

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):

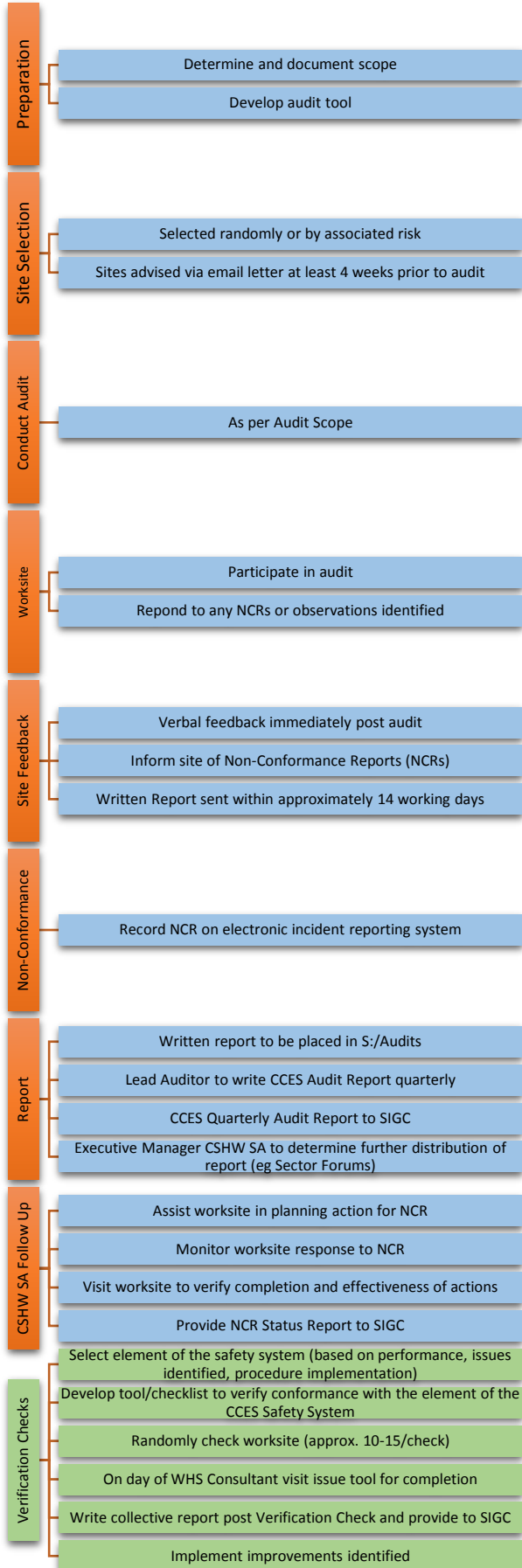
- ensure implementation of WHS Task Manager (Rapid Service Alert)
 - **PARISH SECTOR** – complete WHS Parish Report where Task Manager is not in use
- ensure corrective actions are implemented to rectify non-conformances and observations
- review effectiveness of corrective actions
- document progress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

Workers:

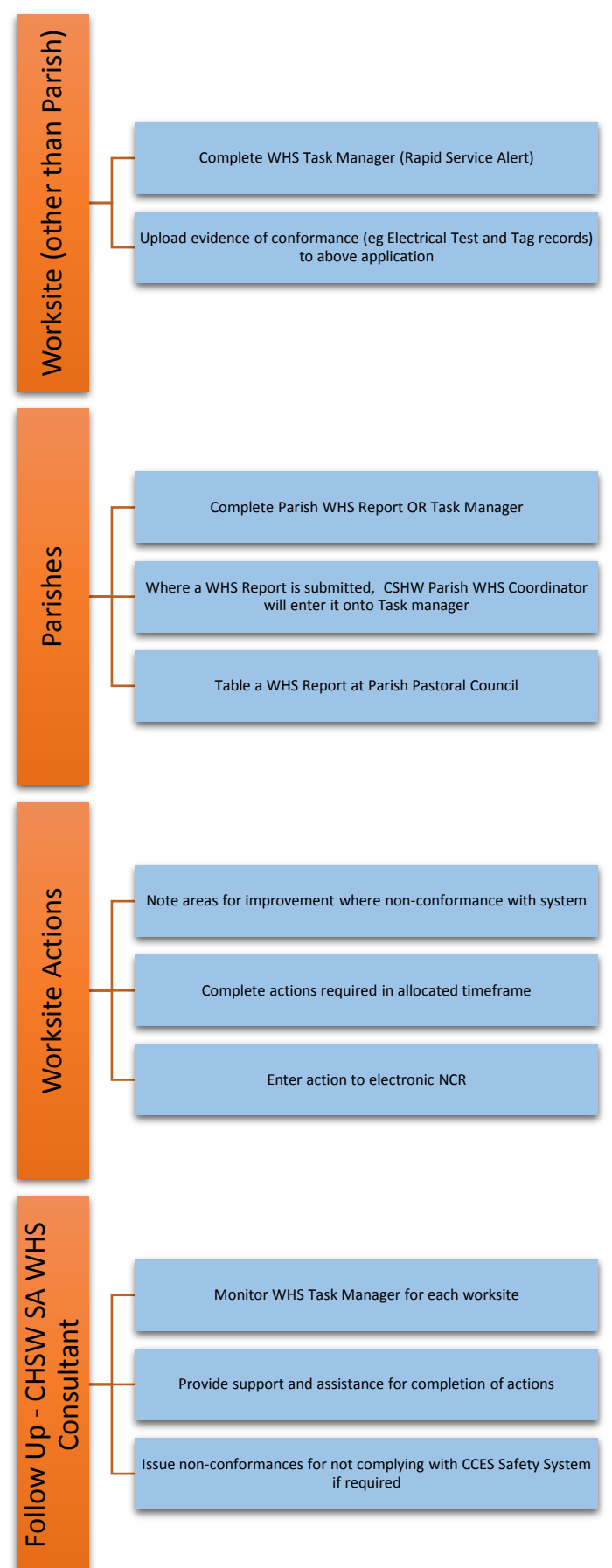
- participate in the audit process as required.

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
April 2015 – Document consolidated across CCES sectors				
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