



Australian Government

DEFOH017 Conduct a work health and safety audit

Release: 1

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Modification History

Release	TP Version	Comments
1	DEF12V2	Primary release. Supersedes and is equivalent to DEFOH001B. Change of title forcing code change, Removal of repetitive Performance, Criteria Statement, Application added, Minor change to Unit Descriptor and Range Statement, Changes to Evidence Guide.

Unit Descriptor

This unit covers the competency required to conduct an audit of occupational work health and safety requirements in the Australian Defence organisation.

The unit requires the individual to research applicable legislation and codes of practice, select audit tools, conduct the audit, and follow up on the audit to monitor the implementation of recommendations.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. In a Defence context, this means that there is no civilian need to hold this unit in order to meet licensing, legislative, regulatory or certification requirements.

Application of the Unit

This unit was developed for Defence workers 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.

Typically, these individuals must demonstrate the ability to 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.

All activities are carried out in accordance with relevant legislation, organisational policies and procedures, including:

- Written and verbal orders
- Standing orders
- Standing operating procedures
- Routine orders
- Defence instructions
- Procedure manuals
- Doctrine pamphlets
- Job guides
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency.

Performance Criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Required Skills and Knowledge and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan and prepare for an work health and safety audit	1.1 Areas to be audited are identified and recorded. 1.2 Appropriate <i>audit tools</i> are identified and prepared. 1.3 Applicable <i>work health and safety legislation, codes of practice and standards</i> are identified and researched. 1.4 Appropriate <i>auditing methods and techniques</i> are selected. 1.5 All <i>personnel involved</i> in the audit are briefed.
2. Conduct an work health and safety audit	2.1 Relevant <i>audit and work health and safety records</i> are inspected. 2. Application of work health and safety legislation, codes of practice and standards are assessed. 2.3 <i>Work health and safety practices, control strategies and management systems</i> are assessed. 2.4 Auditing methods and techniques appropriate to the area are employed. 2.5 Audit is conducted and concluded within time and budget constraints.
3. Finalise an work health and safety audit	3.1 Relevant industry practices, processes and technologies are factored into the safety audit in accordance with standard procedures 3.2 Audit report is prepared and formatted in accordance with standard procedures 3.3 Audit report is presented in accordance with standard procedures 3.4 Audit records are updated in accordance with standard procedures
4. Confirm report recommendations and monitor implementation	4.1 Recommendations are followed through in accordance with standard procedures 4.2 Work health and safety system documentation is amended in accordance with standard procedures 4.3 Implementation of recommendations is monitored in accordance with standard procedures

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit.

Required Skills

- interpret work health and safety legislation, codes of practice and standards and management systems
- identify hazards, assess risks and control risks
- analyse workplace data
- evaluate work health and safety system
- solve problems
- work effectively with teams/groups
- encourage other team members
- use a variety of verbal and non-verbal communication techniques including body, language style, active listening
- read to a level required to interpret and analyse job instructions, workplace documentation and inspection reports
- read and interpret work health and safety legislation, codes of practice and standards

Required Knowledge

- relevant work health and safety legislation
- work health and safety codes of practice and standards
- work health and safety management systems
- hierarchy of risk control
- incident investigation and process improvement
- written communication to a level required to complete workplace documentation and WHS audit reports
- interpersonal communication
- communication techniques including, language style, active listening
- techniques for giving and receiving feedback
- negotiation techniques
- research techniques
- analysis techniques
- team dynamics
- techniques for supporting others
- composition of teams and roles and responsibilities of team members

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Assessment must confirm the ability to:

- plan and prepare for the audit
- examine the materials being audited
- draw conclusions and recommendations from the material
- demonstrate knowledge of relevant work health and safety legislative frameworks
- demonstrate the application of the principles and practices of auditing
- identify intervention points for expert audit advice to assist in work and to guide problem solving

Consistency in performance

Evidence for competency in this unit must be gathered over time and across a range of workplace or simulated situations.

Context of and specific resources for assessment

Context of assessment

Competency should be assessed in the workplace or under conditions that accurately simulate a realistic workplace in accordance with all relevant legislation and organisation requirements.

Evidence should be gathered while observing the individual conducting an actual or simulated safety audit. Documented evidence of all relevant research and a transcript of the audit and follow up should also be submitted as evidence for assessment.

Specific resources for assessment

Access to facilities and resources used to conduct an work health and safety audit of a site/unit or component of the organisation.

Range Statement

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

Audit tools may include:

- assessment and inspection schedule(s)
- examination/tests schedules

	• audit plans • national/state/territory or other relevant assessment instruments • outcomes from internal and/or external monitoring • workplace procedural documentation/guidelines • electronic databases • training/learning programs • checklists
Work health and safety legislation, codes of practice and standards may include:	• Defence Work Health and Safety guidelines • Legislation from all levels of government, including: • work health and safety • environmental issues • equal opportunity • industrial relations • anti-discrimination • Relevant industry codes of practice • Certification criteria for auditors
Auditing methods and techniques may include:	• Assessment • Examination/tests • Structured inspections of workplaces • National/state/territory or other relevant assessment instruments • Outcomes from internal and/or external monitoring
Personnel involved may include:	• Auditors (manager, team leader, team members) • Key members/representatives of the organisation being audited • COMCARE personnel • Organisation's work health and safety advisers • Members of work health and safety committee(s)
Audit and work health and safety records may include:	• audit and inspection reports • workplace environmental monitoring records • consultation, including: • meetings of health and safety committees • work group meeting agendas including work health and safety items and actions • induction, instruction and training • manufacturer's and supplier's information, including: • dangerous goods storage lists • hazardous substances registers • plant and equipment maintenance and testing reports • employee's compensation and rehabilitation records

	• first aid/medical post records
<i>Work health and safety practices, control strategies and management systems</i> may include:	• relevant organisation's policy and procedural statements • relevant work health and safety legislation • operational manuals and/or standard operating procedures • technical reports • codes of practice • relevant standards • benchmark material/guidelines • evaluation/review mechanisms

Unit Sector(s)

Not applicable.