

# AUDIT PROCEDURE (7) V3

## PURPOSE

To ensure legislative compliance, conformance with and improvement of the Catholic Church Safety Management system.

Internal Audit is a requirement of the Work Health and Safety standards for self-insured employers.

## RESPONSIBILITIES

### Person Conducting a Business or Undertaking (PCBU)

Catholic Church Endowment Society Inc. (CCES) as the primary Person Conducting a Business or Undertaking (PCBU) and holder of the Self Insurance Registration will ensure that a Work Health and Safety (WHS) Audit Program is planned and conducted, and audit findings are monitored and reviewed.

### Self-Insured Governing Council (SIGC) will:

- approve the annual audit schedule submitted by Catholic Safety Health and Welfare SA (CSHW SA)
- monitor and review audit findings and outcomes, including non-conformances.

### Sector Forums will:

- identify areas related to the industry sector that may be suitable for an industry sector level audit (based on identified trends, risk, legislative change, previous audits/evaluations)
- monitor and review all sector level audit outcomes or sector relevant areas of audit reports.

### CSHW SA will:

- develop an audit program and an annual audit schedule
- ensure the audit schedule is based on identified trends, risk, legislative changes, evaluations, programs, and incident, near miss and injury data
- determine scope and include targets and performance indicators for each audit
- develop WHS audit tools
- follow the WHS Audit Action Flowchart in this procedure
- issue Non-Conformance Reports (NCR's) where non-conformance with the Catholic Church Safety Management system is identified, either within the scope or outside of the audit
- maintain WHS audit documentation
- present WHS audit reports to SIGC, and Sector Forums where relevant
- monitor Non-Conformance Reports (NCR's) issued.

### Executive Manager CSHW SA:

- review audit program annually and report to SIGC
- resource the audit program with trained and competent personnel; internal and external, including technical experts as required
- select audit teams and assign roles and responsibilities
- ensure electronic audit records are maintained
- facilitate an unannounced level of conformance review, known as Verification Checks
- respond to any grievances and disputes related to WHS audits, within 10 working days of lodgment
- monitor and review non-conformances issued and report status to SIGC.

### Officer (site level):

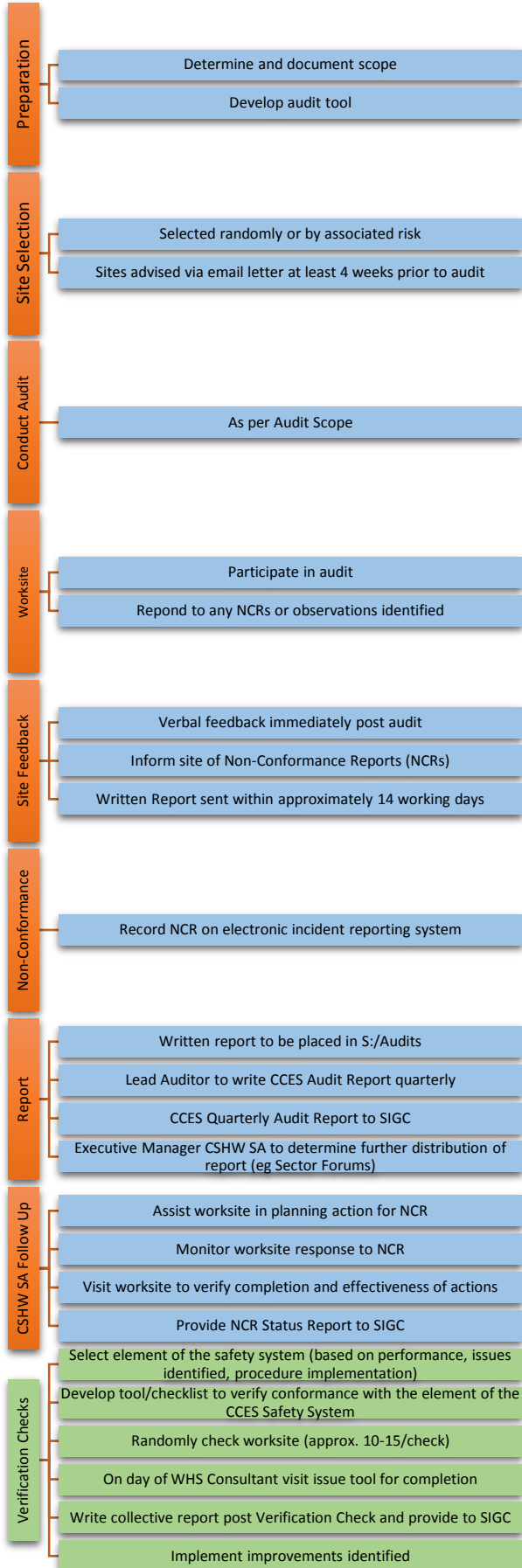
- ensure implementation of WHS Task Manager (Rapid Service Alert)
  - **PARISH SECTOR** – complete WHS Parish Report where Task Manager is not in use
- ensure corrective actions are implemented to rectify non-conformances and observations
- review effectiveness of corrective actions
- document progress in the management of NCR's on the electronic reporting system

### Workers:

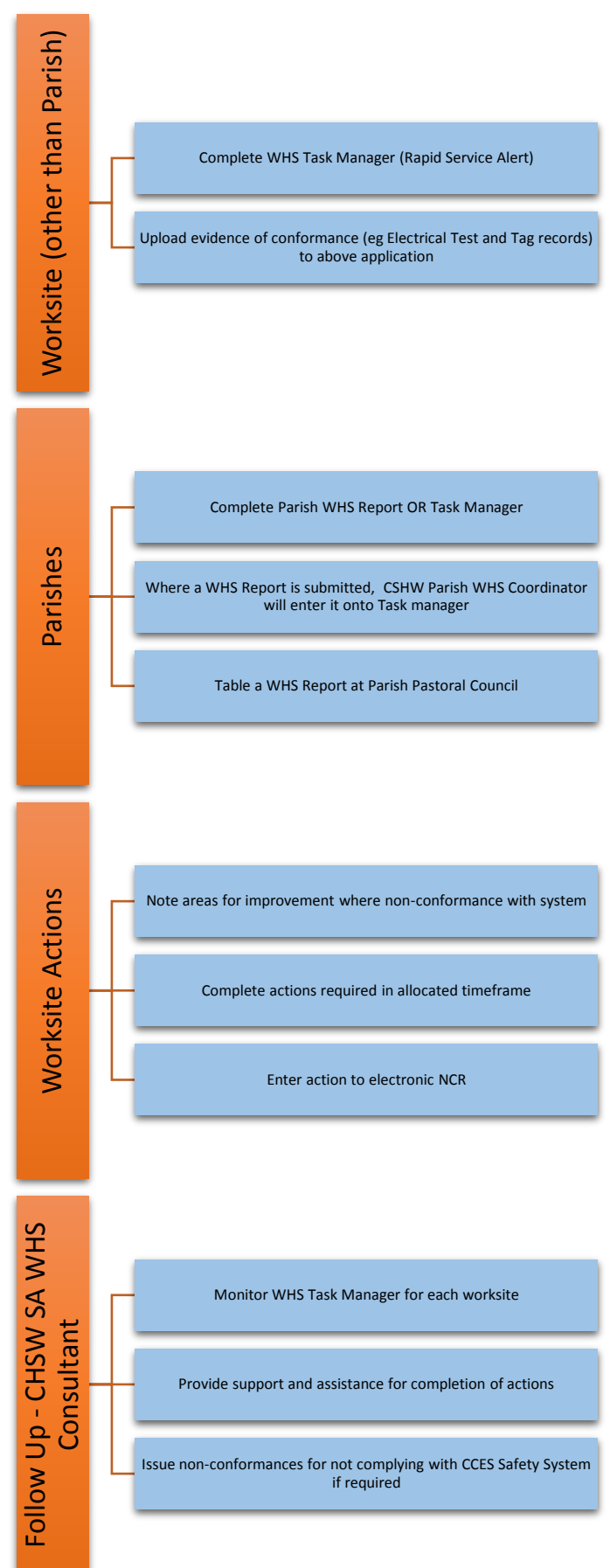
- participate in the audit process as required.

**ACTION FLOWCHART**

**CCES Level**  
*Conducted by CSHW*



**SITE Level**  
*Conducted by worksite*





**TRAINING**

Auditors will be trained specific to their defined roles.

**MONITOR AND REVIEW**

This procedure will be reviewed 3 yearly or at any time that the CCES Audit process should change.

**RELATED DOCUMENTS**

- Work Health and Safety Act 2012 (SA)
- Work Health and Safety Regulations 2012 (SA)
- Performance Standards for Self Insured Employers; Standard 4 – ReturnToWorkSA 2015
- AS/NZS 4801:2001 Occupational health and safety management systems – *Specification with guidance for use.* Section 4.5.4

**FORMS**

[Parish WHS Report](#)

**VERSION CONTROL AND CHANGE HISTORY**

Version	Approved By	Approved Date	Reason for Development of Review	Review Date
6	Sector Forums	November 2013	Legislation – New WHS Act	2016
<b>April 2015 – Document consolidated across CCES sectors</b>				
V1	Executive Manager CSHW	24/04/2015	Procedure consolidation	2016
V2	Executive Manager CSHW	21/08/2015	Review	2018
V3	Executive Manager CSHW	21/05/2018	Review – introduction of further level of Audit (WHS Audit)	2021

Approved for Publication:  \_\_\_\_\_ Date: 21 May 2018 \_\_\_\_\_  
**Kathy Grieve**