



## WHS AUDIT (EXAMPLE ONLY)

### WHS AUDIT - MANAGEMENT AND LEADERSHIP COMMITMENT

Element	Indicators	Status (Major Non-Conformance, Minor Non-Conformance, Observation)	Corrective action required
M1. The organisation's top management know their work health and safety duties	<ul style="list-style-type: none"><li>• Ensure the organisation's top management can state their duties when asked.</li><li>• Amend position descriptions to reflect responsibilities for WHS</li><li>• Management's responsibilities for work health and safety are included in a work and safety <b>policy</b> for the business</li><li>• KPIs and accountabilities are clear</li><li>• Is the policy available to all and periodically reviewed <i>Note: While a WHS policy is not mandatory, it is a way of showing commitment.</i></li></ul>		
M2. The organisation's top management attend forms of training to further develop their understanding of how to manage workplace safety	<ul style="list-style-type: none"><li>• Is there a system for the organisation's top management to maintain their currency about WHS</li><li>• The organization's top management have qualifications in WHS management</li></ul>		
M3. Workers know and understand their own and the organisation's top management duties for managing safety in the workplace.	<ul style="list-style-type: none"><li>• Workers are instructed and assessed about their health and safety duties during the workplace induction program.</li><li>• Worker's duties for work health and safety are included in the work health and safety policy.</li><li>• All staff's duties for work health and safety are specifically stated in their position descriptions</li><li>• Does the workplace have a performance management process?</li></ul>		



<p>M4. There are sufficient resources available for managing safety at the workplace</p>	<ul style="list-style-type: none"><li>• Does the organisation allocate people and money to safety and injury management activities?</li></ul>		
<p>M5. Workers with safety-related responsibilities have enough time to complete their safety-related tasks, outside of any operational tasks they are also employed to do</p>	<ul style="list-style-type: none"><li>• Specific time is allocated to perform safety-related duties (for example, inspections of the workplace, conducting pre-start meetings and toolbox talks, worker training, responding to safety-related queries from workers, completing incident reports and investigations).</li><li>• Workers have sufficient time to perform any necessary safety checks prior to commencing work (such as pre-start checks of equipment).</li></ul>		
<p>M6. Safety features are a pre-requisite for purchasing new equipment for the business</p>	<ul style="list-style-type: none"><li>• Equipment purchases comply with relevant Australian Standards.</li><li>• Equipment provided is the right tool for the job (for example, a forklift with sufficient lifting capacity)?</li></ul>		
<p>M7. The business has access to up-to-date information about how to manage workplace safety</p>	<ul style="list-style-type: none"><li>• The workplace receives information from their industry or professional association.</li></ul>		
<p>M8. The organisation's top management lead by example when it comes to workplace health and safety</p>	<ul style="list-style-type: none"><li>• The organisation's top management are actively involved in safety initiatives, including safety meetings.</li><li>• The organisation's top management review all incident and investigation reports.</li><li>• The organisation's top management take part in safety inspections at the workplace.</li><li>• The organisation's top management encourage workers to report hazards and incidents and provide feedback on the outcomes.</li><li>• The organisation's top management provide ongoing training to enhance workers' knowledge and skills.</li><li>• The organisation's top management always wear the correct safety gear when entering operational areas of the workplace (for example, vest, eye protection etc).</li></ul>		



<p>M9. The organisation's top management monitor the workplace's safety performance</p>	<ul style="list-style-type: none"><li>• Regular system audits are undertaken to determine if safety activities (for example safety inspections, risk assessments, worker training etc.) are being completed as scheduled.</li><li>• The workplace has established Positive Performance Indicators as a measure of their success</li><li>• The workplace is register for WorkCover Connect and management regularly review the data available.</li></ul>		
<p>M10. Do facilities and amenities in the workplace conform, as a minimum, to relevant legislation, standards and codes?</p>			

EXAMPLE ONLY



## WHS AUDIT - PLANNING AND REPORTING SAFETY

Element	Indicators	Comments / what can be improved
P1.Objectives and Targets	<ul style="list-style-type: none"><li>• Are there management plans in place to assist in achieving objectives and targets?</li><li>• Do the management plans:<ul style="list-style-type: none"><li>○ designate responsibility for achieving objectives and targets</li><li>○ outline the means and the timeframes for achieving objectives and targets</li><li>○ are plans, objectives and targets reviewed and if necessary amended to address changes to activities, products and services?</li></ul></li></ul>	
P2.Audits  <i>Note: Organisations may choose to have their WHS system audited internally or by external providers.</i>	<ul style="list-style-type: none"><li>• Audits and reviews of WHS systems are carried out by a competent person.</li><li>• Procedures are in place for identifying, maintaining and disposing of:<ul style="list-style-type: none"><li>○ WHS records</li><li>○ the results of audits and reviews.</li></ul></li><li>• Audit procedures:<ul style="list-style-type: none"><li>○ conform to planned arrangements for WHS management</li><li>○ are implemented and maintained in order of priority</li><li>○ conform to the organisation's WHS policy and the objectives and targets for continual WHS improvement</li><li>○ provide information on the results of audits to management and workers.</li></ul></li></ul>	
P3.Are there procedures for workers to make reports of workplace hazards, incidents, illnesses and injuries?	<ul style="list-style-type: none"><li>• There is a process for hazard reporting (for example, hazard report form or book, or a verbal process).</li><li>• There is an incident reporting process (for example, incident form, first aid book).</li><li>• The reporting processes also capture information on near misses.</li><li>• The reporting process includes opportunities for workers with low literacy skills, disabilities or English as a second language to participate.</li></ul>	
P4.Do the workers routinely make reports of workplace hazards, incidents, illnesses and injuries?	<ul style="list-style-type: none"><li>• Report records show regular worker input (both proactive and reactive).</li><li>• Routine inspections of the workplace don't identify issues that workers should have been aware of but didn't report, (for example, damaged electrical equipment still being used).</li></ul>	



<p>P5.Are workers encouraged and supported to report hazards, incidents and near misses?</p>	<ul style="list-style-type: none"><li>• The reporting processes and their importance are included in the induction program.</li><li>• The importance of reporting is discussed in team meetings etc.</li><li>• Workers are provided with feedback on the action and outcomes of any issues they report.</li><li>• Workers reports are received positively by management and never dismissed</li></ul>	
<p>P6.Are all reports of workplace hazards, incidents, illnesses and injuries acted upon?</p>	<ul style="list-style-type: none"><li>• All reports include a record of the action taken in response to the report and the outcomes.</li><li>• Hazard and incident report registers include a 'closed out' date.</li><li>• Records of investigations into incidents are available for all incident reports.</li><li>• Meeting minutes include information about actions taken in response to reports.</li><li>• System auditing indicates all reports have been actioned.</li></ul>	
<p>P7.Are hazard and incident reports reviewed to identify trends and take appropriate action?</p>	<ul style="list-style-type: none"><li>• Trend analysis is undertaken at scheduled intervals (for example, 6 or 12 monthly).</li><li>• Trend data is used to identify areas for improvement.</li><li>• Action is taken in response to identified trends.</li></ul>	
<p>P8.Are all serious injury, serious illness and dangerous incidents reported to the appropriate authorities as required by law?</p>	<ul style="list-style-type: none"><li>• The organisation's top management are aware of what types of incidents need to be reported.</li><li>• A review of incident reports indicates that all relevant incidents have been reported, as required.</li><li>• Incident registers are used to monitor legal reporting requirements, so that notifications are made by the fastest possible means.</li></ul>	



**WHS AUDIT - CONSULTATION & SAFETY CLIMATE**

<i>Element</i>	<i>Indicators</i>	<i>Comments / what can be improved</i>
<p>C1. The organisation's top management talk to workers when making decisions about matters in the workplace which could impact their health and safety.</p> <p>Are there mechanisms for management to communicate relevant safety and injury management information to all workers?</p>	<ul style="list-style-type: none"> <li>Workers are asked for input when new plant or machinery is being considered for the workplace.</li> <li>Workers are informed when maintenance works are being conducted, which may affect the way the business normally operates</li> <li>Workers are included in discussions about incidents that have occurred in the workplace.</li> <li>Workers are actively involved in developing Safe Work Procedures</li> </ul>	
<p>C2. The workplace has a process for consulting workers about health and safety matters (including an issue resolution procedure)</p> <p>What is the safety climate like in the workplace?</p>	<ul style="list-style-type: none"> <li>The organisation's top management has facilitated the election of health and safety representatives.</li> <li>Safety climate survey</li> <li>A Health and Safety Committee has been established (including having committee procedures or a charter).</li> <li>Regularly scheduled meetings (for example, toolbox or staff meetings) provide a forum for workers to raise and discuss safety issues.</li> <li>Work health and safety is a standing agenda item for all team meetings.</li> <li>Meeting agendas provide an opportunity for workers to add items for discussion.</li> <li>Management schedule regular time for speaking to the workforce about safety matters</li> </ul>	
<p>C3. Workers know about the consultation process</p> <p>Are there processes for the organisation to share safety information with relevant third parties, eg, contractors, clients, labour hire, providers etc.?</p>	<ul style="list-style-type: none"> <li>When asked, workers can tell you about the consultation process.</li> <li>Consultation arrangements are promoted throughout the workplace, for example by use of noticeboards which display meeting agendas and minutes etc.</li> <li>A list of each health and safety representative and deputy health and safety representative for each work group of workers is displayed</li> <li>The consultation process is included in the induction program.</li> </ul>	



<p>C4.The consultation arrangements at the workplace (for example, safety committee meeting, toolbox talks etc), are structured so that all workers undertaking work within or for the organisation have access to the consultation process</p>	<ul style="list-style-type: none"><li>• Meetings are scheduled at different times to accommodate shift workers, casuals or workers that spend a lot of time off site (such as drivers).</li><li>• Consultation occurs outside of peak production times, so that everyone has the opportunity to contribute without being distracted by the operational needs of the business.</li><li>• Input is invited from contractors, suppliers or union members or other parties, when appropriate.</li><li>• Consultation is structured to accommodate the needs of any workers with low levels of literacy, disability (such as sight or hearing impaired) or from non-English speaking backgrounds.</li></ul>	
<p>C5.The consultation process is used effectively to discuss safety issues</p>	<ul style="list-style-type: none"><li>• Genuine health and safety issues are discussed at meetings.</li><li>• Consider whether separate forums/opportunities are available for workers to raise industrial relations or maintenance issues.</li><li>• Items are discussed to the point of resolution/close-out.</li><li>• Items are kept on the agenda until such time as a resolution has been found.</li><li>• Workers are provided with feedback about the outcome of issues raised during consultation</li></ul>	
<p>C6.Workers know about their entitlements to elect a Health and Safety Representative and ask the organisation's top management to set up a work group</p>	<ul style="list-style-type: none"><li>• HSRs have been elected to represent workers on health and safety matters at the workplace.</li><li>• Does everyone at the workplace know who their HSR and Deputy HSR are?</li><li>• Is a listing of HSR's and Deputy HSR's on display at the workplace?</li><li>• Does everyone at the workplace know what the HSR entitlements are?</li></ul>	
<p>C7.Workers opinions about workplace safety are valued</p>	<ul style="list-style-type: none"><li>• There are examples of workers' ideas about managing safety having been implemented in the workplace.</li><li>• Workers are provided with feedback about their contributions for making the workplace safer.</li><li>• Meeting minutes include discussion of worker's input</li></ul>	



<p>C8. Workers have access to information which helps raise their awareness of safety issues and solutions</p>	<ul style="list-style-type: none"><li>• Health and safety is an agenda item for all meetings.</li><li>• Minutes of safety meetings are distributed to the workers.</li><li>• Health and safety noticeboards or posters are displayed in the workplace.</li><li>• Workers are given information about the outcomes of incident investigations.</li><li>• There is a workplace newsletter which contains information relevant to safety within the company.</li><li>• Workers are encouraged to research health and safety issues that relate to their job activities</li></ul>	
----------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

EXAMPLE ONLY





## WHS AUDIT - RISK MANAGEMENT PRACTICES

<i>Element</i>	<i>Indicators</i>	<i>Comments / what can be improved</i>
RM1.Does the workplace have a structured approach for identifying workplace hazards?	<ul style="list-style-type: none"><li>• Workplace hazard inspections are scheduled and conducted.</li><li>• General workplace hazards include work environment, electricity, manual tasks, noise, pressure systems, substances and dangerous goods, vehicles, mobile plant, machinery, work at height, falling/uncontrolled objects, violence, harassment, stress, fatigue other psychosocial, working alone or in isolation, and personal hygiene <a href="#">Hazard ID tool</a></li></ul>	
RM2.Have all workplace hazards been identified?	<ul style="list-style-type: none"><li>• A risk assessment should be conducted for any item, task or other situation which presents an uncontrolled risk to workers.</li><li>• N.B Are there processes in place to identify and assess psychosocial risks? (i.e. Workplace surveys, roster assessments, analysis of absence/turnover data, worker exit surveys, review of psychological illness claims, formal grievance procedures, appropriate workplace behaviour procedures (i.e. Code of Conduct) and training, one on one worker discussions). Refer to <a href="#">Work-related stress</a> and/or <a href="#">Workplace bullying</a> guidance material on the WHSQ website.</li><li>• N.B Are there processes in place to manage hazardous manual tasks? (Consider resources and tools available) Participative Ergonomics for Manual Tasks <a href="#">PErforM program</a></li></ul>	
RM3.Have risk assessments been conducted for all tasks with uncontrolled hazards?	<ul style="list-style-type: none"><li>• Documentation of completed risk assessment is available.</li><li>• Risk assessment registers are kept.</li><li>• Risk assessments are conducted when new equipment or work processes are being introduced.</li><li>• Is there procurement processes in place to minimise risk to workers, for example hazardous substances</li></ul>	



RM4. Have control measures been implemented for all identified risks?	<ul style="list-style-type: none"><li>• Risks identified through risk assessments have been eliminated or minimised.</li><li>• Higher order controls, are selected in preference to automatic use of training and personal protective equipment (based on the hierarchy of risk control).</li><li>• Risk registers document implementation of control measures</li><li>• Is there a process for unsafe plant and equipment to be identified, maintained, or withdrawn from service?</li></ul>	
RM5. Have the controls been developed with reference to applicable legislation, codes of practice, Australian Standards or other sources?	<ul style="list-style-type: none"><li>• Codes of Practice, Australian Standards, industry guides and industry best practices are considered and incorporated during development of control measures.</li><li>• Are appropriate controls in place eg, to ensure the safety of persons working on or near plant and equipment?</li></ul>	
RM6. Emergency preparedness and response	<ul style="list-style-type: none"><li>• Potential emergency situations been identified and risks assessed</li><li>• Are control measures, including procedures, implemented and documented?</li><li>• Emergency preparedness and response procedures are periodically tested, and reviewed and revised as necessary</li><li>• Responsibility for controlling emergency situations has been allocated to specific workers, and has been communicated to all personnel?</li><li>• Workers have received training and practice in emergency procedures?</li><li>• competent persons have assessed the suitability, location and accessibility of emergency equipment</li><li>• emergency and fire protection equipment, exit signs and alarm systems are inspected and maintained regularly</li><li>• Is a dangerous goods/hazardous substances manifest or inventory system in place?</li></ul>	
RM7. Do safety signs (including regulatory, hazard, emergency information and fire signs) meet relevant standards and codes?	<ul style="list-style-type: none"><li>• Signs comply with standards</li></ul>	



## WHS AUDIT - SAFE WORK PROCESSES, PROCEDURES, TRAINING & SUPERVISION

<i>Element</i>	<i>Indicators</i>	<i>Comments / what can be improved</i>
PTS1. Have Safe Work Procedures been developed for all tasks performed in the workplace, where a risk of injury or illness to workers was identified?	<ul style="list-style-type: none"><li>• Safe Work Procedures have been documented for all tasks with inherent risks. Safe Work Procedures can take many different formats, according to the workplace and the type of hazards involved in performing a task.</li><li>• Is plant and equipment maintained and records kept?</li><li>• Do competent personnel verify that plant and equipment is safe before being returned to service after repair or alteration?</li><li>• Is there a preventative maintenance program including regular inspections.</li><li>• Is electrical equipment inspected, tested and tagged in accordance with legislation?</li></ul>	
PTS2. Are the recommendations and control measures from risk assessments incorporated into the Safe Work Procedures?	<ul style="list-style-type: none"><li>• The controls included in safe work procedures reflect those in the risk assessment / task analysis.</li></ul>	
PTS3. Are Safe Work Procedures developed when changes occur in the workplace?	<ul style="list-style-type: none"><li>• Safe work procedures are developed prior to commencing any new work process or introducing new equipment etc. eg, standard pre-start risk assessment</li></ul>	
PTS4. Are Safe Work Procedures reviewed on a regular basis?	<ul style="list-style-type: none"><li>• Safe work procedures are dated and have review dates.</li><li>• A review schedule has been developed to monitor regular review, for example annually.</li><li>• Procedures are reviewed following an incident or near miss.</li></ul>	
PTS5. Workers are inducted to the workplace prior to commencement	<ul style="list-style-type: none"><li>• There is a structured induction program for new workers, contractors, visitors (eg induction plan, checklist or booklet).</li><li>• The program includes both general safety rules and responsibilities and specific task related items.</li><li>• Records indicate that all workers have completed the induction program</li></ul>	



<p>PTS6. Workers receive training in Safe Work Procedures relevant to their job?</p>	<ul style="list-style-type: none"><li>• New workers receive instruction about safe work procedures/ task specific, prior to starting work on any new task.</li><li>• Records of all training are kept, including on-the-job training.</li><li>• Team meetings, tool box talks etc. include regular discussion about safe work procedures</li></ul>	
<p>PTS7. Does the workplace ensure that all workers know and understand the Safe Work Procedures?</p>	<ul style="list-style-type: none"><li>• Safe work procedures are physically demonstrated to workers (as opposed to theory/classroom based training only).</li><li>• The procedures are demonstrated and training sessions conducted by competent persons (a competent person is someone who has acquired, through training, qualifications or experience, the knowledge and skills to carry out the task in a safe way, including knowledge of relevant Australian Standards, relevant codes of practice, and other relevant legislation).</li><li>• Workers are assessed to verify that they understand the Safe Work Procedures (for example, by asking them to physically demonstrate the task).</li><li>• Safe Work Procedures are available close to the point of use.</li><li>• Training records are monitored to ensure all workers have received the necessary training for their job.</li></ul>	
<p>PTS8. Are workers adequately supervised, to ensure that Safe Work Procedures are being followed by workers?</p>	<ul style="list-style-type: none"><li>• Workers are actively supervised on the job, by a supervisor, leading hand or other competent person.</li><li>• There is a schedule of routine formal or random checks of workers compliance with the safe work procedures.</li><li>• Managers and supervisors actively promote compliance with Safe Work Procedures. For example, speaking to/counselling workers who are not following procedures, providing re-training when required, leading by example.</li><li>• Workers who fail to comply with procedures are disciplined. Is their transparent implementation of these processes; are workers aware of the disciplinary process?</li><li>• Toolbox talks or other team meetings are used as a forum to reinforce compliance with procedures</li></ul>	



<p>PTS9.Does the workplace review workers' skills and knowledge, to ensure they are appropriate for present and future tasks?</p>	<ul style="list-style-type: none"><li>• Workers are assessed, for example annually, to establish their current level of skills and identify any additional training they may need.</li><li>• Does the organisation use performance management processes? Is their transparent implementation of these processes, are workers consulted during this process?</li><li>• Refresher training is scheduled for routine tasks.</li><li>• There is a process for workers to nominate additional training they believe would enhance their skills and knowledge.</li></ul>	
<p>PTS10.Have workers received the required/ mandatory training?</p>	<ul style="list-style-type: none"><li>• All workers are provided training on Building fire and emergency procedures and an emergency plan</li><li>• Workers carrying out a Class of high risk work (for example, forklift, asbestos removal, crane, scaffolding) have the current and correct licences.</li><li>• The employer maintains a register of high risk work licences held by employees and monitors to ensure licences are up to date.</li></ul>	

EXAMPLE ONLY



## WHS AUDIT - INJURY MANAGEMENT

<i>Element</i>	<i>Indicators</i>	<i>Comments / what can be improved</i>
IM1.Does the workplace have a current WorkCover policy (or self-insurance license) to provide workers' compensation for injured workers?	<ul style="list-style-type: none"><li>• Current Worker's Compensation Policy documents</li><li>• Does the current Worker's Compensation policy correctly reflect the nature of the business</li><li>• Have officers with return-to-work management responsibilities been given sufficient authority to undertake their roles?</li></ul>	
IM2.Are workers instructed about the procedures to be followed if they are injured at work?	<ul style="list-style-type: none"><li>• Relevant staff support injured workers in accessing the necessary information.</li><li>• Information about worker's compensation entitlements and procedures are included in the induction program.</li><li>• Workplace Rehabilitation Policy and Procedures are available to workers, and/or displayed in the workplace for reference</li></ul>	
IM3.Are claims lodged with WorkCover as soon as possible when workers are injured?	<ul style="list-style-type: none"><li>• Injured workers are supported to consult an appropriate medical professional as soon as possible after an injury, to get a Workers' Compensation medical certificate (entitlements to workers compensation usually arise once a worker has consulted a doctor or dentist for treatment)</li><li>• Claims records indicate that claims are lodged with WorkCover Qld as soon as possible after becoming aware of the injury (worker entitlements to workers compensation may be compromised when claims are not lodged as soon as possible).</li></ul>	



<p>IM4.Are 'stay at work' and return to work/suitable duties plans developed for workers sustaining an injury or illness in the workplace?</p>	<ul style="list-style-type: none"><li>• Have arrangements been made with the local medical centre/GP/staff health centre for priority treatment?</li><li>• Stay at work and return to work/suitable duties benefits are explained to workers.</li><li>• Stay at work and return to work/suitable duties plans, are available for all injured workers, where appropriate.</li><li>• Stay at work and return to work plans are developed in consultation with the injured worker, treating medical practitioner/s and the employer.</li><li>• Is a copy of the final stay at work and suitable duties plan provided to the injured worker?</li><li>• Is there a letter available to send to GPs to inform them of businesses injury management policy and available suitable duties?</li><li>• If suitable duties aren't available, are alternatives considered? (e.g. host employment, retraining, working from home)</li></ul>	
<p>IM5.Does the workplace have sufficient resources available for assisting injured employees and co-ordinating return to work programs?</p>	<ul style="list-style-type: none"><li>• A Rehabilitation and Return to Work Co-ordinator has been appointed and trained, if required.</li><li>• External Rehabilitation Providers are used, if required.</li></ul>	
<p>IM6.Support for Injured workers</p>	<ul style="list-style-type: none"><li>• Is there a process to ensure injured workers are contacted regularly (and ASAP) after an injury by management to offer support/reassurance?</li><li>• Is there a process for checking that the worker is emotionally/psychologically ready to return to work?</li><li>• Is there a process for checking that the injured worker has the appropriate physical support necessary to return to work? (e.g. transport to/from work, physical aides and equipment, safe access to the workplace).</li><li>• Is there a process to monitor their return to work.</li><li>• Are co-workers encouraged to support with injured worker while they are off work and upon return to work?</li></ul>	
<p>IM7.Monitoring</p>	<ul style="list-style-type: none"><li>• Is there a process for maintaining contact with the injured workers treatment providers?</li><li>• Is there a process for maintaining contact with the insurer throughout the claim process?</li></ul>	



IM8.Consultation and communication	<ul style="list-style-type: none"><li>• Is the case manager kept up-to-date with the injured workers progress</li><li>• Are co-workers kept informed (without breaching privacy) of injured workers status?</li><li>• Are other relevant staff briefed on the return to work plan?</li></ul>	
IM9.Documentation	<ul style="list-style-type: none"><li>• Are significant discussions with the injured worker, insurer and treatment providers documented?</li><li>• Are copies of written information, forms etc. kept on file and secure/ confidential?</li><li>• Are discussions/actions/decisions throughout the return to work process documented in the workers case file?</li><li>• Are these opportunities for improvement documented and forwarded to senior management for review and implementation?</li></ul>	
IM10.Health and Well Being	<ul style="list-style-type: none"><li>• Has a needs assessment that allows staff to identify health issues of interest to them been conducted?</li><li>• Has a healthy lifestyle program based on the needs analysis been communicated to all staff, implemented and regularly evaluated?</li><li>• Does the work environment contribute to healthy behaviours, e.g. accessible stairs instead of a lift, refrigerator/microwave for meal preparation, managing fatigue and work hours?</li></ul>	
IM11.Health Surveillance	<ul style="list-style-type: none"><li>• Have situations where worker health monitoring (surveillance) is required been identified, and appropriate systems implemented (e.g., hazardous chemicals, noise, mobile plant, heavy vehicles)?</li><li>• Do workers in noisy jobs have audiometry (hearing tests)?</li><li>• Do workers handling scheduled hazardous chemicals have regular health monitoring?</li><li>• The health monitoring conducted in accordance with the legislation?</li><li>• Do workers operating mobile plant have regular hearing tests and eye checks?</li><li>• Do workers have access to their individual records?</li><li>• Are all records stored confidentially?</li></ul>	





IM12.Pre-employment health assessments	<ul style="list-style-type: none"><li>• Have fit for work requirements been identified for all jobs (e.g., job task analysis)?</li><li>• Have jobs with safety critical tasks and/or medical fitness constraints been identified (e.g. climbing, lifting, electrical work)?</li><li>• Are there employment procedures that identify the need for pre-employment health assessments for specific jobs?</li><li>• Does the workplace refer potential workers for assessment by a medical practice familiar with the site and/or the jobs?</li></ul>	
----------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

EXAMPLE ONLY