OHS Management System Audit Procedure

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Purpose:

This procedure describes the requirements for conducting organisational and local level audits of the Department of Education and Training (the Department) Occupational Health and Safety Management System (OHSMS).

Scope:

This procedure applies to the Department at an organisational level and to all Department workplaces including; schools, central and regional offices.

Procedure

As per the *Health, Safety and Wellbeing (HSW) Policy*, the Department is committed to maintaining, monitoring and reviewing the OHSMS to ensure it is consistent with the nature and risk profile of Department operations. As part of this commitment independent OHS audits are conducted to assess the effectiveness of the implementation of the OHSMS in its workplaces.

## Department workplace audit

### Engagement of Independent OHS auditor

The Department is responsible for ensuring the engagement of independent OHS auditors, who are not under the direct management or control of the workplace they are auditing.

The Department is to ensure independent OHS auditors are sufficiently qualified, competent and experienced to perform OHS audits in Department workplaces.

### Audit Methodology

The Department is responsible for assessing the level of implementation of the OHSMS in its workplaces and will audit the following elements in each workplace:

* OHS planning
* Consultation and communication
* [Risk](http://www.education.vic.gov.au/hrweb/safetyhw/Pages/definedohsterms.aspx?) and [hazard](http://www.education.vic.gov.au/hrweb/safetyhw/Pages/definedohsterms.aspx?) management
* [Incident](http://www.education.vic.gov.au/hrweb/safetyhw/Pages/definedohsterms.aspx?) reporting and investigation
* Emergency management
* [First aid](http://www.education.vic.gov.au/hrweb/safetyhw/Pages/definedohsterms.aspx?)
* OHS induction and training
* [Contractor](http://www.education.vic.gov.au/hrweb/safetyhw/Pages/definedohsterms.aspx?) OHS management
* OHS purchasing

The Department is responsible for ensuring an OHS audit methodology is developed, accessible and is maintained. The methodology must include:

* scope of internal audits
* definitions of internal audit findings
* opening meeting requirements
* audit process requirements
* closing meeting requirements
* audit report requirements.

The Department in consultation with the independent OHS auditor must ensure that a workplace audit report, consistent with the workplace OHS audit methodology, is provided to each workplace within ten business days of the audit closing meeting.

For further information, see the *OHS Management System Audit Guide – Full day* or *OHS Management System Audit Guide –half day.*

### Audit Scheduling Methodology

The Department is responsible for developing an annual audit schedule for Department workplaces, ensuring every school is audited at least once, over a four-year cycle. The criteria to be audited is based on:

* previous audit results
* the level of risk associated with the activities and operations of the workplace to be audited
* length of time expired since the last audit update
* the scheduling of other Department initiatives that impact schools e.g. school reviews.

### Department workplace responsibility

The **Workplace Manager** is responsible for cooperating with the auditor during the audit process, including:

* providing a physical space to conduct audit meetings and interviews
* providing access to relevant OHS documents
* providing access to relevant computer systems with OHS related files
* providing access to key stakeholders as outlined in the Audit Guideline
* providing access to the workplace to complete a site inspection.

The Workplace Manager is responsible for the following post-audit actions:

* completing corrective actions detailed in the audit report within the specified timeframes
* reporting completed corrective actions on the [online system](https://detsaferschools.com.au) within the specified timeframes
* submitting sufficient evidence on the online system (in accordance with the *Evidence Guide for Reporting Completed Actions from OHS Audit*) to demonstrate that corrective actions have been completed.

## Organisation level OHS audits

### Engagement of independent auditor

The Department is responsible for ensuring the selection of competent and qualified auditors to audit the Department’s OHSMS to the standards of AS/NZS 4801: Occupational health and safety management systems – Specifications with guidance for use.

The Department is responsible for providing input into the scope, planning and scheduling of the audit.

### Consulting with relevant stakeholders

The Department is responsible for consulting with relevant internal and external stakeholders required, or requested, to be involved in the audit.

### Reporting of audit results

The Department is responsible for communicating the audit report and its key findings to relevant internal and external stakeholders.

Defined terms

Terms defined within this Procedure can be located on the Department’s [Defined Health and Safety Terms](http://www.education.vic.gov.au/hrweb/safetyhw/Pages/definedohsterms.aspx) webpage. Defined roles will appear **in bold**.

Related references:

Australian Standard, AS/NZS 4801:2001 Occupational health and safety management systems – Specification with guidance for use

Australian Standard, AS/NZS 4804:2001 Occupational health and safety management systems – General guidelines on principles, systems and supporting techniques

Related documentation:

*Evidence Guide for Reporting Completed Actions from OHS Audit*

*OHS Management System Audit Guideline – Full Day*

*OHS Management System Audit Guideline – Half day*

*OHS Management System Audit Fact Sheet*

Further assistance

Further information, advice or assistance on any matters related to the OHS Management System Auditing procedure is available by contacting the OHS Advisory Service on ph. 1300 074 715 or email [safety@edumail.vic.gov.au](mailto:safety@edumail.vic.gov.au).