**WORK HEALTH AND SAFETY AUDIT STANDARD**

**Forestry Industry**

South Australia, Victoria and Tasmania

**Audit Report Template**

**Version 1.0**

**2017**

**Introduction**

This audit report template provides a tool for reporting compliance against various industry safety standards. Evidence that an organisation has met each standard should be analysed against each indicator.

This template proposes a scoring method for measuring the organisation conformance / non-conformance as follows:

0 = Nothing in place

1 = Major non-conformance

2 = Minor non-conformance

3 = Compliance

N/A = Not audited / Not applicable

A percentage score will be calculated based on a total possible score of 24 x 3 = 72

A version of the safety standards can be downloaded from the Forestry Better Business website and can be used alongside this tool.

[Click here](https://fbbp.forestworks.com.au/wp-content/uploads/2017/06/FOSS_WHSStandard.docx) to download the safety standards document.

# **1 PLANNING**

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| **1.1 Health and safety policy**  The organisation shall document a health and safety policy that states its overall health and safety objectives and demonstrates commitment to improving health and safety performance. | | |
| Evidence analysed | Result | Score |
| **Documentation**  *[Add documentation observed]*  **Staff interviews**  *[Add site evidence observed]* | Nothing in place |  |
| Major non-conformance |  |
| Minor non-conformance |  |
| Compliance |  |
| Non audited / Not applicable |  |
| Findings | | |
| **Observations**  *[Add observations]*  **Minor non-conformance**  *[Add minor non-conformance ]*  **Major non-conformance**  *[Add major non-conformance ]* | | |
| Recommendations for improvement | | |
| *[Add recommendations]* | | |

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| **1.2 Risk management procedure**  The organisation shall document a systematic and holistic management process for eliminating or reducing health and safety risks. | | |
| Evidence analysed | Result | Score |
| **Documentation**  *[Add documentation observed]*  **Staff interviews**  *[Add site evidence observed]* | Nothing in place |  |
| Major non-conformance |  |
| Minor non-conformance |  |
| Compliance |  |
| Non audited / Not applicable |  |
| Findings | | |
| **Observations**  *[Add observations]*  **Minor non-conformance**  *[Add minor non-conformance ]*  **Major non-conformance**  *[Add major non-conformance ]* | | |
| Recommendations for improvement | | |
| *[Add recommendations]* | | |

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| **1.3 Risk assessment**  The organisation shall identify hazards in the work environment and document risk assessments. | | |
| Evidence analysed | Result | Score |
| **Documentation**  *[Add documentation observed]*  **Staff interviews**  *[Add site evidence observed]* | Nothing in place |  |
| Major non-conformance |  |
| Minor non-conformance |  |
| Compliance |  |
| Non audited / Not applicable |  |
| Findings | | |
| **Observations**  *[Add observations]*  **Minor non-conformance**  *[Add minor non-conformance ]*  **Major non-conformance**  *[Add major non-conformance ]* | | |
| Recommendations for improvement | | |
| *[Add recommendations]* | | |

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| **1.4 Legal requirements**  The organisation shall have and maintain a register of all relevant health and safety and Chain of Responsibility legal requirements applicable to its activities and services. | | |
| Evidence analysed | Result | Score |
| **Documentation**  *[Add documentation observed]*  **Staff interviews**  *[Add site evidence observed]* | Nothing in place |  |
| Major non-conformance |  |
| Minor non-conformance |  |
| Compliance |  |
| Non audited / Not applicable |  |
| Findings | | |
| **Observations**  *[Add observations]*  **Minor non-conformance**  *[Add minor non-conformance ]*  **Major non-conformance**  *[Add major non-conformance ]* | | |
| Recommendations for improvement | | |
| *[Add recommendations]* | | |

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| **1.5 Change management**  The organisation shall document and implement a process for identifying and managing change that may impact on health and safety. | | |
| Evidence analysed | Result | Score |
| **Documentation**  *[Add documentation observed]*  **Staff interviews**  *[Add site evidence observed]* | Nothing in place |  |
| Major non-conformance |  |
| Minor non-conformance |  |
| Compliance |  |
| Non audited / Not applicable |  |
| Findings | | |
| **Observations**  *[Add observations]*  **Minor non-conformance**  *[Add minor non-conformance ]*  **Major non-conformance**  *[Add major non-conformance ]* | | |
| Recommendations for improvement | | |
| *[Add recommendations]* | | |

# **2 IMPLEMENTATION**

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| **2.1 Responsibility and accountability** The organisation shall establish, document, and communicate the areas of accountability and responsibility of all personnel involved in the operation of its health and safety management system and provisions under Chain of Responsibility. | | |
| Evidence analysed | Result | Score |
| **Documentation**  *[Add documentation observed]*  **Staff interviews**  *[Add site evidence observed]* | Nothing in place |  |
| Major non-conformance |  |
| Minor non-conformance |  |
| Compliance |  |
| Non audited / Not applicable |  |
| Findings | | |
| **Observations**  *[Add observations]*  **Minor non-conformance**  *[Add minor non-conformance ]*  **Major non-conformance**  *[Add major non-conformance ]* | | |
| Recommendations for improvement | | |
| *[Add recommendations]* | | |

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| **2.2 Consultation**  The organisation shall document and implement a process for involvement and consultation of workers in health and safety and Chain of Responsibility processes and issues. | | |
| Evidence analysed | Result | Score |
| **Documentation**  *[Add documentation observed]*  **Staff interviews**  *[Add site evidence observed]* | Nothing in place |  |
| Major non-conformance |  |
| Minor non-conformance |  |
| Compliance |  |
| Non audited / Not applicable |  |
| Findings | | |
| **Observations**  *[Add observations]*  **Minor non-conformance**  *[Add minor non-conformance ]*  **Major non-conformance**  *[Add major non-conformance ]* | | |
| Recommendations for improvement | | |
| *[Add recommendations]* | | |

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| **2.3 Communication**  The organisation shall document and implement an induction process for communicating relevant health and safety and Chain of Responsibility information to workers, contractors and other workplace visitors. | | |
| Evidence analysed | Result | Score |
| **Documentation**  *[Add documentation observed]*  **Staff interviews**  *[Add site evidence observed]* | Nothing in place |  |
| Major non-conformance |  |
| Minor non-conformance |  |
| Compliance |  |
| Non audited / Not applicable |  |
| Findings | | |
| **Observations**  *[Add observations]*  **Minor non-conformance**  *[Add minor non-conformance ]*  **Major non-conformance**  *[Add major non-conformance ]* | | |
| Recommendations for improvement | | |
| *[Add recommendations]* | | |

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| **2.4 Training and competency** The organisation shall document and implement a process for identifying the health and safety skill needs of, and the training to be delivered to, workers, contractors, labour hire workers or visitors where relevant. | | |
| Evidence analysed | Result | Score |
| **Documentation**  *[Add documentation observed]*  **Staff interviews**  *[Add site evidence observed]* | Nothing in place |  |
| Major non-conformance |  |
| Minor non-conformance |  |
| Compliance |  |
| Non audited / Not applicable |  |
| Findings | | |
| **Observations**  *[Add observations]*  **Minor non-conformance**  *[Add minor non-conformance ]*  **Major non-conformance**  *[Add major non-conformance ]* | | |
| Recommendations for improvement | | |
| *[Add recommendations]* | | |

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| **2.5 Training records** The organisation shall have and maintain records of training provided to all workers, contractors, and visitors according to the training plan(s) and where relevant. | | |
| Evidence analysed | Result | Score |
| **Documentation**  *[Add documentation observed]*  **Staff interviews**  *[Add site evidence observed]* | Nothing in place |  |
| Major non-conformance |  |
| Minor non-conformance |  |
| Compliance |  |
| Non audited / Not applicable |  |
| Findings | | |
| **Observations**  *[Add observations]*  **Minor non-conformance**  *[Add minor non-conformance ]*  **Major non-conformance**  *[Add major non-conformance ]* | | |
| Recommendations for improvement | | |
| *[Add recommendations]* | | |

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| **2.6 Task-specific risk assessments and safe operating procedures** The organisation shall have assessed risks for all the tasks required of workers to undertake on its behalf in order to identify what could cause harm and implement the most effective control measures. | | |
| Evidence analysed | Result | Score |
| **Documentation**  *[Add documentation observed]*  **Staff interviews**  *[Add site evidence observed]* | Nothing in place |  |
| Major non-conformance |  |
| Minor non-conformance |  |
| Compliance |  |
| Non audited / Not applicable |  |
| Findings | | |
| **Observations**  *[Add observations]*  **Minor non-conformance**  *[Add minor non-conformance ]*  **Major non-conformance**  *[Add major non-conformance ]* | | |
| Recommendations for improvement | | |
| *[Add recommendations]* | | |

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| **2.7** **Site-specific risk assessments and control plans** The organisation shall have assessed risks and control plan for every worksite where its workers operate, in order to identify what could cause harm and implement the most effective control measures. | | |
| Evidence analysed | Result | Score |
| **Documentation**  *[Add documentation observed]*  **Staff interviews**  *[Add site evidence observed]* | Nothing in place |  |
| Major non-conformance |  |
| Minor non-conformance |  |
| Compliance |  |
| Non audited / Not applicable |  |
| Findings | | |
| **Observations**  *[Add observations]*  **Minor non-conformance**  *[Add minor non-conformance ]*  **Major non-conformance**  *[Add major non-conformance ]* | | |
| Recommendations for improvement | | |
| *[Add recommendations]* | | |

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| **2.8 Purchase of plant, equipment and other goods**  The organisation shall document and implement a process for ensuring that health and safety requirements of goods being purchased are met. Goods may include any materials, substances, plant, trucks, truck trailer, and safety equipment such as personal protective equipment, first aid, and fire protection equipment. | | | | |
| Evidence analysed | Result | Score | |
| **Documentation**  *[Add documentation observed]*  **Staff interviews**  *[Add site evidence observed]* | Nothing in place | |  | |
| Major non-conformance | |  | |
| Minor non-conformance | |  | |
| Compliance | |  | |
| Non audited / Not applicable | |  | |
| Findings | | | | |
| **Observations**  *[Add observations]*  **Minor non-conformance**  *[Add minor non-conformance ]*  **Major non-conformance**  *[Add major non-conformance ]* | | | | |
| Recommendations for improvement | | | | |
| *[Add recommendations]* | | | | |

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| **2.9 Purchase of services** The organisation shall have a purchasing process which includes health and safety requirements for services provided by its contractors. | | |
| Evidence analysed | Result | Score |
| **Documentation**  *[Add documentation observed]*  **Staff interviews**  *[Add site evidence observed]* | Nothing in place |  |
| Major non-conformance |  |
| Minor non-conformance |  |
| Compliance |  |
| Non audited / Not applicable |  |
| Findings | | |
| **Observations**  *[Add observations]*  **Minor non-conformance**  *[Add minor non-conformance ]*  **Major non-conformance**  *[Add major non-conformance ]* | | |
| Recommendations for improvement | | |
| *[Add recommendations]* | | |

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| **2.10** **Plant maintenance, repair and inspection**  The organisation shall undertake maintenance of plant and equipment for safe operational use and keep records of inspections, maintenance, repair and alteration of plant. | | |
| Evidence analysed | Result | Score |
| **Documentation**  *[Add documentation observed]*  **Staff interviews**  *[Add site evidence observed]* | Nothing in place |  |
| Major non-conformance |  |
| Minor non-conformance |  |
| Compliance |  |
| Non audited / Not applicable |  |
| Findings | | |
| **Observations**  *[Add observations]*  **Minor non-conformance**  *[Add minor non-conformance ]*  **Major non-conformance**  *[Add major non-conformance ]* | | |
| Recommendations for improvement | | |
| *[Add recommendations]* | | |

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| **2.11** **Materials and hazardous substances (transport, storage, handling and disposal)** The organisation shall have and implement a procedure for hazardous substances, dangerous goods and materials to ensure they are safely transported, stored, handled and disposed of. | | |
| Evidence analysed | Result | Score |
| **Documentation**  *[Add documentation observed]*  **Staff interviews**  *[Add site evidence observed]* | Nothing in place |  |
| Major non-conformance |  |
| Minor non-conformance |  |
| Compliance |  |
| Non audited / Not applicable |  |
| Findings | | |
| **Observations**  *[Add observations]*  **Minor non-conformance**  *[Add minor non-conformance ]*  **Major non-conformance**  *[Add major non-conformance ]* | | |
| Recommendations for improvement | | |
| *[Add recommendations]* | | |

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| **2.12** **Personal protective equipment** The organisation shall monitor the age and condition of any personal protective equipment (PPE) and instigate the timely replacement of any PPE. | | |
| Evidence analysed | Result | Score |
| **Documentation**  *[Add documentation observed]*  **Staff interviews**  *[Add site evidence observed]* | Nothing in place |  |
| Major non-conformance |  |
| Minor non-conformance |  |
| Compliance |  |
| Non audited / Not applicable |  |
| Findings | | |
| **Observations**  *[Add observations]*  **Minor non-conformance**  *[Add minor non-conformance ]*  **Major non-conformance**  *[Add major non-conformance ]* | | |
| Recommendations for improvement | | |
| *[Add recommendations]* | | |

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| **2.13** **Emergency preparedness and response** The organisation shall identify all potential emergency situations and document a process for preventing and mitigating the associated illness or injury. | | |
| Evidence analysed | Result | Score |
| **Documentation**  *[Add documentation observed]*  **Staff interviews**  *[Add site evidence observed]* | Nothing in place |  |
| Major non-conformance |  |
| Minor non-conformance |  |
| Compliance |  |
| Non audited / Not applicable |  |
| Findings | | |
| **Observations**  *[Add observations]*  **Minor non-conformance**  *[Add minor non-conformance ]*  **Major non-conformance**  *[Add major non-conformance ]* | | |
| Recommendations for improvement | | |
| *[Add recommendations]* | | |

# **3 MEASUREMENT**

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| **3.1 Monitoring and measurement** The organisation shall implement a process for workplace inspections, which proactively ensures compliance with legislative obligations and safe work practices. | | |
| Evidence analysed | Result | Score |
| **Documentation**  *[Add documentation observed]*  **Staff interviews**  *[Add site evidence observed]* | Nothing in place |  |
| Major non-conformance |  |
| Minor non-conformance |  |
| Compliance |  |
| Non audited / Not applicable |  |
| Findings | | |
| **Observations**  *[Add observations]*  **Minor non-conformance**  *[Add minor non-conformance ]*  **Major non-conformance**  *[Add major non-conformance ]* | | |
| Recommendations for improvement | | |
| *[Add recommendations]* | | |

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| **3.2 Health surveillance** The organisation shall monitor the health of workers identified as being exposed to health and safety risks. | | | | |
| Evidence analysed | Result | Score | |
| **Documentation**  *[Add documentation observed]*  **Staff interviews**  *[Add site evidence observed]* | Nothing in place | |  | |
| Major non-conformance | |  | |
| Minor non-conformance | |  | |
| Compliance | |  | |
| Non audited / Not applicable | |  | |
| Findings | | | | |
| **Observations**  *[Add observations]*  **Minor non-conformance**  *[Add minor non-conformance ]*  **Major non-conformance**  *[Add major non-conformance ]* | | | | |
| Recommendations for improvement | | | | |
| *[Add recommendations]* | | | | |

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| **3.3 Incident investigation** The organisation shall document and implement a process for investigating incidents and assisting workers following injuries and illnesses due to accidents at work. | | |
| Evidence analysed | Result | Score |
| **Documentation**  *[Add documentation observed]*  **Staff interviews**  *[Add site evidence observed]* | Nothing in place |  |
| Major non-conformance |  |
| Minor non-conformance |  |
| Compliance |  |
| Non audited / Not applicable |  |
| Findings | | |
| **Observations**  *[Add observations]*  **Minor non-conformance**  *[Add minor non-conformance ]*  **Major non-conformance**  *[Add major non-conformance ]* | | |
| Recommendations for improvement | | |
| *[Add recommendations]* | | |

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| **3.4 Health and safety management system audits** The organisation shall implement periodic health and safety and Chain of Responsibility management system audits for verifying the effectiveness of its management system. | | |
| Evidence analysed | Result | Score |
| **Documentation**  *[Add documentation observed]*  **Staff interviews**  *[Add site evidence observed]* | Nothing in place |  |
| Major non-conformance |  |
| Minor non-conformance |  |
| Compliance |  |
| Non audited / Not applicable |  |
| Findings | | |
| **Observations**  *[Add observations]*  **Minor non-conformance**  *[Add minor non-conformance ]*  **Major non-conformance**  *[Add major non-conformance ]* | | |
| Recommendations for improvement | | |
| *[Add recommendations]* | | |

# **4 REVIEW**

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| **4.1 Health and safety management system review**  The organisation shall establish, implement, and maintain a system for the periodic review of its health and safety management system by senior management to ensure the ongoing suitability and effectiveness of the system. | | |
| Evidence analysed | Result | Score |
| **Documentation**  *[Add documentation observed]*  **Staff interviews**  *[Add site evidence observed]* | Nothing in place |  |
| Major non-conformance |  |
| Minor non-conformance |  |
| Compliance |  |
| Non audited / Not applicable |  |
| Findings | | |
| **Observations**  *[Add observations]*  **Minor non-conformance**  *[Add minor non-conformance ]*  **Major non-conformance**  *[Add major non-conformance ]* | | |
| Recommendations for improvement | | |
| *[Add recommendations]* | | |