



# Be audit ready

## SafeWork NSW Audit Preparation – No.1

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](#):

- Responsibility and accountability
- Induction and training
- Contractor management

### LOCAL AREA AUDIT READY CHECK

#### Responsibility and accountability

- A local area responsibility matrix sets out who is responsible for key safety functions (HS658 Responsibility Matrix).
- Group heads have health and safety responsibilities included in their job description. Group heads have safety Key Performance Indicators.
- Health and safety is discussed at performance reviews.
- Faculty/Division/School/Unit health and safety objectives and targets are set.
- There is regular reporting on implementation of health and safety management system.

#### Induction and training

- Local induction are completed for all new workers (HS006 Health and Safety Induction and HS049 Laboratory and Workshop Induction).
- Training needs have been identified and are tracked (HS094 Training Needs Analysis).
- All staff and post-graduate students have completed the mandatory training (Health and Safety Awareness online and Ergonomics online).
- All supervisors have attended Health and Safety for Supervisors training (enrolled through myUNSW).
- Laboratory and workshop workers have completed relevant [health and safety training](#).

#### Contractor management

- Contractors engaged separately from Facilities Management have been evaluated for safety competency prior to starting work (HS803 Contractor Evaluation Checklist).
- Contractors have been inducted into the UNSW workspace (HS805 Contractor Induction Checklist).
- The local area regularly monitors the contractor's work performance.
- Good communication and consultation exists between UNSW and the contractor.