





# **ACC Workplace Safety Management Practices Programme**

## **Greater Wellington Regional Council**

We include the following disclaimer in the introduction to the audit standards:

“Conformance to the programme standards set out in the audit tool should not be relied on to satisfy compliance with legal and other obligations of the employer. It is the responsibility of the individual employer to be satisfied that these legal and other obligations are met.”

Within the standard there are three measurable levels of performance:

<b>primary</b> = Programme entry level requirements	
<b>secondary</b> = consolidation of good practice	
<b>tertiary</b> = continuous improvement, best practice framework	no shading

Shading used throughout the standards indicates the levels as above.

The employer needs to meet the primary level requirements as detailed in each section of the standard to gain entry to the ACC Workplace Safety Management Practices Programme, and continue to meet these requirements in subsequent annual audits to remain in the ACC Workplace Safety Management Practices Programme.

## Independent audit summary

Name of company or organisation: Greater Wellington Regional Council Contact person: Ken Rees Telephone: (04) 382 7966 Email: ken.rees@gw.govt.nz
Address: PO Box 11646 Wellington
Date(s) of audit: 16 June 2008  Audit completion date: 16 June 2008
Location(s) of audit: Wairarapa (34 Chapel Street, Masterton)

**NOTE: The final decision regarding the level of conformance to the Workplace Safety Management Practices audit standard will be made by ACC following consideration of all relevant information.**

It is my recommendation that the above named employer:

√ meets the audit requirements of the ACC Workplace Safety Management Practices Programme to the following level

√ Primary

Summary of workplace information:

Specific responsibilities of the Greater Wellington Regional Council (GWRC) include environment management, flood protection and land management, provision of regional parks, public transport and funding and metropolitan water supply:

Biosecurity

Biosecurity (pest animals and pest plants) is about protecting the environment, economy and way of life from the harmful impacts of pests and diseases. GWRC works with landowners to target regional pest plants and animals and helps the rural economy by controlling possums to stop the spread of Bovine TB.

Emergency Management

GWRC co-ordinates the Civil Defence Emergency Management Group for the region.

Environment

Promotion of appropriate and sustainable use of the regions natural resources eg. land, water, air and energy.

Flood Protection

Protection of communities from the effects of flooding.

Harbours

GWRC is responsible for the navigational safety of all vessels in the harbours of Wellington and Porirua and around the regional coastline.

Land Management

Working with landowners to control soil erosion e.g. improving the way the land is used or planting.

Parks and Forests

Maintenance of a network of regional parks and forests.

Pollution Control

Maintenance of a 24-hour incident response service and the assessment of industrial and commercial sites with hazardous industries or activities.

Transport

Planning the roading network including the building of public transport infrastructure.

Water Supply

Collection and treatment of all drinking water used in Wellington, Hutt, Upper Hutt and Porirua.

The Wairarapa site was selected by ACC for audit. This site, located in Masterton, is base to approximately 50-60 people from a number of departments. Participating in this audit were representatives from Flood Protection, Biosecurity, Bioworks and Support Services.

While GWRC has achieved primary level status in the WSMP programme, it was evident during the course of this audit that a number of health and safety practices have been in place for some time. Gaps observed were due to the non-availability of documented evidence. The current challenge for GWRC is to ensure consistency in achieving health and safety outcomes, while recognising the wide variation in its operating activities and the need to adapt systems for a variety of situations.

Management commitment to health and safety is evident at all levels of management participating in the audit. The auditor would like to acknowledge the time taken by the Chief Executive and HR Manager to reinforce this commitment.

Hazard management and accident reporting are well established and with the implementation of SafeTsmart these systems will become more effective in terms of data collection, management reporting and data analysis. Management commitment to rehabilitation and graduated return to work is evident and reinforced through the Injury Management and Rehabilitation Policy. Several return to work plans were available to demonstrate liaison with ACC in the initiation of managed early return to work.

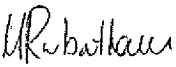
Corporate health and safety objectives form the basis of divisional and departmental planning for health and safety. Whilst this process is newly established, the framework is robust and structured for consultation. Employee participation is well established through a structure of elected representatives and the organisational Health and Safety Advisory Group.

Contractor management practices are variable with some lack of consistency in performance monitoring and post-contract reviews. There is an awareness of this gap and the Contractor Management Policy has been recently developed to provide some structure to the management of contractors across departments.

Is this an initial audit? (tick as appropriate)

Is this a renewal audit? (tick as appropriate)

**ACC Approved Auditor Details:**

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Auditor signature: 	Date: 18 June 2008

Summary of results	Level Demonstrated
<p><b>Safety Management Practices</b></p> <ol style="list-style-type: none"> <li>1. Employer commitment to safety management practices</li> <li>2. Planning, review and evaluation</li> <li>3. Hazard identification assessment and management</li> <li>4. Information, training and supervision</li> <li>5. Incident and injury reporting, recording and investigation</li> <li>6. Employee participation in health and safety management</li> <li>7. Emergency planning and readiness</li> <li>8. Protection of employees from on-site work undertaken by contractors and sub-contractors</li> <li>9. Workplace Observation</li> <li>10. Focus Group Interviews</li> </ol>	<p>Primary</p> <p>Primary</p> <p>Primary</p> <p>Secondary</p> <p>Secondary</p> <p>Secondary</p> <p>Primary</p> <p>Primary</p> <p>Primary</p> <p>Primary</p>
<p>Number of focus groups: 2</p>	<p>2</p>

## Critical element one

### – Employer commitment to safety management practices

(AS/NZS 4801:2001 Section 4.2, 4.4 and 4.6)

#### OBJECTIVE

The employer is able to demonstrate an active, consultative commitment to all areas of health and safety management in the workplace.

Details of requirements	Verified by	Achieved Yes/No
1. There is a documented health and safety policy.	1. Policy document.	Yes
2. The policy is authorised by current CEO or other senior management* representatives.	1. Appropriate signature, position and date.	Yes
	2. Process for senior management* to review policy document at least every two years.	Yes
3. The policy incorporates management commitment to comply with relevant legislation, regulations, codes of practice and safe operating procedures.	1. Policy document includes statement of commitment to comply with relevant standards.	Yes
4. The policy includes specific understanding of management responsibilities for health and safety.	1. Policy document includes management commitment to health and safety.	Yes
	2. Specific health and safety co-ordination roles are designated at senior management* level.	Yes
	3. Management positions are reviewed against the performance of designated health and safety responsibilities.	No
	4. Evidence that individual management performance has been reviewed against health and safety responsibilities.	No
5. The policy includes an outline of individual employee responsibilities for health and safety.	1. Policy document states individual responsibilities for health and safety in the workplace.	Yes
6. There is commitment to consultation with union* and other nominated employee representatives* regarding participation in health and safety management.	1. Policy document includes statement of support for employee consultation and participation.	Yes
7. There is specific management commitment to accurate reporting and recording of workplace incidents and injuries.	1. Health and safety documents include a specific statement requiring accurate reporting and recording.	Yes
	2. Records of this requirement included in performance review of management roles.	No

Details of requirements	Verified by	Achieved Yes/No
8. There is commitment to continuous improvement in health and safety.	1. Indicative statement in policy document.	Yes
	2. Evidence that a system exists for the review of health and safety related policies by senior management* to ensure their ongoing effectiveness (for example records of reviews or a documented review procedure or checklist).	Yes
	3. Evidence that excellence in health and safety management and innovation by staff is formally recognised (eg. recognition in staff newsletter, reward for innovative ideas).	Yes
9. There is specific commitment to ensure managers (including senior management*) have an understanding of health and safety management relative to their positions.	1. Evidence of this commitment in policy statement, position descriptions (or similar).	Yes
	2. Evidence that senior management* have been involved in health and safety (eg. seminars, briefings, conferences, training sessions) within the previous two years.	Yes
10. There is specific commitment by management to support the safe and early return to work of their injured employees.	1. Health and safety documents that include a statement of commitment.	Yes
	2. Information provided to management staff on how to support safe and early return to work.	Yes
	3. Evidence of management involvement in supporting safe and early return to work (where applicable).	Yes

\* Please refer to the definitions in the ACC Workplace Safety Management Practices audit standards.

Employer commitment to safety management practices
<b>Standard achieved:</b> Primary
<b>Comments:</b>
<p>GWRC's Health and Safety Policy is signed by the Chief Executive and dated September 2007. The Policy outlines GWRC's commitment to achieving the highest levels of health and safety performance in its workplaces. Employee participation, legislative compliance, continuous improvement via health and safety planning and accurate incident reporting are all outlined.</p> <p>Generic management responsibilities for health and safety are documented in job descriptions and also in GWRC's Health and Safety Management System. There is currently no direct link with performance review (R&amp;R), although achievement of health and safety objectives are monitored via quarterly management reporting (see recommendations 1.4.3 &amp; 1.7.2).</p> <p>Reward and recognition for health and safety performance/initiative is managed on a case-by-case basis and there were a number of examples available, such as recognition by the Chief Executive in a letter, acknowledgement recorded in the EMT report and internal newsletter.</p> <p>Senior management briefings regarding health and safety performance are well established via the quarterly health and safety reports and there is clear evidence within meeting minutes of active discussion regarding health and safety issues.</p> <p>Management commitment to rehabilitation and graduated return to work is evident and reinforced through the Injury Management and Rehabilitation Policy signed by the Chief Executive and dated 1 February 2008. The Policy states that the GWRC is committed to supporting employees through recovery and rehabilitation as well as a safe and early return-to-work following injury or illness. Several return to work plans were available to demonstrate liaison with ACC in the initiation of managed early return to work.</p>

<b>Critical issues:</b>	
None	
<b>Recommendations for improvement:</b>	
1.4.3	Consider the inclusion of measurable health and safety objectives (specific to the individual manager's role) in the R&R performance management system.
1.7.2	Consider the inclusion of the requirement for accurate reporting of workplace incidents and injuries as a key performance measure for managers.



## Critical element two

### – Planning, review and evaluation

(AS/NZS 4801:2001 Section 4.3, 4.4 and 4.5)

#### OBJECTIVE

The employer is able to demonstrate a focus on continuous improvement through a systematic approach to occupational health and safety that includes setting specific objectives, establishing and supporting systems or programmes to achieve objectives, regular review of progress and evaluation of outcomes.

Details of requirements	Verified by	Achieved Yes/No
1. There is a process to ensure that health and safety management for the workplace is reviewed.	1. Process to review health and safety management annually.	Yes
	2. Process to review health and safety management that occurs after a critical event and/or if there is a change in work procedures or health and safety policy.	No
2. Health and safety objectives are set that are appropriate to the size and type of business, relevant to each level within the business and related to identified hazards (where relevant).  (NB: "SMART" objectives should be set – Specific – Measurable – Achievable – Realistic – Time-bound.)	1. Documented objectives and management plan to achieve objectives.	Yes
	2. Procedure to review objectives annually.	Yes
	3. Evidence that health and safety objectives have been reviewed.	No
	4. Evidence that senior management* and union* and other nominated employee representatives* have been included in annual review and setting of objectives.	No
3. There is an established consultative process to review and evaluate the effectiveness of hazard management.	1. Process or planning documents (or similar).	Yes
	2. Minutes, schedules (or similar) to show there is annual review of the effectiveness of hazard management processes.	No
4. The employer is able to demonstrate knowledge of current health and safety related information including legislation, regulations, current codes of practice, and other health and safety standards relevant to the particular workplace.	1. Process to identify the health and safety information specific to the employer's business.	Yes
	2. Process in place to ensure compliance or conformance with relevant requirements.	Yes
	3. Evidence of regular review to identify and accommodate any changes in requirements.	Yes
5. A procedure to undertake an annual self-assessment to ensure the programme audit standards can be met and maintained. The procedure involves management, union* and other nominated employee representatives*.	1. Self-assessment procedure.	Yes
	2. Evidence that a self-assessment has been undertaken within the previous 12 months (may be immediately prior to initial entry audit).	Yes

\* Please refer to the definitions in the ACC Workplace Safety Management Practices audit standards.

<b>Planning, review and evaluation</b>
<b>Standard achieved: Primary</b>
<b>Comments:</b>
<p>Health and safety review occurs annually via the planning process. An overall GWRC-wide plan provides the framework for operational plans. Corporate objectives and targets are set with timeframes and responsibilities. Consultation in the development and review of the corporate plan occurs through the Health &amp; Safety Advisory Group with final sign off by the Executive Management Team. The process to review health and safety management is outlined but currently does not include provision to review health and safety management after a critical event and/or if there is a change in work procedures or health and safety policy (see recommendation 2.1.2).</p> <p>Departmental operating plans are required to include health and safety with progress monitored via the quarterly review process and divisional reporting to the Chief Executive. The process of developing departmental plans is newly established. Once a full review cycle has been implemented secondary and tertiary requirements will be met (see recommendations 2.2.3 &amp; 2.2.4). Departmental plans were reviewed for a number of departments at the Wairarapa site eg. Flood Protection, Biosecurity, Bioworks and Support Services.</p> <p>Provision for the annual review of hazard management is made through the planning and review process recently established. Once this process has been through a full review cycle tertiary requirements will be met (see recommendation 2.3.2).</p> <p>The self assessment process is outlined and was completed appropriately with employee involvement in February 2008. The involvement of union and other nominated employee representatives in this process should be explicitly stated (see recommendation 2.5.1).</p>
<b>Critical issues:</b>
None
<b>Recommendations for improvement:</b>
<p>2.1.2 Extend the health and safety management process to provide for a structured review following a critical event and/or changes in work practices or systems.</p> <p>2.2.3 Once health and safety objectives have been reviewed and evidenced to support this review is available, secondary requirements will be met.</p> <p>2.2.4 Ensure evidence confirms the active involvement of key people in the setting and reviewing of health and safety objectives.</p> <p>2.3.2 The annual review of hazard management can be demonstrated by a review of documents, meeting minutes, and agendas or similar.</p> <p>2.5.1 Include the requirement for union and other nominated employee representatives to be involved in this process in the documented self assessment process.</p>

## Critical element three

### – Hazard identification, assessment and management

(AS/NZS 4801:2001 Section 4.3 and 4.4)

#### OBJECTIVE

The employer has an active method that systematically identifies, assesses and manages the actual and potential hazards in the workplace, over which the employer has authority or influence.

Details of requirements	Verified by	Achieved Yes/No
1. There is a systematic procedure to identify and record actual and potential hazards in the workplace.	1. A procedure that covers an understanding of the range of hazards including, for example, work organisation, job design and hazards facing employees working off-site.	Yes
	2. Review of hazard registers to support process in action.	Yes
	3. Records of regular reviews of the hazard identification and recording process.	Yes
2. There is a process to assess identified hazards to determine which hazards are significant* according to the definition in the health and safety in employment legislation.	1. Documented definition of significance.	Yes
	2. Process to demonstrate the identification of significant hazards* and evidence of implementation of this process.	Yes
	3. The hazard register, or similar, identifies those hazards which are significant.	Yes
3. There are appropriate controls in place for each significant hazard based on the hierarchy in the health and safety in employment legislation to either: (a) Eliminate the hazard completely; (b) Isolate the hazard to prevent the exposure to that particular hazard; or (c) Minimise the impact of the hazard.	1. Procedure for developing appropriate controls.	Yes
	2. Details of controls developed for significant hazards*.	Yes
	3. Process for the issue, renewal and maintenance of safety equipment related to significant hazards*, including personal protective equipment.	Yes
	4. Evidence that controls developed for significant hazards* are based on appropriate documentation or advice (where applicable).	Yes
4. There are appropriately trained and/or experienced people leading the identification and management of hazards.	1. Records of training and/or skills and experience for people leading hazard management.	Yes
	2. Evidence of ongoing training or increased experience for people leading hazard management that has occurred within the previous two years.	No

Details of requirements	Verified by	Achieved Yes/No
5. There is a procedure for obtaining specialist advice for managing specific hazards, where this competency is not available through internal staff.	1. Procedure to support the appropriate use of specialist advice (eg. the management of hazardous substances, monitoring of noise levels or assessment of workstations).	Yes
	2. Accessibility of reference information for all staff (eg. hard copy or electronic) that includes relevant legislation, regulations, codes of practice, safe operating procedures, MSDS etc.	Yes
	3. List or information about availability of internal or external health and safety specialist advice (where applicable).	Yes
6. There is a schedule documenting the minimum review timetable to monitor significant hazards* that have been isolated or minimised.	1. Hazard review timetable appropriate for particular identified hazards.	Yes
	2. Responsibilities assigned for ensuring timetable is met and signed off at each period.	Yes
7. There is active management of hazards associated with any new or modified equipment, material, services or work processes introduced into the workplace.	1. Hazard identification and management documents.	Yes
	2. A process for consultation with relevant health and safety personnel in the purchase or implementation of new or modified equipment, material, services or processes.	No
	3. Evidence of health and safety issues incorporated into purchasing and design decisions (where applicable).	Yes
8. There is an ongoing opportunity for the active involvement of union* and other nominated employee representatives* in identifying and managing hazards in the workplace.	1. Evidence of employee consultation or active involvement in hazard management or the provision of ongoing opportunities for involvement (process document accepted for new applications).	Yes
9. There is a process to identify and manage any areas of the workplace requiring specific health monitoring in relation to tasks being undertaken (where applicable).	1. Process to identify tasks requiring monitoring and ongoing regular testing.	Yes
	2. Process to undertake baseline monitoring of health in relation to identified tasks and to notify employees of results (eg. hearing tests, lung function tests).	Yes
	3. Process for post-critical event testing and exit testing.	No
	4. Process to manage sub-optimal test results that includes consideration of individual medical and vocational needs.	No
	5. Process to feed back sub-optimal results into hazard management.	No
10. There is a process to identify tasks where significant hazards* may make pre-employment health screening appropriate to ensure that the potential for work injury or work-related illness through exposure to those particular tasks is minimised.	1. Process documents.	No
	2. Documented rationale and process for pre-employment health screening that is linked to specific significant hazards* (where applicable).	No

Details of requirements	Verified by	Achieved Yes/No
11. Work areas, over which the employer has control or influence, are planned, so that the exposure of visitors and the general public to workplace hazards is minimised.	1. Clear marking of designated areas as appropriate.	Yes
	2. Signage, security logbooks or visitors' registers available as appropriate to specific areas of the workplace or escorting restrictions and induction for site visitors.	Yes
	3. Evidence that emergency procedures are covered with site visitors.	Yes
	4. Provision of appropriate personal protective equipment for visitors to the site (eg. goggles, "hi-viz," vests).	N/A

\* Please refer to the definitions in the ACC Workplace Safety Management Practices audit standards.

Hazard identification, assessment and management
<b>Standard achieved:</b> Primary
<b>Comments:</b>
<p>The hazard management process is documented and includes processes for hazard identification, hazard assessment (significance and risk) and application of hierarchy of controls, emergency response, hazard review and provision of hazard information. Departments are responsible for the development, maintenance and review of their hazard registers. These are a combination of core generic hazards and those specific to the department's environment and activities. Significant hazards associated with activities and tasks have documented SOP's that outline a range of information including hazard controls, training and qualification requirements, recommended PPE and emergency response considerations.</p> <p>GWRC is currently in transition to an electronic data management system 'SafeTsmart' and once fully implemented this will see the centralisation of registers for hazards common across GWRC.</p> <p>Each department is responsible for maintaining a process for the issue, maintenance and renewal of personal protective equipment. Examples reviewed for the Flood Protection and Biosecurity departments demonstrate regular preventive maintenance checks and the replacement of worn and/or out of date equipment. It is envisaged that this process will be streamlined with the implementation of SafeTsmart.</p> <p>External hazard management training is provided to elected health and safety representatives through EMA Stage 1, as well as internal training by the Senior Health &amp; Safety Advisor over the past two months. Once evidence exists to show this training is ongoing, tertiary requirements will be met (see recommendation 3.4.2).</p> <p>A number of examples exist to demonstrate the appropriate use of specialist advice to manage particular hazards such as VDU use, asbestos, occupational medicine and building WOF. Currently this advice is generally accessed on the advice of the Senior Health &amp; Safety Advisor however there is an opportunity for the hazard management procedure to be expanded to clearly outline this procedure (see recommendation 3.5.1). It should be noted that departments maintain a list of external specialists and several examples were available.</p> <p>Several examples were available to show the consideration of health and safety issues associated with purchasing decisions eg. mowing by tractor included an updated hazard assessment sheet and SOP's developed subsequent to the purchase of a hydraulic cable cutter and the change to work procedures associated with railway irons. This consultation process is not documented (see recommendation 3.7.2).</p> <p>Health monitoring requirements are identified through the hazard management process. There is a well established range of monitoring, such as urine testing for those working with 1080 poison. Flood Protection has developed a process that outlines responsibilities associated with health monitoring, informed consent and the management of health information. Process documentation associated with health monitoring needs to be reviewed to ensure a consistent approach to the management of these requirements is met (see recommendations 3.9.3-3.9.5 &amp; 3.10.1).</p>

<b>Critical issues:</b>	
None	
<b>Recommendations for improvement:</b>	
3.4.2	Once evidence is available to confirm the ongoing provision of hazard-specific training for those leading hazard management particularly tertiary requirements will be met.
3.5.1	Clearly document the procedure to determine when external specialist health and safety advice may be necessary.
3.7.2	Document the process for consultation in the consideration of health and safety issues associated with new or modified equipment or work practices.
3.9.3-	
3.9.5	The health monitoring process should include provision for post-critical event testing and exit testing. The process should also include direction as to how sub-optimal results should be managed and any subsequent feedback into hazard management.
3.10.1	Document the process required to identify any tasks where pre-employment screening may be appropriate.

### Hazard management observation summary table – Wairarapa Depot

Significant hazard identified by the workplace	*Basic method of control selected by the workplace	Details of controls recorded by the workplace	*Auditor's observation of controls in practice
1. Working in isolated areas	✓ Minimise	<ul style="list-style-type: none"> <li>▪ Work in teams, forecast PLB, communication tools – RT, mobile, sign-out board</li> </ul>	✓ Mostly observed
2. Working alone	✓ Minimise	<ul style="list-style-type: none"> <li>▪ Buddy system, Beacon Hill, protocol PLB</li> </ul>	✓ Mostly observed
3. VTA's (1080, Cyanide, phosphorous etc)	✓ Minimise	<ul style="list-style-type: none"> <li>▪ Operating procedures, PPE, CSL 1080 monitoring</li> </ul>	✓ Mostly observed
4. Batteries	✓ Minimise	<ul style="list-style-type: none"> <li>▪ Operating procedures, PPE, ventilation, first aid training</li> </ul>	✓ Mostly observed
5. Poor workstation computer set up	✓ Minimise	<ul style="list-style-type: none"> <li>▪ VDU Code of Practice, staff and workstation assessments, ergonomic equipment, training, monitoring</li> </ul>	✓ Mostly observed
6. Access ways obstructed	✓ Minimise	<ul style="list-style-type: none"> <li>▪ Visual checks daily, 3 monthly building checks</li> </ul>	✓ Mostly observed

#### Recommended outcome

Overall it was observed at the time of the workplace review that the above-identified significant hazards were being managed in accordance with the management systems documented in the workplace.

**YES**

## Critical element four

### – Information, training and supervision

(AS/NZS 4801:2001 Section 4.4)

#### OBJECTIVE

The employer will ensure that all employees are informed of their own responsibilities and the employer's responsibilities for health and safety in the workplace. The employer will ensure that employees have specific knowledge concerning management of the hazards to which they are exposed through workplace procedures, environment, equipment and materials.

Details of requirements	Verified by	Achieved Yes/No
1. There is appropriate health and safety induction training for new employees and employees transferring to a new environment, role or task.	1. Evidence of staff health and safety induction training that includes consideration of the following needs (where appropriate): <ul style="list-style-type: none"> <li>– Emergency procedures</li> <li>– Incident and injury reporting</li> <li>– Hazard identification</li> <li>– Employer and employee responsibilities</li> </ul>	Yes
	<ul style="list-style-type: none"> <li>– The process for employee health and safety representation</li> <li>– Information about the health and safety forum/s</li> <li>– Designated roles for health and safety and rehabilitation</li> <li>– Work injury claims process</li> <li>– Rehabilitation responsibilities</li> <li>– Use and maintenance of relevant health and safety equipment, including personal protective equipment (eg. checklist, training information).</li> </ul>	Yes
2. There is identification of health and safety training requirements in relation to hazards associated with specific roles, tasks or areas of work.	2. Signed employee induction training records (or similar individual verification).	Yes
	1. Procedure to identify training needs for specific roles, tasks, or areas of work (eg. training needs assessment or training plan linked to hazard management).	Yes
3. All health and safety information and training is delivered so that the key messages are clearly understood, taking into account language, literacy, vision, hearing or other variables.	1. A process to determine that health and safety information and training have been understood.	Yes
	2. Signed employee training records (or similar individual verification).	Yes
	3. Evidence that task-specific training has occurred (e.g. certification, training records or similar where applicable).	Yes
	4. A process for "bring-up" reminder facility for recurring training or certification requirements including assignment of responsibilities for this process.	Yes



Details of requirements	Verified by	Achieved Yes/No
	5. Evidence to demonstrate that competency has been achieved following specific health and safety training (eg. written or oral tests, certifications, practical skill demonstrations including on-the-job assessments).	No
4. There is access to internal staff members with the relevant skills, experience or qualifications to undertake training.	1. Guideline document (or similar) outlining health and safety trainer selection criteria.	Yes
	2. Records of internal trainer's skills, experience or qualifications.	Yes
5. There is a process to determine the relevant skills, experience or qualifications of external trainers used for specific training requirements.	1. Selection criteria or similar for use of external trainers (where applicable).	Yes
6. There is a system for controlling health and safety related documents and information including the dissemination of applicable information to staff and notification of outdated documents.	1. Document control system (paper based or electronic).	Yes
	2. Dates on health and safety documents at operational sites.	Yes
	3. Role-specific responsibilities to review health and safety documentation control.	Yes
7. Health and safety information specific to the workplace is available to all employees.	1. Access to further information is included in health and safety information available in the workplace (eg. posters, signs, training, Intranet, briefings, meeting schedules or similar).	Yes
8. Supervision for employees undergoing on-the-job training is provided by experienced and skilled staff to ensure the employee's newness to the task or role does not endanger themselves, others or equipment.	1. A process that requires assessment of relevant experience and skills for the supervision of employees undergoing on-the-job training.	Yes
	2. A process for the clear designation of responsibility for supervision of new employees.	Yes

<b>Information, training and supervision</b>	
<b>Standard achieved:</b> Secondary	
<b>Comments:</b>	
<p>Induction for new employees involves a generic 'Safety Induction' and department specific induction. The Safety Induction is facilitated by GWRC HR Department and includes a wide range of health and safety information such as responsibilities, legislation, hazard management (including lock and tag out), fitness for work, accident/incident reporting, emergency response and hazardous substances. A checklist is used to verify completion of the induction and records are held by HR with a copy retained in the department's personnel records. There is also a range of health and safety information for new employees on GWennie (the GWRC intranet).</p> <p>Department induction is well established with examples available from all departments at the Wairarapa site. Biosecurity issues all new staff with an induction manual. Flood Protection and Support Services utilise a checklist to cover key health and safety topics and Bioworks issue new staff with a 'Staff Handbook'.</p> <p>Training needs are identified by departments via a number of channels eg. core training, activity/task related (eg. ATV, firearms, hazardous substances), hazard related and development needs identified through the R&amp;R process.</p> <p>All departments utilise a buddy system where new employees are supervised until deemed competent to work unsupervised. Biosecurity has developed a comprehensive spreadsheet that outlines staff competency levels. This process also facilitates the identification of those skilled to train others and internal trainers. Flood Protection also has a training database that documents individual training competencies and facilitates reminders. The process to fully implement competency-based training needs further development to be consistently applied across GWRC (see recommendation 4.3.5). With the implementation of SafeTsmart, it is envisaged by GWRC that there will be enhanced levels of consistency associated with competency-based training records.</p> <p>External trainers are required to be affiliated with an ITO or approved training establishment. Some training requirements are driven by legislation e.g. use of firearms and management of hazardous substances.</p>	
<b>Critical issues:</b>	
None	
<b>Recommendations for improvement:</b>	
4.3.5	Ensure consistent application of competency based training across all departments. It will be particularly important to assess competency following on-the-job training.

## Critical element five

### – Incident and injury reporting, recording and investigation (NZS/AS 4801:2001 Section 4.4 and 4.5)

#### OBJECTIVE

The employer has an active reporting, recording and investigation system that ensures incidents and injuries are reported and recorded and that the appropriate investigation and corrective actions are taken. The terms "incidents and injuries" in this context include all "near miss" or "near hit" events, work-related illnesses and injury events that harmed or might have harmed any employee during the course of their work.

Details of requirements	Verified by	Achieved Yes/No
1. There is a system for reporting, recording and analysing incidents, injuries and work-related illnesses.	1. Documented procedure.	Yes
	2. Incident and injury (accident) reporting forms.	Yes
	3. On-site incident and injury (accident) registers.	Yes
	4. Procedures requiring early and prompt attention to all reported incidents and injuries.	Yes
	5. Collation of all injury and incident data into a central record for analysis.	Yes
2. Employees understand their specific responsibilities to report incidents, injuries and workplace illnesses that have or might have harmed anyone in the workplace.	1. Reporting systems available in all work areas (eg. forms in hard copy or on-line).	Yes
	2. Staff communications, team briefings, health and safety meeting minutes.	Yes
	3. Examples of completed incident and injury reports (where applicable).	Yes
3. When a serious harm injury occurs to an employee the Occupational Safety and Health Service (OSH) of the Department of Labour is notified as soon as possible and a written report is sent within seven days.  (NB: There are other agencies that the employer may also need to notify to meet regulatory obligations, in the event of a serious harm injury.)	1. Procedure to notify OSH including documented responsibility for notification.	Yes
	2. Example(s) of notification within required timeframe when a serious harm injury has occurred (where applicable).	Yes
4. The employer has a procedure to investigate incidents and injuries that harmed or might have harmed an employee.	1. Incident and injury investigation procedure.	Yes
	2. Designated incident and injury (accident) investigators.	Yes
	3. Incident and injury (accident) investigation forms (forms in hard copy or on-line).	Yes
	4. Incident and injury (accident) investigation example reports (where applicable).	Yes

Details of requirements	Verified by	Achieved Yes/No
5. There is a procedure to ensure corrective action is undertaken in relation to any deficiencies identified during an investigation.	1. Procedure for corrective action to be undertaken when deficiencies are identified in an investigation.	Yes
	2. Feedback into hazard management included in the process.	Yes
	3. Responsibility for corrective action is assigned, time-bound, signed and dated as part of an incident and injury investigation and includes training and injury prevention feedback (where applicable).	Yes
	4. Evidence of senior management* involvement and follow-up (eg. management minutes or communications).	Yes
6. Injury and incident data is reviewed to identify trends and provide information to managers and employees that can be used in injury prevention initiatives.	1. Process for at least annual review of collated data (eg. minutes of meetings, distribution of findings to management and employees).	Yes
	2. Evidence of at least six monthly review of collated data (eg. minutes of meetings, distribution of findings to management and employees).	No
	3. Evidence of injury prevention initiatives implemented where relevant (eg. changes in work practices, specific training).	Yes

\* Please refer to the definitions in the ACC Workplace Safety Management Practices audit standards.

<b>Incident and injury reporting, recording and investigation</b>	
<b>Standard achieved:</b> Secondary	
<b>Comments:</b>	
<p>The Incident Management Policy is documented. Responsibilities are outlined, as is the accident reporting process, investigation, assessment of risk, external reporting requirements and links to hazard management. GWRC is transitioning to an electronic data management system (SafeTsmart) and as part of this new process all departments have authorised personnel who have access to enter accident/incident information from hard copy report forms into the electronic system. Once this system is well established the collation of data and analysis of trends will be enhanced.</p> <p>The Senior Health and Safety Advisor is primarily responsible for reporting serious harm to the Department of Labour. In practice this usually occurs in consultation with the department involved. Several examples of external reporting have been verified to conform to these requirements. The Department of Labour has taken no further action in relation to any of these serious harm accidents.</p> <p>Investigation requirements are based on an assessment of risk potential and when required are conducted by the managers and/or trained investigators. Internal expertise is also available via the Senior Health and Safety Advisor who is responsible for generating hazard alerts where organisational learnings can be made following an incident. Incident investigation training NZQA 17601 was completed for designated staff in August 2007. Completed investigation reports confirm a range of findings and the use of specialist advice where indicated.</p> <p>Senior management involvement in accident/incidents and investigation findings is well established with the EMT receiving quarterly reports outlining LTIFR and injury severity rates. The central collation of accident/incident data is improving as previously data was held by departments and divisions. Once historical data is available to generate a robust analysis of collated data, tertiary requirements will be met (see recommendation 5.6.2).</p> <p>An example of injury prevention initiatives subsequent to data analysis and the identification of trends was evident within Biosecurity. A trend of cuts from pelifeed bait station brackets resulted in several injury prevention initiatives such as improved PPE, buffing of brackets and the modification of brackets by the manufacturer.</p>	
<b>Critical issues:</b>	
None	
<b>Recommendations for improvement:</b>	
5.6.2	Once historical data is available to generate a robust analysis of collated data, tertiary requirements will be met

## Critical element six

### – Employee participation in health and safety management

#### (AS/NZS 4801:2001 Section 4.4)

#### OBJECTIVE

The employer will ensure that all employees have ongoing opportunities to be involved and to have their interests represented in the development, implementation and evaluation of safe workplace practices.

Details of requirements	Verified by	Achieved Yes/No
1. There is a forum (or series of forums) to enable communication between the employer, employees and union and other nominated employee representatives* on issues of interest and concern related to health and safety. (For a large or multi-site employer the number of forums should be appropriate to the size, type and geographic spread of the business, so that all employees have a "voice" through to management.)	1. Evidence of health and safety forum(s) that include the participation of management and employee representatives (eg. minutes of meetings).	Yes
	2. Evidence of frequency of forum(s) at least quarterly (not applicable for new applications).	Yes
	3. Evidence of ongoing opportunity for joint involvement in injury prevention initiatives and, where applicable, injury management initiatives (eg. planning notes, outcomes of joint initiatives).	Yes
	4. Evidence of consultative development, monitoring and review of health and safety policies, processes and performance at least annually (eg. minutes of meetings, action plans, review documents).	No
2. There is a process agreed to by employees, to support union* and other nominated employee representative* involvement in health and safety development, monitoring and review.	1. Process for health and safety management that specifically supports employee involvement.	Yes
	2. Evidence of agreed process to elect or endorse union* and other nominated employee representatives* to support health and safety.	Yes
	3. Evidence that information on this process is readily available and communicated to all staff.	Yes
3. Health and safety training is provided to employees actively involved in health and safety management to assist in the development and establishment of safe workplace practices.	1. Evidence that health and safety training has been undertaken within the last two years.	No

\* Please refer to the definitions in the ACC Workplace Safety Management Practices audit standards.

<b>Employee participation in health and safety management</b>	
<b>Standard achieved:</b> Secondary	
<b>Comments:</b>	
<p>GWRC has an employee participation structure consisting of several layers of formal employee involvement:</p> <ol style="list-style-type: none"> <li>1. The Health &amp; Safety Advisory Group (HSAG) meet on a six weekly basis with membership consisting of three divisional representatives, a Wairarapa site representative, an elected representative and the HR Manager and Senior Health and Safety Advisor. The Group was established to monitor the ongoing effectiveness of the HSMS and to be actively involved in the development and review of policies, objectives and performance targets. The convenor of the Elected Representatives Group is elected by the group to attend HSAG meetings to provide a link between the employee representative structure and GWRC management. Meeting minutes confirm discussion of health monitoring, department health and safety plans, SafeTsmart and the contractor management policy. Once the consultative review of health and safety performance is established tertiary requirements will be met (see recommendation 6.1.4).</li> <li>2. The Elected Representatives Group meet on a bi-monthly basis with the documented purpose to promote and participate in health and safety in the workplace. This group has additional responsibilities as outlined by the Health and Safety in Employment Amendment Act 2002 (i.e. issue hazard notices). Meeting minutes confirm discussion of hazards, training, accident reports and health monitoring.</li> <li>3. Divisional health and safety meetings are held bi-monthly and are attended by elected representatives and departmental representatives (an informal role). Recent meeting minutes from the Catchment Division verify discussion of WSMP audit, rehabilitation, incident/hazard reporting and departmental plans.</li> <li>4. Section meetings are held 2-4 weekly and these include health and safety as a standing agenda item. An example of meeting minutes for Pest Plant Section confirm the inclusion of a health and safety update and discussion of new personnel locator beacons, emerging issues and training.</li> </ol> <p>Elected representatives attend approved training through EMA; training records confirm the provision of stage 1 only. Once records confirm the provision of ongoing training, tertiary requirements will be met 6.3.1). Unions represented within GWRC are EPMU, AWU and PSA.</p>	
<b>Critical issues:</b>	
None	
<b>Recommendations for improvement:</b>	
6.1.4	Once the consultative review of health and safety performance is well established, tertiary requirements will be met.
6.3.1	Ensure the ongoing provision of health and safety training (at least two yearly) for elected representatives.

## Critical element seven

### – Emergency planning and readiness

(AS/NZS 4801:2001 Section 4.4)

#### OBJECTIVE

The employer has an effective general emergency plan to manage emergencies likely to occur within any part of the organisation's operation and to comply with legislative requirements.

Details of requirements	Verified by	Achieved Yes/No
1. There is a documented emergency plan that identifies potential emergency situations and meets relevant emergency service requirements.	1. Evidence of identification of the range of potential emergency situations in the workplace that considers the type and location of the employer (eg. chemical spills, earthquakes, management of emergency situations for employees working alone).	Yes
	2. Evidence of consideration of emergency service requirements.	Yes
	3. An emergency plan that includes the response required for the relevant identified emergency situations.	Yes
2. Emergency procedures have been implemented and communicated to all employees and contract staff.	1. Evidence that the emergency procedures have been implemented and communicated (eg. signage, communications, training).	Yes
3. Designated employee/s or wardens for each work area trained to take control in an emergency.	1. List of designated employees known to all staff.	Yes
	2. Training schedules and records.	Yes
	3. Evidence that review or refresher emergency training has been undertaken with designated employees within the previous year.	No
	4. Evidence of specific emergency training for designated staff according to identified potential emergencies in the workplace (eg. civil defence emergency training, advanced first aid certificates).	No
4. There is periodic testing of emergency evacuation procedures at regular intervals of no greater than six months.	1. Record of emergency evacuation drills.	Yes
5. There is a consultative review of emergency response procedures after any practice drills and after any actual emergency event.	1. Minutes of review meetings, particularly post-critical event.	Yes
	2. Evidence of update to procedures and plans (where applicable).	N/A



<b>Emergency planning and readiness</b>	
<b>Standard achieved:</b> Primary	
<b>Comments:</b>	
<p>Emergency procedures have been developed for the Wairarapa site covering potential emergency scenarios such as fire, earthquake, evacuation, bomb threat, suspicious packages, threatening behaviour and chemical spillage. Procedures are clearly displayed around the site and are included in induction information provided to all new staff, visitors and contractors. Emergency response procedures are included as part of operating procedures for field activities eg. water activities includes provisions for response if a radio call is missed as well as accessing the emergency locator beacon.</p> <p>Floor Wardens and back-up wardens are designated with names listed strategically around the site. Fire Warden training has historically been provided as part of the evacuation drill debriefing. As of early June 2008 this training has been formalised and recorded. Once formal emergency training is established, with refreshers provided at least annually, secondary level requirements will be met (see recommendation 7.3.3).</p> <p>Fire drills are held six monthly, co-ordinated by the Support Services Advisor. The last drill held at Wairarapa site was on 11 June 2008. A copy of the debriefing report submitted to the local Fire Service.</p>	
<b>Critical issues:</b>	
None	
<b>Recommendations for improvement:</b>	
7.3.3	Once formal emergency response training is provided on an ongoing refresher basis (annually), secondary requirements will be met.
7.3.4	Once specialised emergency training is provided and verification is available, tertiary requirements will be met.

## Critical element eight

### – Protection of employees from on-site work undertaken by contractors and subcontractors

(AS/NZS 4801:2001 Section 4.4)

#### OBJECTIVE

The employer has a systematic approach to ensure that contractors, subcontractors and their employees do not cause harm to the employees of the principal while undertaking the work required by the contract.

(NB: There are other specific duties required of the employer as a principal under the terms of the health and safety in employment legislation that are not part of this programme's requirements.)

Details of requirements	Verified by	Achieved Yes/No
1. Induction to on-site health and safety procedures is co-ordinated by a designated person(s) for all contracted staff, including one-off maintenance contractors or similar.	1. Process for the induction of contractors and their staff, according to their level of involvement with employees in the workplace, and including sign-off by employer and contractor or subcontractor.	Yes
	2. Designated person(s) to co-ordinate health and safety induction for contractors.	Yes
	3. Evidence of completed contractor induction (where applicable).	Yes
2. Criteria to select and manage contractors include assessment of health and safety performance.	1. Documented procedures (eg. selection checklist or similar).	Yes
	2. Contractor plans include: <ul style="list-style-type: none"> <li>– Staff training and competencies</li> <li>– Current certification and permits</li> <li>– Declaration of the above signed by contractor.</li> </ul>	No
3. Health and safety expectations and responsibilities are written into contracts.	1. Evidence that health and safety responsibilities are written into contracts (eg. procedures, signed contracts).	Yes
4. There is a process to actively monitor the health and safety performance of the contractor at agreed regular intervals for the duration for the contract where relevant.  (NB: Only applies to contract work undertaken on a site where there are employees of the principal present.)	1. Evidence of review of work site health and safety performance including dates and responsibilities.	No
	2. Evidence of feedback from the contractor into hazard identification and incident and injury reporting (where applicable).	No
5. Post-contract evaluations include health and safety as part of the evaluation.	1. Process for post-contract evaluation.	Yes
	2. Evidence of completed post-contract evaluations (where applicable).	No

<b>Protection of employees from on-site work undertaken by contractors and sub-contractors</b>
<b>Standard achieved:</b> Primary
<b>Comments:</b>
<p>GWRC has recently documented (1 February 2008) their "Contractor Management Policy" to outline responsibilities, contractor induction, contractor engagement, contractor tendering process including pre-assessment, contractor monitoring and post contract evaluation.</p> <p>Contractors utilised by GWRC fall into three main categories:</p> <ul style="list-style-type: none"> <li>• Minor "one off" work</li> <li>• Ongoing and routine work</li> <li>• Tendered work.</li> </ul> <p>All contractors are required to undergo induction, the depth of which is dictated by the scope of the work to be carried out. Examples of completed inductions at Wairarapa confirm coverage of hazards, site safety rules, safety equipment, access and emergency responses.</p> <p>Contractors are required to pre-qualify prior to tendering for new work and this pre-qualification process includes health and safety requirements. Examples were available to demonstrate the submission of contractor health and safety management plans and once this is consistently implemented across departments, the secondary requirements will be met (see recommendation 8.2.2).</p> <p>Routine monitoring of contractor health and safety performance is yet to be well established. Some examples are available but this has not yet been consistently implemented (see recommendation 8.4.2).</p> <p>The process for contractor performance review has been recently documented and the requirement is for this to be completed either at completion of the contracts or annually for long term contracts. Again, once fully and consistently implemented tertiary requirements will be met (see recommendation 8.5.2).</p>
<b>Critical issues:</b>
None
<b>Recommendations for improvement:</b>
<p>8.2.2 Once the submission of contractor health and safety management plans is consistently implemented across departments, secondary requirements will be met. Note: these plans need to include information on health and safety training, competencies and current certification and permits.</p> <p>8.4.2 Once the implementation of contractor monitoring is fully and consistently implemented across departments secondary requirements will be met.</p> <p>8.5.2 Once the process of contractor performance review is well established tertiary requirements will be met.</p>

## Critical element nine

### – Workplace observation and confirmation of safe systems in action

#### OBJECTIVE

Under this section, there are a few systems-related requirements that need to be observed on each selected site that is visited as part of the independent audit. This will provide some indication of how the documented systems work in practice.

(NB: This is NOT a detailed site inspection and should not be relied on to satisfy legal compliance with other health and safety obligations.)

Details of requirements	Verified by	Achieved Yes/No
1. The auditor is able to observe some selected audit standard requirements in practice.	1. Hazard registers.	Yes
	2. Evidence of assessment of hazards to determine their significance.	Yes
	3. Current safety information on display.	Yes
	4. Incident and injury (accident) registers available in the workplace (hard copy or electronic).	Yes
	5. Forms completed (where applicable).	Yes
	6. Evidence of personal protective equipment in use according to what is appropriate for the area visited.	Yes
	7. Restricted areas of work are clearly marked.	Yes
	8. Escorting and signing requirements are in place for restricted areas of work.	Yes
	9. Emergency evacuation procedures are clearly outlined (e.g. signs, posters, designated listed employees trained to take control in an emergency eg. Wardens, first-aiders).	Yes
	10. Emergency exits are clearly marked.	Yes
	11. Emergency equipment is clearly marked and current.	Yes
	12. Security logbooks, visitor registers (or similar) are provided.	Yes
	13. Personal protective equipment is available for site visitors (where applicable).	N/A

<b>Workplace observation</b>
<b>Standard achieved:</b> Primary
<b>Comments:</b>
<p>The Wairarapa site was selected by ACC for audit; this site provides a base for 50-60 people representative of a number of departments within GWRC.</p> <p>Visitors are required to sign in at reception at which time key health and safety information is provided eg. building evacuation procedure, evacuation assembly point, accident/hazard reporting requirements and restricted access areas. The Health and Safety Policy is also displayed at reception.</p> <p>Exits are clearly marked and emergency equipment is checked and visible. Requirements for monthly checks by an IQP are recorded and additionally Wormald conduct annual checks of fire fighting equipment. First aid kits are available and are very well stocked.</p> <p>A health and safety notice board is displayed in the cafeteria with another board displayed at Bioworks. Information displayed includes hazard alerts, listed wardens, health and safety policy, incident/injury reporting requirements and EAP.</p> <p>Hazardous substances signs are displayed at all points where dangerous goods are stored with PPE and MSDS readily available. These areas have restricted access and are locked.</p>
<b>Critical issues:</b>
None
<b>Recommendations for improvement:</b>
None

## Critical element ten

- Focus group interview; Confirmation of safe systems in action

### OBJECTIVE

The employer is able to confirm and validate hazard management systems through management and employee focus groups.

Details of requirements		Achieved Yes/No
1.	There is an understanding of what constitutes a hazard in the workplace.	Yes
2.	There is an understanding of the process for hazard identification.	Yes
3.	There is an awareness of respective responsibilities in the identification of hazards.	Yes
4.	#There is an understanding of the term 'significant hazard' and the hierarchy of controls in the management of these hazards.	Yes
5.	There is an understanding of injury and incident reporting and recording requirements.	Yes
6.	There is an understanding of injury or incident investigations including designated responsibilities and the role of the injured employee and the manager concerned.	Yes
7.	There is an understanding of the responsibilities for corrective action resulting from an injury or incident investigation.	Yes
8.	#There is an understanding of how to initiate rehabilitation support and assistance for any injured employees.	Yes
9.	There is an understanding of the process for union* and other nominated employee representation* and the way in which to raise health and safety issues.	Yes
10.	There is an understanding of the emergency procedures in the workplace.	Yes
11.	#There is an understanding of how to initiate rehabilitation, and of the support available from management for the early return to work of injured employees.	Yes

# While these questions may be asked at the management and employee focus groups, primary responsibility for understanding rests with the management focus group.

\* Please refer to the definitions in the ACC Workplace Safety Management Practices audit standards.

<b>Focus group interview summary</b>
<b>Standard achieved:</b> Primary
<b>Number of focus group interviews undertaken:</b> 2
<b>Positions and interests represented in the <u>employee</u> focus group(s):</b>
Land Management Overseer, Contract Support, Environmental Monitoring & Investigation Officer, Contracts Co-ordinator, Biosecurity Officer, Health and Safety Representative, Engineer, River Engineer.
<b>Positions and interests represented in the <u>management</u> focus group:</b>
Manager, Environmental Monitoring & Investigation, Manager, Land Management, Manager, Support Services, Manager, Flood Protection, Manager, Biosecurity.
<b>Summary comments from focus group interviews:</b>
<p>Participants demonstrated a good understanding of hazards associated with the environment and associated activities/tasks with many of the significant hazard controls documented in SOP's. There is active management of reported hazards and strong links between investigation outcomes and updates to hazard management. Managers confirmed their role in investigation and in the follow up of corrective actions. There is agreement that the introduction of SafeTsmart will improve the collation of organisational incident/injury data and make the analysis of trends more robust.</p> <p>Employee participation is evident and there are clear channels to escalate issues where they cannot be resolved at a department level. Elected and departmental representatives are active in promoting health and safety practices and serving as a link between staff and management. There is consensus that GWRC operates an open door policy and communication between managers and staff is positive.</p> <p>There is considerable support for rehabilitation and graduated return to work programmes. Several work related and non work examples confirm this support and the provision of transitional duties.</p>
<b>Critical issues:</b>
None
<b>Recommendations for improvement:</b>
None

**Hazard management observation summary table (use if required)**

Significant hazard identified by the workplace	*Basic method of control selected by the workplace	Details of controls recorded by the workplace	*Auditor's observation of controls in practice
1.	<ul style="list-style-type: none"> <li>✓ Eliminate</li> <li>✓ Isolate</li> <li>✓ Minimise</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>✓ Mostly observed</li> <li>✓ Partially observed</li> <li>✓ No evidence observed</li> </ul>
2.	<ul style="list-style-type: none"> <li>✓ Eliminate</li> <li>✓ Isolate</li> <li>✓ Minimise</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>✓ Mostly observed</li> <li>✓ Partially observed</li> <li>✓ No evidence observed</li> </ul>
3.	<ul style="list-style-type: none"> <li>✓ Eliminate</li> <li>✓ Isolate</li> <li>✓ Minimise</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>✓ Mostly observed</li> <li>✓ Partially observed</li> <li>✓ No evidence observed</li> </ul>
4.	<ul style="list-style-type: none"> <li>✓ Eliminate</li> <li>✓ Isolate</li> <li>✓ Minimise</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>✓ Mostly observed</li> <li>✓ Partially observed</li> <li>✓ No evidence observed</li> </ul>



Significant hazard identified by the workplace	*Basic method of control selected by the workplace	Details of controls recorded by the workplace	*Auditor's observation of controls in practice
5.	<ul style="list-style-type: none"> <li>✓ Eliminate</li> <li>✓ Isolate</li> <li>✓ Minimise</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>✓ Mostly observed</li> <li>✓ Partially observed</li> <li>✓ No evidence observed</li> </ul>

(\*delete the non-applicable options)

**Recommended outcome**

Overall it was observed at the time of the workplace review that the above-identified significant hazards were being managed in accordance with the management systems documented in the workplace.

**YES / NO**

