

QSCU OHS&R MANAGEMENT SYSTEM

PROCEDURE 33 – OHS&R Audits

1. PURPOSE

This procedure defines requirements for the planning, administration, reporting, corrective action and follow-up of internal and external independent (Third Party) OHS&R audits.

This procedure applies to all QSCU businesses, including functional departments, warehouse operations, and office blocks.

2. MANDATORY REQUIREMENTS

1. The company shall arrange for an independent external audit of its OHS&R Management System (i.e. its OHS&R Policy & Procedures) at least every three years and it shall be conducted to include a representative sample of each of its Facilities.
2. External OHS&R audits shall be led by an independent, experienced and approved OHS&R auditor(s) external to the business.
3. A summary of prioritized significant audit findings shall be presented to the QSCU nominated responsible Manager by the auditor as soon as practicable following the audit. The nominated responsible Manager shall then discuss these findings with Executive Management Team, as soon as practicable following after the audit.
4. A final comprehensive audit report shall be prepared and issued to the nominated responsible Manager within 6 weeks of the audit completion. The nominated responsible Manager shall discuss the findings with the Executive Management Team and the OHS&R Focus Group and generate a list of prioritised actions to address the identified non-compliance(s), the names of people responsible for their completion and the dates by which they are to be completed.
5. The status of outstanding or incomplete external audit actions shall be reviewed by the nominated responsible Manager and the OHS&R Focus Group at least every 3 months until completion with completed audit actions shall be reviewed for effectiveness.
6. The company shall schedule internal OHS&R audits to assess the level of compliance with its OHS&R Policy & Procedures. High Risk OHS&R Procedures shall be audited internally at least annually, Moderate Risk OHS&R Procedures every two years and Low Risk OHS&R Procedures every three years.
7. Internal audits shall be conducted by a representative from the Audit and Compliance Function who has successfully completed suitable accredited auditor training.
8. Internal audit records shall include the questions asked, evidence observed and any non-conformances detected.

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9. Internal audit corrective actions shall be developed to address the audit non-conformances, with the level of action to be taken with its priority to be commensurate with the risk, by whom and by when.
10. The status of outstanding or incomplete internal audit actions shall be reviewed by the Audit and Compliance Function until completion.
11. OHS&R training and audit records shall be retained indefinitely.
12. Regular reviews of this procedure shall be conducted to ensure compliance with the mandatory requirements.

3. RESPONSIBILITIES

Responsible Manager

Ensure that the requirements of this procedure are complied with.

4. REFERENCE DOCUMENTATION

- A. AUSTRALIAN AND NEW ZEALAND OHS&R LEGISLATION

5. FORMS

- A. INTERNAL OHS&R AUDIT CHECKLIST