

CHASE for Windows Module

Module Details

Title: Premium Discount Scheme (NSW) Audit 2 Year 1

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Section 1 Management Responsibilities

Notes

Guidance

One person within the organisation shall be designated with responsibility and accountability

for injury management and occupational health and safety.

TO BE REVIEWED AT AUDIT 2, YEAR 1

Responsibility and accountability will be allocated to people in control of workplace activities.

TO BE REVIEWED AT AUDIT 2, YEAR 1

Senior management must clearly demonstrate commitment to the implementation of systematic

approaches to occupational health and safety and injury management.

TO BE REVIEWED AT AUDIT 2, YEAR 1

Question 1.1

Is one person within the organisation designated with responsibility and accountability for injury management and occupational health and safety.

Yes

No

Notes

Guidance

The senior person allocated with responsibility and accountability for OHS and IM still current and aware of their role.

Senior person can be:

> Managing Director

> CEO

> Owner Operator

Question 1.2

Is responsibility and accountability allocated to people in control of workplace activities.

Yes

No

Notes

Guidance

Persons in control of workplace activities (including contractors) exercise their OHS and IM responsibilities and accountabilities.

Question 1.3

Does Senior management clearly demonstrate commitment to the implementation of systematic approaches to occupational health and safety and injury management

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Notes

Guidance

Senior management continues to demonstrate commitment to the implementation of systematic approaches to OHS and IM.

Section 2 Consultation & Communication

Notes

Guidance

Employer must review the effectiveness of communication and consultation

Question 2.1

Has the effectiveness of the OHS and IM consultation and communication been reviewed?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Notes

Section 3 Risk Management & Process Control

Notes

Guidance

Employer must implement the risk controls identified in the OHS risk management program.

TO BE ACHIEVED OR SUBSTANTIALLY COMMENCED AT AUDIT 2, YEAR 1

Question 3.1

Are all hazards associated with designated high risk tasks and processes effectively controlled.?

Yes
No

Notes

Question 3.2

Is there a plan to ensure the ongoing implementation of the remaining risk control measures is developed in consultation with employees?

Yes
No

Notes

Question 3.3

Are all qualifications/licensing requirements as identified during the risk assessment process in place?

Yes
No

Notes

Section 4 Training Learning & Skills Development

Notes

Guidance

Employer must develop and/or access and implement appropriate training/learning programs to ensure that employees are competent to undertake their work in a safe manner.
TO BE ACHIEVED OR SUBSTANTIALLY COMMENCED AT AUDIT 2, YEAR 1

Question 4.1

Are training programs delivered in accordance with identified skills and knowledge requirements of employees.

Yes
No

Notes

Section 5 Records & Records Management

Notes

Guidance

Employer must ensure that an appropriate record system for monitoring and reviewing return-to-work and OHS systems is established, implemented, maintained and applicable information made available to relevant parties

Question 5.1

Are all required records maintained and management has a process in place to evaluate the effectiveness of the records system.

Yes
No

Notes

Section 6 Injury Management

Notes

Guidance

Employer must ensure that an appropriate record system for monitoring and reviewing return-to-work and OHS systems is established, implemented, maintained and applicable information made available to relevant parties

Question 6.1

Are procedures for reviewing the return-to-work program at least every two years are implemented?

Yes
No

Notes

Question 6.2

Are there provision for evaluating the performance of the rehabilitation and treatment providers which have been developed and implemented?

Yes
No

Notes

Question 6.3

Have procedures been developed and implemented for collecting return-to-work statistics such as return-to-work outcomes, claims costs, lost time injury rates and early intervention?

Yes
No

Notes

Question 6.4

Are there formal processes in place to ensure all injuries/illnesses are investigated and appropriate action taken to prevent a recurrence?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Notes