Australian Government

DEFWHS015 Conduct a work health and safety audit

Release: 1

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Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFOH017 Conduct a work health and safety audit. - Unit code updated - Content and formatting updated to comply with the new standards - All PC transitioned from passive to active voice - PC 1.3, 2.4, 3.1, 3.3 and 4.1 removed - PC 3.2 and 3.4 merged - Elements 3 and 4 merged

Application

This unit describes the skills required to conduct an audit of work health and safety (WHS) requirements in Defence. It includes researching applicable legislation and codes of practice, selecting audit tools, conducting the audit, and following up on the audit to monitor the implementation of recommendations.

This unit was developed for Defence personnel who are involved in the audit of work health and safety requirements as a workplace responsibility, but is applicable to all individuals who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently or as part of a team, under indirect supervision. They must be able to use discretion and judgement and take responsibility for the quality of their outputs. They would perform routine tasks in a range of familiar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Work health and safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. **Plan and prepare for a work health and safety audit**	1.1 Identify and record areas to be audited. 1.2 Identify and prepare appropriate audit tools. 1.3 Select appropriate auditing methods and techniques. 1.4 Brief all personnel involved in the audit.
2. **Conduct a work health and safety audit**	2.1 Inspect relevant audit and WHS records. 2.2 Assess application of WHS legislation, codes of practice and standards. 2.3 Assess WHS practices, control strategies and management systems. 2.4 Conduct audit within time and budget constraints.
3. **Finalise audit and monitor implementation**	3.1 Prepare audit report and update audit records. 3.2 Amend WHS system documentation. 3.3 Monitor implementation of recommendations.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
		Learning					Reading					Writing					Oral communication					Numeracy		

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
			Support				Context					Text complexity					Task complexity		

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFOH017 Conduct a work health and safety audit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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