

HEALTH AND SAFETY AUDITING AND PLANNING

STUDENT ASSIGNMENT

GENERAL DETAILS

You are required to conduct audit at your workplace, or if that is not possible, at an alternative but suitable workplace. This inspection must be conducted with the knowledge and assistance of your employer.

The aim of this inspection is to provide you with the opportunity to practice your auditing skills. As the aim is *not* to provide others with the opportunity to view any shortcomings that may exist, it is recommended that you use a substitute company name in your written report if your employer is concerned about this issue. All written materials submitted will be treated with the utmost confidentiality. Note that not a Hazard Inspection is limited in scope and typically involves a visual inspection to identify physical hazards. An Audit is more in depth and reviews an entire program or system to determine overall effectiveness and involves downward reviews / personal interviews and physical inspections.

SPECIFIC ITEM DETAILS

Workplace Assessment

You are required to plan and conduct an audit on your employer's workplace, and:

- Plan the workplace health and safety audit in accordance with statutory requirements (Planning and organizing);
- Gather resources (Teamwork);
- Notify relevant parties about the inspection (Communication);
- Conduct the inspection in accordance with statutory requirements (Planning and organizing);
- Check compliance against statutory requirements (Problem solving);
- Prepare a health and safety inspection report to relevant parties including an action plan using the templates provided.

1. Hazard identification, risk assessment and control	That the organization ensures that hazards are identified, risks assessed, control measures implemented then monitored and reviewed for effectiveness.	Please look for evidence that the organisation: • Plans for this element e.g. inspection schedules and records; • Allocates responsibility and accountability for identification, assessment and control; • Has an assessment methodology; • Assigns control priorities, controls have been implemented, has records of effectiveness of controls; • Has effective incident reporting, investigation, corrective and preventative action procedures; • Satisfies legal requirements to undertake specific activities, perform work or operate equipment including any license, certificate of competency, notification, registration and/or approval; • Controls risks related to the contracting and subcontracting of plant, equipment, services and labour; • Identifies hazards, assesses and controls risks during the product or process design or change stages; • Controls risks related to purchasing of goods and services; • Identifies potential emergency situations and develops emergency procedures for preventing and mitigating the associated illness and injury.
---	--	--

2. Work environment	That a safe and healthy work environment is provided and maintained.	Please consider: • Risks related to design of the workplace, work processes, materials, plant and equipment; • Specific risks such as confined spaces, excavations, fall risks, falling objects; exposure to ultra-violet radiation from sunlight, fatigue, and occupational violence ; • Work-related psychosocial issues such as harassment and stress and • Eating areas, drinking water, toilets, washing facilities, first aid, cleanliness, freedom from obstruction or protrusions, ventilation and lighting.
3. Noise	That exposure to “excessive noise” is prevented.	Please consider: • Work locations where a raised voice is needed to talk to someone one metre away; • Work locations where workers notice a reduction in hearing during or after work; • Work locations associated with ringing in the ears, blurred hearing or the same sound having a different tone in each ear; • Exposure of long term employees who are hard of hearing; • Signs indicating hearing protection areas; • Noisy equipment; • Selection, maintenance and replacement of hearing protectors; • Elimination, engineering and administrative controls; • Noise assessment; and • Audiometric Testing

4. <i>Plant</i>	That safe plant is provided and maintained.	Primary consideration is the actual condition of the plant. Further evidence that indicates that inspection, maintenance, testing, repair and replacement of plant ensures its safety should be sought e.g. inspection records, daily pre-start checks, maintenance records, test reports, records of repair and evidence that plant is fit for purpose. Consideration should include control devices such as start/stop switches and lock out devices, guarding, alarm systems, release of chemicals, noise, lighting and hot or cold plant.
5. <i>Electrical</i>	That the electrical risks are controlled.	Please consider: • Risks involving a person coming into direct contact with an electrical part; • Testing and tagging; • Residual current devices - provision and testing; • Documentation of electrical and electronic components within machinery and plant; • Prohibition of unsafe electrical practices at the workplace such as repairs being carried out by unlicensed persons or in an unsafe manner (such as unnecessary live work).

6. <i>Hazardous chemicals</i>	That risks arising from the use, handling and storage of chemicals are controlled.	Please consider: • Safe use, handling, storage and transport of chemicals; • Assessment of the risk to health and safety from hazardous chemicals; • Control or prevention of exposure to hazardous chemicals; • Work instructions for the safe handling, transfer and transport of hazardous chemicals; • Accessibility of Safety Data Sheets (SDS) on all hazardous chemicals at the point of use; • Identification of contents of containers and transfer systems; and • Specific legislated requirements for the health monitoring of employees exposed to hazardous chemicals.
--	---	--

7. Manual tasks	That controls are in place to prevent or minimise musculoskeletal disorders caused by manual tasks.	Please consider: • Manual lifting, heavy objects, repetitive movements, awkward postures, young workers, uneven surfaces, work flow etc; • Problem tasks and work processes; • Design, purchase and maintenance of plant, tools, containers, workbenches, furniture, mechanical devices and vehicles.
8. Information, instruction, training and supervision	That information, instruction, training and supervision are provided to ensure health and safety.	Please consider: • Training needs of the organisation, • Competence of workers to perform assigned tasks taking into account hazards associated with work activities, • Knowledge, skills and experience of trainers, • Management training in relation to WHS responsibilities, • Training of employee representatives (HSR) • Training in hazard identification, risk assessment and control, • Specific training such as manual tasks, hazardous chemicals and electrical, • Training in emergency procedures, and • Induction of workers, contractors and visitors. • That workers are supervised according to their capabilities and the degree of risk of the task.

WHSO ASSESSMENT REPORT FORM*Work Health and Safety Act 2011*

1. Hazard identification, risk assessment and control	<i>That the organization ensures that hazards are identified, risks assessed, control measures implemented then monitored and reviewed for effectiveness.</i>
Observations	
Recommendations	

2. Work environment	<i>That a safe and healthy work environment is maintained.</i>
Hazards and Unsafe or Unsatisfactory Conditions and Practices	
Recommendations	

3. Noise	<i>That exposure to “excessive noise” is prevented.</i>
Hazards and Unsafe or Unsatisfactory Conditions and Practices	
Recommendations	

4. Plant	<i>That safe plant is provided and maintained.</i>
Hazards and Unsafe or Unsatisfactory Conditions and Practices	
Recommendations	

5. Electrical	<i>That electrical risks are controlled.</i>
Hazards and Unsafe or Unsatisfactory Conditions and Practices	
Recommendations	

6. Hazardous Chemicals	<i>That risks arising from the use, handling and storage of chemicals are controlled.</i>
Hazards and Unsafe or Unsatisfactory Conditions and Practices	
Recommendations	

7. Hazardous Manual tasks	<i>That controls are in place to prevent or minimise musculoskeletal disorders caused by manual tasks.</i>
Hazards and Unsafe or Unsatisfactory Conditions and Practices	
Recommendations	

8. Information, instruction, training and supervision	<i>That information, instruction, training and supervision are provided to ensure health and safety.</i>
Observations	
Recommendations	

<u>ACTION PLAN</u>				
Reference	Finding	Action	Person Responsible (Title or name)	Completion Date
1. Hazard identification, risk assessment and control				
2. Work environment				
3. Noise				
4. Plant				
5. Electrical				
6. Hazardous Chemicals				
7. Manual tasks				
8. Information, instruction, training and supervision				

