

WHS MANAGEMENT SYSTEM AUDIT ACTION PLAN

INTRODUCTION

To maintain continual improvement, suitability and effectiveness of the WHS Management System, and thereby its performance, Charles Sturt Campus Services Limited management will review and evaluate the WHS Management System at least every 12 months, possibly less, depending on factors such as the significance of hazards or level of risk encountered. The scope of this review will be comprehensive, though not all elements of a WHS Management System will necessarily be reviewed at once and may be reviewed over a period of time (no more than 1 year). Management Review is a critical component of the Audit process as defined in section 4.6 of AS/NZS 4801:2001 Occupational Health and Safety Management Systems Specification.

WHS MANAGEMENT SYSTEM AUDIT ACTION PLAN (Refer to *WHS Management System Audit Checklist*)

Charles Sturt Campus Services Limited management will review these results and make sure each item is actioned by the due date and by the responsible person.

Audit Element (as per AS/NZS 4801:2001)	Title	Due Date	Responsible Person
4.2	WHS Policy	September 2018	GM/WIO
4.3.1	Planning Identification of hazards, assessment & control of risks.	September 2018	GM/WIO
4.3.2	Legal & other Requirements	September 2018	GM/WIO
4.3.3	Objectives & Targets	September 2018	GM/WIO
4.3.4	WHS Management Plans	September 2018	GM/WIO
4.4.1.1	Resources	September 2018	GM/WIO
4.4.1.2	Responsibility & Accountability	September 2018	GM/WIO

Audit Element (as per AS/NZS 4801:2001)	Title	Due Date	Responsible Person
4.4.2	Training & Competency	September 2018	GM/WIO
4.4.3.1	Consultation	December 2018	GM/WIO
4.4.3.2	Communication	December 2018	GM/WIO
4.4.3.3	Reporting	December 2018	GM/WIO
4.4.4	Documentation	December 2018	GM/WIO
4.4.5	Document and Data Control	December 2018	GM/WIO
4.4.6.1	Hazard Identification, Risk Assessment and Control of Risks	March 2019	GM/WIO
4.4.6.2	Hazard Identification	March 2019	GM/WIO
4.4.6.3	Risk Assessment	March 2019	GM/WIO
4.4.6.4	Control of Risks	March 2019	GM/WIO
4.4.6.5	Evaluation	March 2019	GM/WIO
4.4.7	Emergency Preparedness & Response	March 2019	GM/WIO
4.5.1.1	Monitoring and Measurement	March 2019	GM/WIO
4.5.1.2	Health Surveillance	March 2019	GM/WIO
4.5.2	Incident Investigation, Corrective & Preventative Action	March 2019	GM/WIO



Health & Safety
AS 4801
SAI GLOBAL



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Wagga Wagga NSW 2678

Audit Element (as per AS/NZS 4801:2001)	Title	Due Date	Responsible Person
4.5.3	Records & Records Management	March 2019	GM/WIO
4.5.4	WHS Management System Audit	March 2019	GM/WIO
4.6	Management Review	March 2019	GM/WIO

Comments:

Company Representative:

Signed:  Date: 21-03-2018

Name: Martin Dooner Position: General Manager