| **What can I expect from an OHS audit?** | | |
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| **1** | Why has my school been selected? | * Every school in Victoria is audited within a four-year cycle * Schools are selected based on:   + risk profile   + previous audit results   + date of previous audit |
| **2** | What is the purpose of the audit? | * The audit provides an opportunity for schools to obtain an independent assessment of their current health and safety performance * The audit will identify any gaps and provide recommendations for improvement * The focus of the audit is on improving health and safety outcomes and building the capability of schools to maintain a safe workplace and learning environment in a sustainable manner * Schools will be provided with guidance on timeframes to implement improvement opportunities * Schools are encouraged to engage with their whole community when capitalising on the improvement opportunities |
| **3** | What happens next? | * You will be contacted by a Ernst and Young (EY) consultant at least twenty business days prior to the proposed audit date * EY will:   + reach agreement with you on a suitable audit date   + send a confirmation email with specific details of the scheduled audit   + send a further confirmation email, ten days prior to the audit date   + contact you by telephone two days prior to the audit for a final confirmation |
| **4** | Is there any flexibility in scheduling the audit date? | * Audits are scheduled to maximise efficient use of resources so that clusters of schools in the same geographical area are audited in the same week * Once an audit date is agreed, the flexibility to re-schedule is difficult because resource allocation occurs at the time of audit confirmation * If a school is experiencing significant and genuine difficulties, and the proposed audit date is unsuitable, this should be brought to the attention of your Senior Education Improvement Leader as soon as possible |
| **5** | How long will the audit take? | * Large/High Risk Schools – one day * Small/Low Risk Schools – half day |
| **6** | How should I prepare for the audit? | * Audit guidelines are available for [Large/High Risk Schools](https://www.education.vic.gov.au/hrweb/Documents/OHS/AuditGuideFullDay.docx) and [Small/Low Risk Schools](https://www.education.vic.gov.au/hrweb/Documents/OHS/AuditGuideHalfDay.docx) * The audit guidelines can assist in collating existing relevant OHS-related documentation at your school (the section in the back includes all audit criteria to be assessed on the day) * You should have the collated documentation readily available on the day of the audit   **Note:** You can use the guidelines to identify and prepare documentation that the school has not already implemented if time permits, however **the focus of the audit is on how well a school is currently using the documentation** to improve safety outcomes, and **not whether the school has the documentation**. |
| **7** | What support is available to prepare for the audit? | Either of the following two resources are able to provide site visits at no cost to your school:   * The Department’s OHS Advisory Service on 1300 074 715 or email: [safety@education.vic.gov.au](mailto:safety@education.vic.gov.au) * [Regional OHS Support Officers](https://www.education.vic.gov.au/hrweb/safetyhw/Pages/ohsworksafecontacts.aspx) (contact your Regional Office for further details) |
| **8** | What will be the outcomes from the audit? | * You will receive your school’s audit report within ten business days of the audit date * The report will outline observations and recommendations from the audit * Recommendations are specific actions that can be taken to improve OHS performance * Schools will be provided with guidance on timeframes to implement improvement opportunities |
| **9** | Is there post-audit support available? | Either of the following two resources are able to provide site visits at no cost to your school:   * The Department’s OHS Advisory Service on 1300 074 715 or email: [safety@education.vic.gov.au](mailto:safety@education.vic.gov.au) * Regional OHS Support Officers (contact your Regional Office for further details) |