



# Be audit ready

## SafeWork NSW Audit Preparation – No.2

Never Stand Still

UNSW Health & Safety

SafeWork NSW will conduct its 3-yearly health and safety management system audit at UNSW this year. The date and areas to be audited are as yet unknown. Therefore it's important that all areas are audit-ready.

Leading up to the 2016 SafeWork NSW audit there will be a focus on systems or items the auditors may seek evidence of. Here we focus on the following elements from the [National Self-Insurer Audit Tool](#):

- Consultation
- Hazard and incident reporting
- Document control and record keeping

### LOCAL AREA AUDIT READY CHECK

#### Consultation

- A L3 Health and Safety Consultation Committee or other consultation arrangements are in place.
- The L3 committee has an agreed constitution and regularly checks compliance (HS634 L3 Constitution Template, HS636 L3 Compliance Checklist).
- There is a communication route for safety matters between the school/unit and Faculty/ Divisional Executive.
- Health and safety is a regular agenda item in workgroup meetings.
- Meeting minutes or key points are distributed/made available to all school/unit members.
- L3 committee/Health and Safety Representative receives notice of when a draft procedure is under consultation (email sent by Health and Safety Administrator to local contact).
- All persons receive the monthly [Health and Safety Newsletter](#).
- Local area website has up-to-date health and safety information.

#### Hazard reporting, incident investigation and corrective actions

- Workers are aware of and use the on-line reporting system in myUNSW to record hazards and incidents (see HS307 Hazard and Incident Reporting Procedure).
- Investigations are carried out by supervisors for issues logged.
- SafeWork NSW-notifiable or Workers Compensation Claim incidents have a detailed investigation report completed by the supervisor (HS003 Incident Investigation Guide).
- Supervisors close off corrective actions in a timely manner and according to the hierarchy of control (HS309 Corrective Actions Procedure).
- School/Unit management are made aware of issues logged.

#### Document control H&S recordkeeping & risk management

- Document Control Register and/or SafeSys is used to manage document control (HS085 Document Control Register Template).
- School/unit is aware of all hazards and risks (SafeSys Risk Register or HS653 Hazard & Risk Register).
- There is a local H&S Records register which sets out where H&S records are kept and by whom.
- All documents reflect and reference current legislation.