
| A Contractor Register or equivalent template is used to record approved contractors to work onsite. | Copy of populated Contractor Register | * [Contractor OHS Management Policy](https://www2.education.vic.gov.au/pal/contractor-ohs-management/policy) * [Contractor OHS Management Procedure](https://www2.education.vic.gov.au/pal/contractor-ohs-management/procedure) * [Contractor Register Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/contractorreg.xlsx) | [Contractor OHS Management](https://www2.education.vic.gov.au/pal/contractor-ohs-management/policy) |
| An OHS induction process has been established for all contractors that includes the information specified in the Contractor OHS Induction requirements. | Copy of:   * OHS Induction documentation contractors content * Contractor OHS Induction Checklist (signed) * OHS Induction Forms (signed) | * [Contractor OHS Management Policy](https://www2.education.vic.gov.au/pal/contractor-ohs-management/policy) * [Contractor OHS Management Procedure](https://www2.education.vic.gov.au/pal/contractor-ohs-management/procedure) * [Contractor OHS Induction Checklist](https://www.education.vic.gov.au/hrweb/Documents/OHS/contractorinductchecklist.docx) * [Contractor OHS Induction Handbook](https://www.education.vic.gov.au/hrweb/Documents/OHS/contractorinductionhandbook.docx) |
| All contractors report to the General Office upon arrival at the workplace, prior to commencing any works, and a visitor’s pass is issued. | * Sign in-out register (Online or hard copy register) * Available visitors passes | * [Contractor OHS Management Policy](https://www2.education.vic.gov.au/pal/contractor-ohs-management/policy) * [Contractor OHS Management Procedure](https://www2.education.vic.gov.au/pal/contractor-ohs-management/procedure) |
| A Safe Work Method Statement (SWMS) or equivalent is obtained from contractors prior to performing high risk activities such as:   * Hazardous manual handling * Operating mobile and/or powered equipment * Use of concrete * Working at heights * Use of hazardous substances and dangerous goods * Working near electrical lines or systems. * Hot Work * Removal or disturbance of asbestos | Signed Safe Work Method Statements (SWMS) | * [Contractor OHS Management Policy](https://www2.education.vic.gov.au/pal/contractor-ohs-management/policy) * [Contractor OHS Management Procedure](https://www2.education.vic.gov.au/pal/contractor-ohs-management/procedure) * [Safe work Method Statement (SWMS) Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/safeworkmethodstatementtemp.docx) * [Contractor Hazard Identification and Control Guide](https://www.education.vic.gov.au/hrweb/Documents/OHS/contractorhazardidcontrol.docx) |
| A Permit to Work system is established for contractors working in Confined Spaces (where applicable). | Copy of signed Confined Space Entry Permit | * [Confined Spaces Policy](https://www2.education.vic.gov.au/pal/confined-spaces/policy) * [Confined Spaces Procedure](https://www2.education.vic.gov.au/pal/confined-spaces/procedure) * [Confined Space Entry Permit Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/confinedspaceentrypermit.docx) | [Confined Spaces](https://www2.education.vic.gov.au/pal/confined-spaces/policy) |
| A risk assessment has been completed for volunteers prior to them undertaking tasks such as:   * Gardening/landscaping * Painting * Clean-up of grounds | Copy of completed risk assessments | * [Volunteer OHS Management Policy](https://www2.education.vic.gov.au/pal/volunteer-ohs-management/policy) * [Volunteer OHS Management Procedure](https://www2.education.vic.gov.au/pal/volunteer-ohs-management/procedure) * [Risk Assessment Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/riskassessmenttemplate.docx) * [Safe Work Procedure Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/safeworkproceduretemplate.docx) | [Volunteer OHS Management](https://www2.education.vic.gov.au/pal/volunteer-ohs-management/policy) |
| An OHS induction process has been established for volunteers, which includes the information specified in the Volunteer OHS Induction Checklist. | * OHS Induction process for volunteers | * [Volunteer OHS Management Policy](https://www2.education.vic.gov.au/pal/volunteer-ohs-management/policy) * [Volunteer OHS Management Procedure](https://www2.education.vic.gov.au/pal/volunteer-ohs-management/procedure) * [Volunteer OHS Induction Checklist](https://www.education.vic.gov.au/hrweb/Documents/OHS/volunteerworkerohsinductchecklist.docx) * [Volunteer OHS Induction Handbook](https://www.education.vic.gov.au/hrweb/Documents/OHS/volunteerinductionhandbook.docx) |

| **Element 9: Purchasing** | | | |
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| **Audit Criteria** | **Examples of Evidence** | **PAL OHSMS Document Name** | **PAL OHSMS Sections** |
| Goods that are purchased that have OHS implications are identified in the OHS Purchasing Checklist. | Copy of:   * completed OHS Purchasing Checklist * completed risk assessments | * [OHS Purchasing Policy](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-purchasing/policy) * [OHS Purchasing Procedure](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-purchasing/procedure) * [OHS Purchasing Checklist](https://www.education.vic.gov.au/hrweb/Documents/OHS/ohspurchasingchecklist.docx) | [OHS Purchasing](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-purchasing/policy) |
| Hazards and risk controls measures for all purchases with OHS implications have been adequately assessed and documented in the OHS Purchasing Checklist. | * [Risk Assessment Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/riskassessmenttemplate.docx) | [OHS Risk Management](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-risk-management/policy) |

| **Element 10: Workers’ Compensation** | | | |
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| **Audit Criteria** | **Examples of Evidence** | **Document Name and Relevant Section** | **Section** |
| A return to work coordinator (RTWC) who is a Principal, Assistant Principal or Business Manager has been defined. | Written correspondence of acceptance of appointment to the RTWC role | Workplace Injury Rehabilitation and Compensation Act (WIRC) 2013 – Section 106 | [Workers’ Compensation and Return to Work](https://www.education.vic.gov.au/hrweb/safetyhw/Pages/worksafereturntowork.aspx) |
| The designated Return to Work Coordinator (RTWC) has completed the required training | * Attendance certificate/records * Training certificates | Workplace Injury Rehabilitation and Compensation Act (WIRC) 2013 – Section 106 |
| All claims tested have been adequately reported into eduSafe Plus. | eduSafe Plus incident reference number | * [Reporting and Managing School Incidents (including emergencies) Policy](https://www2.education.vic.gov.au/pal/reporting-and-managing-school-incidents-including-emergencies/policy) * [Reporting and Managing School Incidents (including emergencies) Procedure](https://www2.education.vic.gov.au/pal/reporting-and-managing-school-incidents-including-emergencies/guidance)   Workplace Injury Rehabilitation and Compensation Act (WIRC) 2013 – Section 106 | [Reporting and Managing School Incidents (including emergencies)](https://www2.education.vic.gov.au/pal/reporting-and-managing-school-incidents-including-emergencies/policy) |
| All injured workers have been provided with key information | Copy of:   * Written correspondence confirming who the designated RTWC is and the “Your workers compensation claim” sheet has been sent. * Emails | Workplace Injury Rehabilitation and Compensation Act (WIRC) 2013 – Section 106 | [Workers’ Compensation and Return to Work](https://www.education.vic.gov.au/hrweb/safetyhw/Pages/worksafereturntowork.aspx) |
| A workers’ compensation folder / file for each of the claims tested during the audit have been created including the minimum requirements. | Worker’s Compensation claim file record, including but not limited to copies of:   * + certificates of capacity for the period of the claim   + employee claim form   + employer claim form   + written correspondence   + emails | Workplace Injury Rehabilitation and Compensation Act (WIRC) 2013 – Section 73 |
| Return to work planning has been performed for all injured workers | Copies of written correspondence for relevant information about the return to work arrangements, including:   * workplace support considerations * assessed and proposed options for suitable return to work arrangements * monitoring of workers progress | Workplace Injury Rehabilitation and Compensation Act (WIRC) 2013 – Sections 103-107 |
| Evidence is available to demonstrate that documents relating to injured workers’ claims are being sent to Gallagher Bassett in a timely manner. | Copy of completed Pre-Injury Average Weekly Earnings (PIAWE) Form sent to the Insurer within three months of making the weekly payment for each claim including:   * written Correspondence * emails | Workplace Injury Rehabilitation and Compensation Act (WIRC) 2013 – Section 73 | [Workers’ Compensation and Return to Work](https://www.education.vic.gov.au/hrweb/safetyhw/Pages/worksafereturntowork.aspx) |
| There are clear processes in place to ensure Workers’ Compensation information is adequately stored and managed. | Sighting of all workers’ compensation claim file records, both hard copy and/or digital records | Workplace Injury Rehabilitation and Compensation Act (WIRC) 2013 – Section 105 |
| * [Reporting and Managing School Incidents (including emergencies) Policy](https://www2.education.vic.gov.au/pal/reporting-and-managing-school-incidents-including-emergencies/policy)   [Reporting and Managing School Incidents (including emergencies) Procedure](https://www2.education.vic.gov.au/pal/reporting-and-managing-school-incidents-including-emergencies/guidance) | [Reporting and Managing School Incidents (including emergencies)](https://www2.education.vic.gov.au/pal/reporting-and-managing-school-incidents-including-emergencies/policy) |