Evidence Guide for Reporting Completed Actions from OHS Audit

This guide aims to provide schools and workplaces with a better understanding of the evidence required to be uploaded when reporting completion of corrective actions identified during the audit.

Department workplaces are not required to upload multiple copies of the same document. Where the same evidence can be used to demonstrate conformance for multiple audit criteria corrective actions, it only needs to be uploaded once in the first corrective actions response, and just referenced to in any subsequent corrective actions responses.

| **Element 1: OHS Planning** | | | | | |
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| **Audit Criteria** | **OHSMS Activity** | **Examples of Evidence** | **PAL OHSMS Document Name and Direct Link** | **Document Last Updated** | **PAL OHSMS Section** |
| The workplace has developed and implemented an OHS Activities Calendar or equivalent. | Implement the OHS Activities Calendar | Copy of the OHS Activities Calendar or equivalent | [OHS Planning Policy](https://www2.education.vic.gov.au/pal/ohs-planning/policy) | February 2021 | [OHS Planning](https://www2.education.vic.gov.au/pal/ohs-planning/policy) |
| [OHS Planning Procedure](https://www2.education.vic.gov.au/pal/ohs-planning/procedure) | June 2020 |
| [OHS Activities Calendar Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/ohsactivitiescalendar.xlsx) | July 2019 |
| The OHS Activities Calendar includes mandatory activities. | Initial review of the OHS Activities Calendar | Copy of the OHS Activities Calendar or equivalent | [OHS Planning Policy](https://www2.education.vic.gov.au/pal/ohs-planning/policy) | February 2021 |
| [OHS Planning Procedure](https://www2.education.vic.gov.au/pal/ohs-planning/procedure) | June 2020 |
| [OHS Activities Calendar Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/ohsactivitiescalendar.xlsx) | July 2019 |
| 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. | Allocate responsibility for activities in the OHS Activities Calendar | Copy of the OHS Activities Calendar or equivalent | [OHS Planning Policy](https://www2.education.vic.gov.au/pal/ohs-planning/policy) | February 2021 |
| [OHS Planning Procedure](https://www2.education.vic.gov.au/pal/ohs-planning/procedure) | June 2020 | [OHS Planning](https://www2.education.vic.gov.au/pal/ohs-planning/policy) |
| [OHS Activities Calendar Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/ohsactivitiescalendar.xlsx) | July 2019 |
| 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 has been implemented as planned. | On-going review of the OHS Activities Calendar | Copy of:   * OHS Activities Calendar or equivalent; or * Meeting minutes; or * Emails. | [OHS Planning Policy](https://www2.education.vic.gov.au/pal/ohs-planning/policy) | February 2021 |
| [OHS Planning Procedure](https://www2.education.vic.gov.au/pal/ohs-planning/procedure) | June 2020 |
| The OHS Activity Calendar is reviewed and completely updated every twelve months. | Copy of:   * OHS Activities Calendar or equivalent; or * Meeting minutes. | [OHS Activities Calendar Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/ohsactivitiescalendar.xlsx) | July 2019 |

| **Element 2: Consultation and Communication** | | | | | |
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| **Audit Criteria** | **OHSMS Activity** | **Examples of Evidence** | **PAL OHSMS Document Name and Direct Link** | **Document Last Updated** | **PAL OHSMS Section** |
| A Health and Safety 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. | Establish Health and Safety Committee (if requested to do so by HSR/s) | Copy of Health and Safety Committee meeting minutes | [OHS Committee Guide](https://www.education.vic.gov.au/hrweb/Documents/OHS/ohscommitteeguide.docx) | August 2020 | [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. | Nominate and elect Health and Safety Representatives (HSR/s) | 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) | February 2021 |
| [OHS Consultation and Communication Procedure](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-consultation-and-communication/guidance) | June 2020 |
| [Health and Safety Representative Guide](https://www.education.vic.gov.au/hrweb/Documents/OHS/hsrguide.docx) | October 2020 |
| The Health and Safety Representative (HSR) has completed the required training. | Schedule relevant training for Health and Safety Representative (HSR/s) | Copy of Training certificate | [OHS Consultation and Communication Procedure](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-consultation-and-communication/guidance) | June 2020 |
| [Health and Safety Representative Guide](https://www.education.vic.gov.au/hrweb/Documents/OHS/hsrguide.docx) | October 2020 |
| 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). | Determine appropriate consultation and communication forums | Copy of   * Meeting minutes; or * Copy of meeting agendas. | [OHS Consultation and Communication Policy](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-consultation-and-communication/policy) | February 2021 | [OHS Consultation and Communication](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) | June 2020 |
| At least one OHS Notice Board is established in the workplace. | Implement consultation and communication processes | Photograph of OHS Notice Board(s) | [OHS Consultation and Communication Policy](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-consultation-and-communication/policy) | February 2021 |
| [OHS Consultation and Communication Procedure](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-consultation-and-communication/guidance) | June 2020 |
| OHS Notice Boards are displayed and contain the minimum ten mandatory items. | [OHS Notice Board Guide](https://www.education.vic.gov.au/hrweb/Documents/OHS/ohsnoticeboardguide.docx) | October 2020 |
| Safety signage has been appropriately selected, displayed and maintained. | Implement communication requirements | Photograph of relevant safety signage | [OHS Consultation and Communication Policy](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-consultation-and-communication/policy) | February 2021 |
| [OHS Consultation and Communication Procedure](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-consultation-and-communication/guidance) | June 2020 |

| Element 3: Risk and Hazards Management | | | | | |
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| **Audit Criteria** | **OHSMS Activity** | **Examples of Evidence** | **PAL OHSMS Document Name and Direct Link** | **Document Last Updated** | **PAL OHSMS Section** |
| An OHS Risk Register has been developed for the school or workplace. | Review the OHS Risk Register and modify so that it is specific to the workplace. | Copy of OHS Risk Register | [OHS Risk Management Policy](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-risk-management/policy) | February 2021 | [OHS Risk Management](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) | June 2020 |
| [OHS Risk Register Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/ohsriskregister.xlsx) | February 2021 |
| The OHS Risk Register is reviewed and updated on an annual basis or when required. | Ongoing review of the OHS Risk Register | Copy of OHS Risk Register | [OHS Risk Management Policy](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-risk-management/policy) | February 2021 |
| [OHS Risk Management Procedure](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-risk-management/procedure) | June 2020 |
| [OHS Risk Register Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/ohsriskregister.xlsx) | February 2021 |
| Regular OHS inspections are undertaken for all relevant school or workplace areas using the OHS Inspection Checklist. | Identify areas subject to Workplace Inspections and plan frequency in the OHS Activities Calendar | Copy of:   * Completed OHS Inspection checklists; or * OHS Activities Calendar. | [Workplace Inspection Policy](https://www2.education.vic.gov.au/pal/workplace-inspections/policy) | July 2020 | [Workplace Inspections](https://www2.education.vic.gov.au/pal/workplace-inspections/policy) |
| [Workplace Inspection Procedure](https://www2.education.vic.gov.au/pal/workplace-inspections/procedure) | June 2020 |
| [OHS Activities Calendar Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/ohsactivitiescalendar.xlsx) | July 2019 | [OHS Planning](https://www2.education.vic.gov.au/pal/ohs-planning/policy) |
| The results of the workplace inspections are reviewed by the Workplace Manager or OHS Nominee to verify that identified risks are being adequately managed. | Review the completed Workplace Inspection Checklists and relevant Action Plans. | Copy of completed OHS Inspection checklists. | [Workplace Inspection Policy](https://www2.education.vic.gov.au/pal/workplace-inspections/policy) | July 2020 | [Workplace Inspections](https://www2.education.vic.gov.au/pal/workplace-inspections/policy) |
| [Workplace Inspection Procedure](https://www2.education.vic.gov.au/pal/workplace-inspections/procedure) | June 2020 |
| All relevant OHS hazards for the school or workplace have been identified and listed in the OHS Risk Register. | Follow the Department’s Risk Management Methodology:   1. Identify the hazards in the workplace 2. Assess the level of risk associated with the hazard 3. Implement a control strategy to either eliminate or control the risk. | Copy of OHS Risk Register | [OHS Risk Management Policy](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-risk-management/policy) | February 2021 | [OHS Risk Management](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) | June 2020 |
| Control measures for the OHS hazards identified in the OHS Risk Register have been defined following the Hierarchy of Controls. | [OHS Risk Register Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/ohsriskregister.xlsx) | February 2021 |
| 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 | | | | | |
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| **Audit Criteria** | **OHSMS Activity** | **Examples of Evidence may include** | **PAL OHSMS Document Name and Direct Link** | **Document Last Updated** | **PAL OHSMS Section** |
| A current Division 5 Asbestos Audit Report is available at the workplace. | Identify the presence of hazardous building materials in the workplace by referring to the current workplace Division 5 Report | A copy of the front page of the current Division 5 Asbestos Audit Report showing the school name and date of audit. | [Asbestos Management Policy](https://www2.education.vic.gov.au/pal/asbestos/policy) | February 2021 | [Asbestos Management](https://www2.education.vic.gov.au/pal/asbestos/policy) |
| A School Asbestos Management Plan has been developed and implemented. | If asbestos-containing material is identified, develop a School Asbestos Management Plan and allocate the role of the Asbestos Coordinator. | A copy of the current School Asbestos Management. | [Asbestos Management Policy](https://www2.education.vic.gov.au/pal/asbestos/policy) | February 2021 |
| [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) | February 2020 |
| A current (updated within the last three months) Asbestos Register and Asbestos Label Register are available. | If asbestos-containing material is identified, establish a workplace Asbestos Register and Asbestos Label Register. | Copy of:   * Asbestos Register * Asbestos Label Register. | [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) | February 2020 |
| [Asbestos Register Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/asbestosreg.xlsx) | June 2018 |
| [Asbestos Label Register Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/asbestoslabelreg.xlsx) | June 2018 |
| The school Principal, Asbestos Coordinator and other relevant personnel are appropriately trained in Department provided Asbestos Awareness Training and the online Asbestos Management eLearning Module. | Ensure relevant personnel:   * attend the Department’s Asbestos Awareness Training (component of the Bricks and Mortar Training) * complete the Asbestos Management eLearning module | Copy of:   * Asbestos Awareness Training Completion Certificate * Completion of Asbestos Management eLearning module. | [Asbestos Management Policy](https://www2.education.vic.gov.au/pal/asbestos/policy) | February 2021 |
| [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) | February 2020 | [Asbestos Management](https://www2.education.vic.gov.au/pal/asbestos/policy) |
| Asbestos removal works are conducted following the School Asbestos Management Plan. | Prior to commencement of any asbestos-related removal, the School Asbestos Control Plan must be completed according to the School Asbestos Management Plan. | Copy of:   * clearance certificates * air monitoring results * Division 6 Audit Report * completed Asbestos Removal Completion Form | [Asbestos Management Policy](https://www2.education.vic.gov.au/pal/asbestos/policy) | February 2021 |
| [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) | February 2020 |
| [Asbestos Removal Control Plan Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/asbestosremovalcontrolplan.docx) | June 2018 |
| [Asbestos Removal Completion Form](https://www.education.vic.gov.au/hrweb/Documents/OHS/asbestosremovalcompletionform.docx) | June 2018 |

| Element 3.5: Hazards Management | | | | | |
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| **Audit Criteria** | **OHSMS Activity** | **Examples of Evidence may include** | **PAL OHSMS Document Name and Direct Link** | **Document Last Updated** | **PAL OHSMS Section** |
| All dangerous goods and hazardous substances in the workplace are identified and recorded in a Chemical Register. | Identify Dangerous Goods and Hazardous Substances and enter into the Chemical Register | A copy of the chemical register. | [Chemical Management Policy](https://www2.education.vic.gov.au/pal/chemical-management/policy) | February 2021 | [Chemical Management](https://www2.education.vic.gov.au/pal/chemical-management/policy) |
| [Chemical Management Procedure](https://www2.education.vic.gov.au/pal/chemical-management/procedure) | May 2020 |
| [Chemical Register Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/chemicalregistertemplate.xlsx) | July 2018 |
| A current Safety Data Sheet (SDS) is available for all dangerous goods and hazardous substances in the workplace. | Obtain current Safety Data Sheets for all identified dangerous goods and hazardous substances in the workplace | A copy of a current Safety Data Sheet. | [Chemical Management Policy](https://www2.education.vic.gov.au/pal/chemical-management/policy) | February 2021 |
| [Chemical Management Procedure](https://www2.education.vic.gov.au/pal/chemical-management/procedure) | May 2020 |
| Documented risk assessments have been completed for all tasks involving the use of dangerous goods and/or hazardous substances and include details of risk controls. | Complete Risk Assessments and Safe Work Procedures for the Storage and Handling of Dangerous Goods and Hazardous Substances that are assessed with a high or extreme risk. | A copy of completed risk assessment for a chemical process. | [Chemical Management Policy](https://www2.education.vic.gov.au/pal/chemical-management/policy) | February 2021 |
| [Chemical Management Procedure](https://www2.education.vic.gov.au/pal/chemical-management/procedure) | May 2020 |
| [Safe Work Procedure Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/safeworkproceduretemplate.docx) | June 2018 |
| [Risk Assessment Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/riskassessmenttemplate.docx) | August 2020 | [Chemical Management](https://www2.education.vic.gov.au/pal/chemical-management/policy) |
| Dangerous Goods and Hazardous Substances in the workplace are clearly and appropriately labelled. | Ensure all that all dangerous goods and hazardous substances storage containers are clearly labelled; including any identified enclosed systems (pipes or piping systems). | A photograph a chemical container where a new label has been applied. | [Chemical Management Policy](https://www2.education.vic.gov.au/pal/chemical-management/policy) | February 2021 |
| [Chemical Management Procedure](https://www2.education.vic.gov.au/pal/chemical-management/procedure) | May 2020 |
| Dangerous Goods and Hazardous Substances in the workplace are stored in appropriate storage areas. | Ensure all that all dangerous goods and hazardous substances storage containers are stored in accordance with Chemical Guidance Sheet 1. | A photograph of the chemical storage area. | [Chemical Management Policy](https://www2.education.vic.gov.au/pal/chemical-management/policy) | February 2021 |
| [Chemical Management Procedure](https://www2.education.vic.gov.au/pal/chemical-management/procedure) | May 2020 |
| [Chemical Guidance Sheet 1 – Chemical Storage](https://www.education.vic.gov.au/hrweb/Documents/OHS/guid1chemst.docx) | July 2018 |
| Chemical waste is collected and disposed of appropriately and records are retained of disposal certificates from an EPA-approved waste contractor. | Ensure that:   * chemical waste is properly packaged, labelled and stored in suitable designated areas whilst awaiting collection * dangerous goods, hazardous substances and chemical waste are disposed of as per the SDS and with reference to Guidance Sheet 6: Hazardous Chemical Disposal. | A copy of the disposal certificate from an EPA-approved waste contractor. | [Chemical Management Policy](https://www2.education.vic.gov.au/pal/chemical-management/policy) | February 2021 |
| [Chemical Management Procedure](https://www2.education.vic.gov.au/pal/chemical-management/procedure) | May 2020 | [Chemical Management](https://www2.education.vic.gov.au/pal/chemical-management/policy) |
| [Chemical Guidance Sheet 6 – Hazardous Chemical Disposal](https://www.education.vic.gov.au/hrweb/Documents/OHS/guid6chemicaldisposal.docx) | July 2018 |

| Element 3.5: Hazards Management | | | | | |
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| **Audit Criteria** | **OHSMS Activity** | **Examples of Evidence may include** | **PAL OHSMS Document Name and Direct Link** | **Document Last Updated** | **PAL OHSMS Section** |
| Electrical equipment in the workplace has been identified and recorded on the Electrical Equipment Register (or contractor's equivalent). | Identify electrical equipment | A copy of the Electrical Equipment Register. | [Testing and Tagging of Electrical Equipment Policy](https://www2.education.vic.gov.au/pal/testing-and-tagging-electrical-equipment/policy) | July 2020 | [Testing and Tagging of Electrical Equipment](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) | June 2020 |
| [Electrical Equipment Register Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/electricequipreg.docx) | August 2018 |
| Electrical equipment in the workplace is regularly inspected, tested and tagged. | Test and tag identified electrical equipment | A photograph of electrical equipment showing the date that it was tested on the tag. | [Testing and Tagging of Electrical Equipment Policy](https://www2.education.vic.gov.au/pal/testing-and-tagging-electrical-equipment/policy) | July 2020 |
| [Testing and Tagging of Electrical Equipment Procedure](https://www2.education.vic.gov.au/pal/testing-and-tagging-electrical-equipment/procedure) | June 2020 |
| [Electrical Equipment Register Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/electricequipreg.docx) | August 2018 | [Testing and Tagging of Electrical Equipment](https://www2.education.vic.gov.au/pal/testing-and-tagging-electrical-equipment/policy) |
| [Testing and Tagging of Electrical Equipment Frequency Guide](https://www.education.vic.gov.au/hrweb/Documents/OHS/electricequipguide.docx) | August 2018 |
| All hazardous manual handling tasks within the workplace are identified and recorded in the OHS Risk Register and Risk Assessment Template. | Identify hazardous manual handling tasks undertaken in the workplace and record in the OHS Risk Register | A copy of the completed Risk Assessment Form (or equivalent) for the hazardous manual task. | [Manual Handling Policy](https://www2.education.vic.gov.au/pal/manual-handling/policy) | February 2021 | [Manual Handling](https://www2.education.vic.gov.au/pal/manual-handling/policy) |
| [Manual Handling Procedure](https://www2.education.vic.gov.au/pal/manual-handling/procedure) | June 2020 |
| A risk assessment for each hazardous manual handling task in the workplace has been conducted using the Risk Assessment Form (or equivalent), which includes documentation of risk controls. | Assess the level of risk for tasks that have are identified as potentially hazardous. | A copy of a completed Risk Assessment Form (or equivalent) for the manual handling task. | [Manual Handling Policy](https://www2.education.vic.gov.au/pal/manual-handling/policy) | February 2021 |
| [Manual Handling Procedure](https://www2.education.vic.gov.au/pal/manual-handling/procedure) | June 2020 |
| [Risk Assessment Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/riskassessmenttemplate.docx) | August 2020 | [OHS Risk Management](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-risk-management/policy) |
| Plant and equipment in the workplace has been identified, and recorded on the Plant and Equipment Register. | Identify plant and equipment in the workplace and record this information in the Plant and Equipment Register | A copy of a completed Plant and Equipment Register. | [Plant and Equipment Management Policy](https://www2.education.vic.gov.au/pal/plant-and-equipment-management/policy) | February 2021 | [Plant and Equipment Management](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) | June 2020 |
| [Plant and Equipment Register Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/plantregistertemplate.xlsx) | July 2018 |
| A risk assessment has been completed for Plant and Equipment in the workplace, which includes details of implemented risk controls. | Complete risk assessments for each identified hazardous item of plant and equipment using the Plant and Equipment Risk Management Form t. | A copy of a completed risk assessment for an item of Plant or equipment. | [Plant and Equipment Management Policy](https://www2.education.vic.gov.au/pal/plant-and-equipment-management/policy) | February 2021 | [Plant and Equipment Management](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) | June 2020 |
| [Plant and Equipment Risk Management Form Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/planteqpmntmaintenanceform.docx) | July 2018 |
| Safe Work Procedures are displayed adjacent to all items of static plant and signed by all authorised employees. | Complete and display safe work procedures for all identified hazardous items of plant and equipment using the Safe Work Procedure Template. | A photograph of a completed safe work procedure displayed adjacent to a relevant item of plant. | [Plant and Equipment Management Policy](https://www2.education.vic.gov.au/pal/plant-and-equipment-management/policy) | February 2021 | [Plant and Equipment Management](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) | June 2020 |
| [Safe Work Procedure Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/safeworkproceduretemplate.docx) | June 2018 |
| Teachers are competent to supervise student use of restricted and safer use plant and equipment in their facilities. | Ensure that teachers have the appropriate training and experience with the use of machinery and equipment in the workplace. | A copy of the statement of attainment for the Course in Safe Use of Machinery for Technology Teaching. | [Plant and Equipment Management Procedure](https://www2.education.vic.gov.au/pal/plant-and-equipment-management/procedure) | June 2020 |
| Maintenance records are kept for each item of plant and equipment. | Records of inspections and maintenance must be kept for each item of plant and equipment. | A copy of a completed Plant and Equipment Maintenance Form (or equivalent). | [Plant and Equipment Management Policy](https://www2.education.vic.gov.au/pal/plant-and-equipment-management/policy) | February 2021 |
| [Plant and Equipment Management Procedure](https://www2.education.vic.gov.au/pal/plant-and-equipment-management/procedure) | June 2020 | [Plant and Equipment Management](https://www2.education.vic.gov.au/pal/plant-and-equipment-management/policy) |
| [Plant and Equipment Maintenance Form Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/planteqpmntmaintenanceform.docx) | July 2018 |
| Plant and equipment that is identified as unsafe is isolated, tagged and recorded in the Isolation and Tag Out Register. | Isolate and tag out equipment identified as being unsafe or requiring maintenance work.  Record the dates, times and names of employees / contractors isolating and tagging of the equipment in the Isolation and Tag Out Register or equivalent. | A copy of a completed Equipment Isolation and Tag Out Register and/or a photograph of plant or equipment that has been isolated and tagged. | [Equipment Isolation and Tag Out Policy](https://www2.education.vic.gov.au/pal/equipment-isolation/policy) | January 2021 | [Equipment Isolation and Tag Out](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) | May 2020 |
| [Equipment Isolation and Tag Out Register Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/tagoutregister.docx) | August 2018 |
| Plant and equipment is in good condition and machine guarding is available to isolate moving and/or rotating parts when required. | Remove tag and isolation devices when the equipment has been repaired. | A photograph of plant or equipment where identified issues have been addressed. | [Plant and Equipment Management Policy](https://www2.education.vic.gov.au/pal/plant-and-equipment-management/policy) | February 2021 | [Plant and Equipment Management](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) | June 2020 | [Plant and Equipment Management](https://www2.education.vic.gov.au/pal/plant-and-equipment-management/policy) |
| [Plant and Equipment Maintenance Form Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/planteqpmntmaintenanceform.docx) | July 2018 |
| A documented risk assessment, which includes details of risk controls, has been completed for each task where employees are required to work at a height of two metres or more using the Risk Assessment Form (or equivalent). | Identify hazards associated with the potential to fall two metres or more.  Record prevention of fall controls. | A copy of a completed risk assessment for work at height. | [Prevention of Falls when Working at Heights Policy](https://www2.education.vic.gov.au/pal/prevention-falls-when-working-heights/policy) | February 2021 | [Prevention of Falls when Working at Heights](https://www2.education.vic.gov.au/pal/prevention-falls-when-working-heights/policy) |
| [Prevention of Falls when Working at Heights Procedure](https://www2.education.vic.gov.au/pal/prevention-falls-when-working-heights/procedure) | June 2020 |
| [Risk Assessment Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/riskassessmenttemplate.docx) | August 2020 |
| Employees required to work at heights have completed Work Safely at Heights Training Course (RIIWHS204D) and this was completed less than three years ago. | Identify employees who as part of their role are required to work at height, are trained in competency-based Work Safely at Heights Training Course (RIIWHS204D). | A copy of a training certificate from an employee who has completed the Work Safely at Height Training Course. | [Prevention of Falls when Working at Heights Procedure](https://www2.education.vic.gov.au/pal/prevention-falls-when-working-heights/procedure) | June 2020 |
| A Safe Work Method Statement has been provided by contractors who are required to work at a height of two metres or more and records are maintained. | Ensure contractors have completed the relevant training and have submitted a completed Safe Work Method Statement for any tasks where there is the potential to fall two metres or more. | A copy of a Safe Work Method Statement completed by a contractor for work at heights.  A copy of a training certificate from the contractor showing that they have completed the Work Safely at Height Training Course. | [Prevention of Falls when Working at Heights Procedure](https://www2.education.vic.gov.au/pal/prevention-falls-when-working-heights/procedure) | June 2020 | [Prevention of Falls when Working at Heights](https://www2.education.vic.gov.au/pal/prevention-falls-when-working-heights/policy) |
| [Safe Work Method Statement (SWMS) Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/safeworkmethodstatementtemp.docx) | June 2018 |
| Workplace inspections to identify slips, trips and falls hazards are conducted using the Workplace Inspection Checklists. | Record hazards identified during a workplace inspection | A copy of a workplace inspection checklist where slips, trips and falls hazards were assessed. | [Slips, Trips and Falls Policy](https://www2.education.vic.gov.au/pal/slips-trips-and-falls/policy) | June 2020 | [Slips, Trips and Falls](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) | June 2020 |
| [Workplace Inspection Policy](https://www2.education.vic.gov.au/pal/workplace-inspections/policy) | July 2020 | [Workplace Inspections](https://www2.education.vic.gov.au/pal/workplace-inspections/policy) |
| [Workplace Inspection Procedure](https://www2.education.vic.gov.au/pal/workplace-inspections/procedure) | June 2020 |
| Risk controls have been implemented for all slips, trips and fall hazards. | Review the outcomes of workplace inspections | A photograph of an example where risk controls were implemented for a slip, trip or fall hazard. | [Slips, Trips and Falls Procedure](https://www2.education.vic.gov.au/pal/slips-trips-and-falls/procedure) | June 2020 | [Slips, Trips and Falls](https://www2.education.vic.gov.au/pal/slips-trips-and-falls/policy) |

| Element 3.5: Hazards Management | | | | | |
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| **Audit Criteria** | **OHSMS Activity** | **Examples of Evidence may include** | **PAL OHSMS Document Name and Direct Link** | **Documented Last Updated** | **PAL OHSMS Section** |
| Students displaying behaviours of concern have been appropriately reported (e.g. IRIS Reports, local incident reports and eduSafe Plus incident reports). | Record students displaying behaviours of concern appropriately (e.g. IRIS Reports, local incident reports and eduSafe Plus incident reports). | A copy of a de-identified incident report. | [Occupational Violence and Aggression in Schools Policy](https://www2.education.vic.gov.au/pal/occupational-violence-and-aggression-schools/policy) | February 2021 | [Occupational Violence and Aggression in Schools](https://www2.education.vic.gov.au/pal/occupational-violence-and-aggression-schools/policy) |
| [Occupational Violence and Aggression in Schools Procedure](https://www2.education.vic.gov.au/pal/occupational-violence-and-aggression-schools/procedure) | June 2020 |
| [Reporting and Managing School Incidents (including emergencies) Policy](https://www2.education.vic.gov.au/pal/reporting-and-managing-school-incidents-including-emergencies/policy) | February 2021 | [Reporting and Managing School Incidents (including emergencies)](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) | June 2020 |
| Workplace representatives are aware that post incident support, such as on-site counselling or/and an Employee Assistance Program is available upon request. | Ensure all employees are aware that post incident support, such as on-site counselling or/and an Employee Assistance Program is available upon request. | A copy of:   * Meeting minutes; or * Email with details, including the date that post incident support was provided. | [OHS Consultation and Communication Policy](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-consultation-and-communication/policy) | February 2021 | [OHS Consultation and Communication](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) | June 2020 |
| Parents are notified of behaviours of concern as soon as practicable after the behaviours occur. | Notify parents of students displaying behaviours of concern as soon as practicable after the behaviours occur. | A de-identified copy of a communication to notify parents of behaviours of concern. | NA | NA | [Occupational Violence and Aggression in Schools](https://www2.education.vic.gov.au/pal/occupational-violence-and-aggression-schools/policy) |
| Behavioural support plans and student support groups have been developed or established. | Develop or establish a behavioural support plan for students displaying behaviours of concern. | Copies of:   * de-identified behavioural support plan. * de-identified file note records/minutes of student support group meetings | [Occupational Violence and Aggression in Schools Policy](https://www2.education.vic.gov.au/pal/occupational-violence-and-aggression-schools/policy) | February 2021 |
| [Occupational Violence and Aggression in Schools Procedure](https://www2.education.vic.gov.au/pal/occupational-violence-and-aggression-schools/procedure) | June 2020 |
| Staff have received adequate training on how to respond to behaviours of concern. Including:   * Positive behavior training * Completion of challenging behavioural course * Completion of functional behavioural assessment training * Completion of training in de-escalation | Identify employees who as part of their role are required to work with students displaying behaviours of concern and schedule relevant training. | A copy of a training certificate from an employee who has completed relevant training. | [Occupational Violence and Aggression in Schools Policy](https://www2.education.vic.gov.au/pal/occupational-violence-and-aggression-schools/policy) | February 2021 | [Occupational Violence and Aggression in Schools](https://www2.education.vic.gov.au/pal/occupational-violence-and-aggression-schools/policy) |
| [Occupational Violence and Aggression in Schools Procedure](https://www2.education.vic.gov.au/pal/occupational-violence-and-aggression-schools/procedure) | June 2020 |
| [OHS Induction and Training Policy](https://www2.education.vic.gov.au/pal/ohs-induction-training/policy) | February 2021 | [OHS Induction and Training](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) | June 2020 |
| A Traffic Management Plan has been developed which considers traffic flow on the whole site. | Complete a traffic management plan usingthe Department’sTraffic Management Plan or equivalent template for the workplace | A copy of the completed Traffic Management Plan. | [Traffic Management Policy](https://www2.education.vic.gov.au/pal/traffic-management/policy) | February 2021 | [Traffic Management](https://www2.education.vic.gov.au/pal/traffic-management/policy) |
| [Traffic Management Procedure](https://www2.education.vic.gov.au/pal/traffic-management/procedure) | February 2021 | [Traffic Management](https://www2.education.vic.gov.au/pal/traffic-management/policy) |
| Risk controls have been implemented for all traffic-related hazards in accordance with the Traffic Management Plan. | Control risks associated with traffic and document in the OHS Risk Register and Traffic Management Plan.  Review control effectiveness. | [Traffic Management Plan Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/trafficmgtplantemp.docx) | February 2021 |

| Element 4: Incident Reporting and Investigation | | | | | |
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| **Audit Criteria** | **OHSMS Activity** | **Examples of Evidence** | **PAL OHSMS Document Name and Direct Link** | **Document Last Updated** | **PAL OHSMS Section** |
| All OHS incidents involving employees, contractors, volunteers or visitors have been reported in eduSafe Plus.  For the incidents selected, assess if the following was completed:   * Action plan was developed * Risk assessment was undertaken * Risk controls were implemented, and the incident closed in the system. | Check that all employees are aware of, and have access to, the Department’s Incident Reporting and Hazard Management System – eduSafe Plus.  Establish a process for visitors, volunteers and contractors to report hazards and incidents.  Establish a process for assessing the hazard and developing a control strategy in response to the reported hazard, near miss or incident. | 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) | February 2021 | [Reporting and Managing School Incidents (including emergencies)](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) | June 2020 |
| [Hazard and Incident Investigation Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/hazardincidentinvestigationtemplate.docx) | October 2020 |
| Was or were these incidents entered into eduSafe Plus (for employees, contractors or visitors) or CASES21 (for students)?  If applicable, for the incidents selected, assess if:   * The incident was notified to WorkSafe Victoria. * An incident investigation was performed using the Incident Investigation Form or equivalent template. * The incident was notified to WorkSafe within 48 hours. | Ensure all employees are aware of the process for reporting serious incidents to WorkSafe (referred to as Notifiable Incidents).  Establish a process for investigating serious incidents. | A photograph of the OHS Noticeboard where a copy of the Notifiable Incidents to WorkSafe Flowchart is displayed | [Reporting and Managing School Incidents (including emergencies) Policy](https://www2.education.vic.gov.au/pal/reporting-and-managing-school-incidents-including-emergencies/policy) | February 2021 |
| [Reporting and Managing School Incidents (including emergencies) Procedure](https://www2.education.vic.gov.au/pal/reporting-and-managing-school-incidents-including-emergencies/guidance) | June 2020 |
| [Hazard and Incident Investigation Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/hazardincidentinvestigationtemplate.docx) | October 2020 | [Reporting and Managing School Incidents (including emergencies)](https://www2.education.vic.gov.au/pal/reporting-and-managing-school-incidents-including-emergencies/policy) |
| [Notifiable Incidents to WorkSafe Flowchart](https://www.education.vic.gov.au/hrweb/Documents/OHS/incidentnotificationflowchart.docx) | November 2020 |
| For the first aid treatments selected, assess if they were reported in CASES21. | Record the administration of first aid treatment and incidents | CASES21 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) | February 2021 |
| [Reporting and Managing School Incidents (including emergencies) Procedure](https://www2.education.vic.gov.au/pal/reporting-and-managing-school-incidents-including-emergencies/guidance) | June 2020 |
| [First Aid for Students and Staff Policy](https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/policy) | February 2021 | [First Aid for Students and Staff](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) | January 2021 |

| Element 5: Emergency Management | | | | | |
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| **Audit Criteria** | **Activity** | **Examples of Evidence** | **Document Name and Direct Link** | **Document Last Updated** | **Section** |
| A workplace specific Emergency Management Plan has been developed following the Emergency Management Plan Template provided by the Department. | Develop a workplace specific Emergency Management Plan | 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) | February 2021 | [Emergency and Critical Incident Management Planning](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) | 2019-2020 |
| A risk assessment has been completed as part of the Emergency Management Plan. | Identify and assess all circumstances where the school is responsible for student safety, such as school excursions to ensure staff and student safety and that students are supervised at all times | 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) | February 2021 |
| [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) | 2019-2020 |
| 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. | Ongoing review of the Emergency Management Plan annually and/or following an emergency or crisis | Emergency Management Plan uploaded onto the [Online Emergency Management Planning Portal](https://emergencymanagement.eduweb.vic.gov.au/) | Emergency Management Plan | NA |
| [Emergency and Critical Incident Management Planning](https://www2.education.vic.gov.au/pal/emergency-critical-incident-management-planning/policy) |
| Emergency testing procedures are rehearsed on a quarterly basis. | Plan and test emergency arrangements at regular intervals to ensure that procedures work and everyone learns emergency protocols | Copy of:   * OHS Activities Calendar * Emergency evacuation exercise debrief minutes * Emergency drill reports | [Emergency and Critical Incident Management Planning Policy](https://www2.education.vic.gov.au/pal/emergency-critical-incident-management-planning/policy) | February 2021 |
| [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) | 2019-2020 |
| [OHS Activities Calendar Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/ohsactivitiescalendar.xlsx) | July 2019 | [OHS Planning](https://www2.education.vic.gov.au/pal/ohs-planning/policy) |

| Element 6: First Aid | | | | | |
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| **Audit Criteria** | **OHSMS Activity** | **Examples of Evidence** | **PAL OHSMS Document Name and Direct link** | **Document Last Updated** | **PAL OHSMS Section** |
| 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. | Assess and record the first aid requirements of the workplace. | Copy of completed First Aid Risk Assessment | [First Aid for Students and Staff Policy](https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/policy) | February 2021 | [First Aid for Students and Staff](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) | January 2021 |
| [First Aid Risk Assessment Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/firstaidriskassess.docx) | March 2019 |
| School or workplace complies with at least the minimum First Aid Officers, kits and rooms as described in the First Aid Risk Assessment Form. | Determine the number of First Aid Officers, kits and rooms (if applicable) for the workplace. | Copy of completed First Aid Risk Assessment | [First Aid for Students and Staff Policy](https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/policy) | February 2021 |
| [First Aid for Students and Staff Procedure](https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/guidance) | January 2021 |
| [First Aid Risk Assessment Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/firstaidriskassess.docx) | March 2019 |
| First aid rooms (when applicable) are available and comply with the minimum first aid rooms requirements. | Assess First Aid Rooms/Sick Bays to make sure that they comply with the minimum First Aid Room requirements. | Copy of completed First Aid Risk Assessment | [First Aid for Students and Staff Policy](https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/policy) | February 2021 |
| [First Aid for Students and Staff Procedure](https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/guidance) | January 2021 |
| First aid area (sickbay) contains a first aid kit and clearly displays the First Aid Summary Sheet or Emergency Management Contact details. | Complete and display the First Aid Summary Sheet or Emergency Contact details in all first aid areas in the workplace. | Copy of:   * First Aid Summary sheet; or * Emergency management contact details. | [First Aid for Students and Staff Policy](https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/policy) | February 2021 | [First Aid for Students and Staff](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) | January 2021 |
| [First Aid Summary Sheet Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/firstaidriskassess.docx) | January 2019 |
| Regular inspections of first aid facilities, including a review of first aid kits are undertaken as planned or as required. | Schedule and undertake regular first aid inspections in the workplace. | Copy of completed First Aid Kits Contents Checklist  Copy of the OHS Activities Calendar | [First Aid for Students and Staff Policy](https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/policy) | February 2021 |
| [First Aid for Students and Staff Procedure](https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/guidance) | January 2021 |
| [First Aid Kit Contents Checklist](https://www.education.vic.gov.au/hrweb/Documents/OHS/firstaidkitschecklist.docx) | June 2018 |
| [OHS Activities Calendar Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/ohsactivitiescalendar.xlsx) | July 2019 | [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). | Ensure all First Aid Officers understand and practice adequate infection and prevention control processes. | Photograph of displayed Safe Work Procedure – 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) | February 2021 | [Blood Spills and Open Wounds Management](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) | October 2020 |
| [Safe Work Procedure – Cleaning and Handling of Blood and Bodily Fluids](https://www.education.vic.gov.au/hrweb/Documents/OHS/firstaidswp.docx) | October 2020 | [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) | February 2021 | [Blood-borne viruses](https://www2.education.vic.gov.au/pal/blood-borne-viruses/policy) |
| First Aid Officer has undertaken recognised first aid training that meets the requirements of:   * Provide First Aid - HLTAID003 * Annual refresher for Cardiopulmonary Resuscitation (CPR) - HLTAID001. | Schedule the required training for all First Aid Officers, e.g. Provide First Aid - HLTAID003 and annual refresher for Cardiopulmonary Resuscitation (CPR) - HLTAID001. | Copy of training certificate(s) | [First Aid for Students and Staff Policy](https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/policy) | February 2021 | [First Aid for Students and Staff](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) | January 2021 |

| Element 7: OHS Induction and Training | | | | | |
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| **Audit Criteria** | **OHSMS Activity** | **Examples of Evidence** | **PAL OHSMS Document Name and Direct Link** | **Document Last Updated** | **PAL OHSMS Section** |
| An OHS induction process has been developed for employees that includes the training requirements specified in the OHS Induction Checklist. | Ensure that all employees, contractors and volunteers are inducted into the workplace.  The induction process should be recorded in the relevant OHS Induction Checklist | Copy of completed OHS Induction Checklists | [OHS Induction and Training Policy](https://www2.education.vic.gov.au/pal/ohs-induction-training/policy) | February 2021 | [OHS Induction and Training](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) | June 2020 |
| [OHS Induction Checklist - Schools](https://www.education.vic.gov.au/hrweb/Documents/OHS/ohsinductionchecklistschools.docx) | October 2020 |
| [Contractor OHS Management Policy](https://www2.education.vic.gov.au/pal/contractor-ohs-management/policy) | January 2021 | [Contractor OHS Management](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) | May 2020 |
| [Contractor OHS Induction Checklist](https://www.education.vic.gov.au/hrweb/Documents/OHS/contractorinductchecklist.docx) | June 2018 |
| [Volunteer OHS Management Policy](https://www2.education.vic.gov.au/pal/volunteer-ohs-management/policy) | January 2021 | [**Volunteer OHS Management**](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) | June 2020 |
| [Volunteer OHS Induction Checklist](https://www.education.vic.gov.au/hrweb/Documents/OHS/volunteerworkerohsinductchecklist.docx) | July 2018 |
| OHS Training Plan/Register or equivalent template has been developed and is kept up to date with additional training needs included where identified. | Identify competencies and schedule training into the OHS Training Planner or equivalent template. | Copy of OHS Training Planner/Register or equivalent template | [OHS Induction and Training Policy](https://www2.education.vic.gov.au/pal/ohs-induction-training/policy) | February 2021 | [OHS Induction and Training](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) | June 2020 |
| [OHS Training / Planner Register Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/ohstrainingplanner.xlsx) | April 2019 |
| OHS training has been scheduled and/or completed according to the OHS Training Plan/Register or equivalent template.  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 | Workplace Managers and/ or Management OHS Nominees to ensure employees are provided with information, instruction and training in order to perform their work safely and without risks to their health. | NA – evidence of completing the online OHS Program will be accessed via internal Department LearnED system. | [OHS Consultation and Communication Policy](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-consultation-and-communication/policy) | February 2021 | [OHS Consultation and Communication](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) | June 2020 |
| [OHS Induction and Training Policy](https://www2.education.vic.gov.au/pal/ohs-induction-training/policy) | February 2021 | [OHS Induction and Training](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) | June 2020 |

| Element 8: Contractor Management | | | | | |
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| **Audit Criteria** | **OHSMS Activity** | **Examples of Evidence** | **PAL OHSMS Document Name and Direct Link** | **Document Last Updated** | **PAL OHSMS Section** |
| A Contractor Register or equivalent template is used to record approved contractors to work onsite. | Identify and record approved school engaged contractors in the Contractor Registeror equivalent template. | Contractor Register | [Contractor OHS Management Policy](https://www2.education.vic.gov.au/pal/contractor-ohs-management/policy) | January 2021 | [Contractor OHS Management](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) | May 2020 |
| [Contractor Register Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/contractorreg.xlsx) | July 2018 |
| An OHS induction process has been established for all contractors that includes the information specified in the Contractor OHS Induction requirements. | Establish a system for inducting contractors. | Copy of completed Contractor OHS Induction Checklist | [Contractor OHS Management Policy](https://www2.education.vic.gov.au/pal/contractor-ohs-management/policy) | January 2021 |
| [Contractor OHS Management Procedure](https://www2.education.vic.gov.au/pal/contractor-ohs-management/procedure) | May 2020 |
| [Contractor OHS Induction Checklist](https://www.education.vic.gov.au/hrweb/Documents/OHS/contractorinductchecklist.docx) | June 2018 |
| [Contractor OHS Induction Handbook](https://www.education.vic.gov.au/hrweb/Documents/OHS/contractorinductionhandbook.docx) | October 2020 |
| All contractors report to the General Office upon arrival at the workplace, prior to commencing any works, and a visitor’s pass is issued. | Implement a Sign in / Sign out process for all contractors, visitors and volunteers coming on site. | Photograph of:   * Sign in-out register (Online or hard copy register) * Signage directing contractors to reception/office | [Contractor OHS Management Policy](https://www2.education.vic.gov.au/pal/contractor-ohs-management/policy) | January 2021 | [Contractor OHS Management](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) | May 2020 |
| 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. | All contractors must provide a completed Safe Work Method Statement for high risk work prior to commencement of works. | * Signed Safe Work Method Statement (SWMS) * Signed Permit to Work (Confined Spaces) * Contractor Documentation | [Contractor OHS Management Policy](https://www2.education.vic.gov.au/pal/contractor-ohs-management/policy) | January 2021 |
| [Contractor OHS Management Procedure](https://www2.education.vic.gov.au/pal/contractor-ohs-management/procedure) | May 2020 |
| [Safe Work Method Statement (SWMS) Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/safeworkmethodstatementtemp.docx) | June 2018 |
| [Contractor Hazard Identification and Control Guide](https://www.education.vic.gov.au/hrweb/Documents/OHS/contractorhazardidcontrol.docx) | July 2018 |
| A Permit to Work system is established for contractors working in Confined Spaces. | Identify confined space/s in the workplace in consultation with the VSBA.  Establish a Permit to Work system for all identified confined space/s. | Signed Confined Space Entry Permits | [Contractor OHS Management Policy](https://www2.education.vic.gov.au/pal/contractor-ohs-management/policy) | January 2021 | [Contractor OHS Management](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) | May 2020 |
| [Confined Spaces Policy](https://www2.education.vic.gov.au/pal/confined-spaces/policy) | February 2021 | [Confined Spaces](https://www2.education.vic.gov.au/pal/confined-spaces/policy) |
| [Confined Space Procedure](https://www2.education.vic.gov.au/pal/confined-spaces/procedure) | May 2020 |
| [Confined Space Entry Permit Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/confinedspaceentrypermit.docx) | June 2018 |
| A risk assessment has been completed for volunteers prior to them undertaking tasks such as:   * Gardening/landscaping * Painting * Clean-up of grounds | Identify and assess tasks that may pose a risk for volunteers and develop Safe Work Procedures for volunteers to follow. | Copy of a completed Risk assessment | [Volunteer OHS Management Policy](https://www2.education.vic.gov.au/pal/volunteer-ohs-management/policy) | January 2021 | [Volunteer OHS Management](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) | June 2020 |
| An OHS induction process has been established for volunteers that includes the information specified in the Volunteer OHS Induction Checklist. | Establish a system for inducting volunteers. | Copy of a completed Volunteer OHS Induction Checklist | [Volunteer OHS Management Policy](https://www2.education.vic.gov.au/pal/volunteer-ohs-management/policy) | January 2021 | [Volunteer OHS Management](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) | June 2020 |
| [Volunteer OHS Induction Checklist](https://www.education.vic.gov.au/hrweb/Documents/OHS/volunteerworkerohsinductchecklist.docx) | July 2018 |
| [Volunteer OHS Induction Handbook](https://www.education.vic.gov.au/hrweb/Documents/OHS/volunteerinductionhandbook.docx) | October 2020 |

| Element 9: Purchasing | | | | | |
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| **Audit Criteria** | **OHSMS Activity** | **Examples of Evidence** | **PAL OHSMS Document Name and Direct Link** | **Document Last Updated** | **PAL OHSMS Section** |
| Goods that are purchased that have OHS implications are identified in the OHS Purchasing Checklist. | Identify goods with potential OHS risks associated with the purchase, hire, lease etc. for the workplace. | Copy of completed OHS Purchasing Checklist | [OHS Purchasing Policy](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-purchasing/policy) | February 2021 | [OHS Purchasing](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) | June 2020 |
| [OHS Purchasing Checklist](https://www.education.vic.gov.au/hrweb/Documents/OHS/ohspurchasingchecklist.docx) | August 2018 |
| Hazards and risk controls measures for all purchases with OHS implications have been adequately assessed and documented in the OHS Purchasing Checklist. | Conduct risk assessments for all identified goods that require further risk controls to be implemented. | Copy of completed OHS Purchasing Checklist  Copy of Completed risk assessments | [OHS Purchasing Policy](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-purchasing/policy) | February 2021 |
| [OHS Purchasing Procedure](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-purchasing/procedure) | June 2020 |
| [OHS Purchasing Checklist](https://www.education.vic.gov.au/hrweb/Documents/OHS/ohspurchasingchecklist.docx) | August 2018 |
| [Risk Assessment Template](https://www.education.vic.gov.au/hrweb/Documents/OHS/riskassessmenttemplate.docx) | August 2020 | [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** | **Activity** | **Examples of Evidence** | **Document Name** | **Document Last Updated** | **Workers’ Compensation and Return to Work Section** |
| A return to work coordinator (RTWC) who is a Principal, Assistant Principal or Business Manager has been defined. | Appoint a return to work coordinator (RTWC) who is either a Principal, Assistant Principal or Business Manager. | Written correspondence of acceptance of appointment to the RTWC role. | Workplace Injury Rehabilitation and Compensation Act (WIRC) 2013 – Section 106 | November 2020 | [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. | Identify competency of the RTWC and schedule required training, e.g.:   * 2-Day WorkSafe Accredited RTW Coordinator roles and responsibilities training Course * 1-Day Workers’ Compensation Training. | * Attendance certificate/records * Training certificates | Workplace Injury Rehabilitation and Compensation Act (WIRC) 2013 – Section 106 | November 2020 |
| All claims tested have been adequately reported into eduSafe Plus. | Record all incidents and/or injuries to employees, contractors, volunteers and visitors within 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) | February 2021 | [Reporting and Managing School Incidents (including emergencies)](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) | June 2020 | [Reporting and Managing School Incidents (including emergencies)](https://www2.education.vic.gov.au/pal/reporting-and-managing-school-incidents-including-emergencies/policy) |
| Workplace Injury Rehabilitation and Compensation Act (WIRC) 2013 – Section 17 | November 2020 | [Workers’ Compensation and Return to Work](https://www.education.vic.gov.au/hrweb/safetyhw/Pages/worksafereturntowork.aspx) |
| All injured workers have been provided with key information. | Provide all injured workers with key information. | Copy of written correspondence confirming who the designated RTWC is and the “Your workers compensation claim” sheet has been sent.   * Written Correspondence * Emails | Workplace Injury Rehabilitation and Compensation Act (WIRC) 2013 – Section 106 | November 2020 |
| A workers’ compensation folder / file for each of the claims tested during the audit have been created including the minimum requirements. | Effectively manage all injured workers’ compensation claims.  Maintain a workers’ compensation folder / file for each claim 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 | November 2020 |
| Return to work planning has been performed for all injured workers. | Offer suitable employment. | 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 – Section 103 | November 2020 | [Workers’ Compensation and Return to Work](https://www.education.vic.gov.au/hrweb/safetyhw/Pages/worksafereturntowork.aspx) |
| Undertake return to work planning. | Workplace Injury Rehabilitation and Compensation Act (WIRC) 2013 – Section 104 | November 2020 |
| Consult with the injured employee about return to work. | Workplace Injury Rehabilitation and Compensation Act (WIRC) 2013 – Section 105 | November 2020 |
| Make return to work information available. | Workplace Injury Rehabilitation and Compensation Act (WIRC) 2013 – Section 107 | November 2020 | [Workers’ Compensation and Return to Work](https://www.education.vic.gov.au/hrweb/safetyhw/Pages/worksafereturntowork.aspx) |
| Evidence is available to demonstrate that documents relating to injured workers’ claims are being sent to Gallagher Bassett in a timely manner. | Ensure all documents relating to injured workers’ claims are sent to Gallagher Bassett within the required timeframes. | 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 | November 2020 |
| There are clear processes in place to ensure Workers’ Compensation information is adequately stored and managed. | Ensure all workers’ compensation claims are stored securely and can only be accessed by authorised personnel. This includes both hard copy and/or digital records. | 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 | November 2020 |
| [Reporting and Managing School Incidents (including emergencies) Policy](https://www2.education.vic.gov.au/pal/reporting-and-managing-school-incidents-including-emergencies/policy) | February 2021 | [Reporting and Managing School Incidents (including emergencies)](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) | June 2020 |