

Workplace Safety and Wellbeing Management System

Audits, Assessment and Review

Standard 19

Our Values:



Collaboration



Communication



Integrity



Efficiency



Leadership

TOGETHER WE PROUDLY ENHANCE THE QUALITY OF LIFE FOR OUR COMMUNITY

Intent

Council Workplace Safety and Wellbeing (WSW) performance and systems are monitored and assessed through periodic reports and audits to identify trends, measure progress, assess conformance and drive continual improvement. Management system reviews are conducted to ensure the continuing suitability, adequacy and effectiveness of the WSW MS.

Performance Requirements

- WSW performance and management systems status are regularly reported to and reviewed by the Executive Leadership Team (ELT).
- WSW inspections and audits are conducted at sites at frequencies appropriate to the assessed level of WSW risk. Inspections and audits monitor key operational characteristics that can cause illness, injury or damage to assets and or adverse environmental effects. These may include but are not limited to, pre-start audits of contractors, compliance with site inductions, the inspection of plant, equipment, the working environment and workplace facilities, and inspection of high risk activity.
- Surveys are conducted to assess workers' perceptions of safety.
- Self-assessments against council WSW Standards are conducted and results reported to ELT.
- Corporate WSW MS audits are scheduled and conducted in accordance with a formal audit process addressing all the requirements of these standards and specifying the corresponding levels of conformance.
- The scope of corporate audits will include a review of the adequacy of standard operating procedures for tasks required at site, adequacy of record-keeping, compliance with reporting obligations, adequacy of staff training and competency checks.
- Corporate WSW MS audits are scheduled using a risk based approach and conducted by teams comprised of qualified auditors and branch representative. Reports are made available to branch managers and executive management.
- Corrective actions to address non-conformance with these standards are prepared, executed, tracked and their status regularly reported. Corrective actions must have allocated time for completion and responsibility for each action assigned to a specific role within the council.
- The effectiveness of the WSW MS and the degree of suitability and implementation of these standards is reviewed periodically and findings are used to set council WSW KPI to drive continual improvement.
- The WSW standards are reviewed every two (2) years and revised as required.
- The review of these standards considers audit results, corrective and preventative actions, legislative compliance, prevalence of incidents and other WSW performance records and reports.