Be audit ready

SafeWork NSW Audit Preparation – No3

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:
- Risk management
- Emergency preparedness
- Monitoring and measurement

LOCAL AREA AUDIT READY CHECK

Risk management

☐ Risk Management Forms and/or Safe Work Procedures are available for hazardous activities or equipment (SafeSys, HS017 Risk Management Forms, HS026 Safe Work Procedure Forms).

☐ All licences, registrations, notifications that are legally required are in place

☐ All workers have assessed their workstation (HS114 Workstation Checklist).

☐ Equipment safety is evaluated prior to purchase and process in place to lock-out dangerous equipment (HS633a Pre-purchase checklist, HS327 Plant and equipment procedure).

☐ Plant design and modifications safely (HS728 Design and Modification Guideline).

☐ All hazardous substances labelled (HS 429 Labelling of Hazardous Chemicals) and stored correctly (HS404 Dangerous Goods Storage Guideline).

☐ Hazardous material disposed of safely (HS321 Laboratory hazardous waste disposal guideline).

Emergency Preparedness

☐ Building evacuation plan and UNSW emergency procedures flipcharts on display.

☐ Building evacuation drill has been practiced 6 monthly.

☐ Fire extinguishers, fire hose reels, first aid kits, emergency shower/eyewash testing and maintained regularly.

☐ First aid assessment completed to determine numbers and kit locations (HS906 First aid assessment checklist).

☐ SciQuest ERM or Dangerous Goods manifest up to date with building dangerous goods contents.

Monitoring and measurement

☐ Inspection, testing and maintenance plan in place for equipment (SafeSys or HS030 Inspection, testing and monitoring schedule).

☐ Workplace inspections carried out by supervisors and/or local Health and Safety Consultation Committee (HS048a Workplace inspection checklist-offices, HS048b Workplace inspection checklist – labs/workshops).

☐ Relevant health surveillance carried out (HS091 Health monitoring guideline).

☐ Local area Self Audit Tool (SAT) completed with a score above 80%.