** WHS Self Audit template**

**Presbyterian Church Schools**

**INSTRUCTIONS:**

For each question, please select one of the following options:
·   No significant action taken (<10%)
·   Some progress but much still to do (10%-50%)
·   Significant progress but some aspects incomplete (51%-90%)
·   Substantially completed (>90%)

·   Unsure / I don’t know
·   Not Applicable (N/A)

All rated questions are mandatory.  While we would prefer you select one of the first 4 scale responses, if you are unsure of a response, you can opt to select “Unsure”. If you assess that a question is not applicable please select the N/A option.

Some questions combine 2-3 questions in 1 to reduce the size of the questionnaire. This is designed to give us and you a general sense of progress in this specific area.

There is also opportunity to expand on any of your rated responses at the end of each section, where applicable, or to make any other general comments.

**Risk Management**

1. Has the school adopted a WHS Policy statement? Is it hanging in a prominent place?
2. Does the school have a means to communicate and consult with workers e.g. a Health Safety Committee that has representatives from each section of the school?
3. Does the school have a risk management plan and risk register?
4. Are all incidents, accidents and near misses recorded and reported/discussed/followed-up?
5. Is an incident/accident/near miss register maintained?
6. Do new staff, volunteers (including working bees), new students and work experience students receive an induction that includes WHS matters?

Comments (optional)

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**Building and Grounds**

1. Does the school undertake WHS audits? Has all the school buildings and grounds been inspected in the last 6 months and any hazards assessed and prioritised?
2. Has a program of corrective action been implemented to eliminate the hazards identified?
3. Are car parks and drop off zones given high safety priority (monitored and supervised)
4. Do playgrounds comply with the Australian Standard and any Council by-laws; are they well maintained, inspected and supervised?
5. Does the building environment enable movement by people with a disability?
6. Are prevention of slips, trips and falls a high priority? Are damaged carpets, uneven and wet surfaces and damaged pathways repaired and spare mats available for temporary cables?

Comments (optional)

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**Emergency Evacuation and Fire**

1. Has an emergency evacuation plan for all areas been developed communicated and diagrams displayed?
2. Are exit signs and emergency lighting to standard and in working order?
3. Have appropriate people from all sites been trained in evacuation procedures?
4. Have practice evacuations been conducted in the last 12 months in all areas?
5. Have the correct number and type of fire extinguishers and hose reels been installed and are they serviced every 6 months?
6. Do wardens and some staff receive fire management and fire fighting training?
7. Have smoke detectors been fitted and regularly tested?
8. Are filters on kitchen and laboratory exhaust fans regularly cleaned?
9. Has overgrown vegetation and combustible material been removed from around and under buildings?
10. Are gas bottles and fuel containers kept in secure storage away from fire risk and school activities?

Comments (optional)

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**Electrical**

1. Has the electrical wiring of all buildings been inspected by a licensed electrician in the last 10 years?
2. Have safety switches been fitted to the power circuits in all buildings?
3. Have electrical leads been appropriately tested and tagged?

**Hazardous Substances**

1. Is someone responsible for ensuring that there is Safety Data Sheets (SDS) for all chemicals and hazardous substances used at the school?
2. Are hazardous substances locked away from children and SDS sheets stored with them?

Comments (optional)

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**First Aid**

1. Are the correct number and type of first aid kits placed in appropriate locations and properly maintained?
2. Do you have First aid trained persons in every building and for sports activities and excursions?
3. Does the school have a process to identify people at risk of anaphylaxis and asthma and trained people to manage incidents?

Comments (optional)

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**Working Environment**

1. Has the physical comfort, lighting, heating & ventilation of work areas been reviewed and improvements implemented where necessary?
2. Have manual handling tasks been reviewed, correct procedures established and monitored?
3. Do people wear ear protection when using tools or loud instruments; are sound levels managed within guidelines?
4. Do people wear eye protection when using powered equipment and chemicals?
5. Are working bees planned; hazards assessed, people trained in use of equipment and procedures and sign on to safety plan; safe clothing and footwear worn, and work supervised?
6. Is all school owned equipment maintained and are users trained?
7. Have home work spaces been reviewed and steps taken to make any necessary improvements?

Comments (optional)

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**Working at Heights**

1. Are procedures in place to ensure that only appropriately trained and experienced people are engaged to work at heights (2m or higher)?

**Contractor Management**

1. Do you check contractors licences, insurances and safety plan and have them sign on and off at the school?

**Food Handling**

1. Has the school adopted and communicated safe food handling practices and are people trained?

**Mental Health**

1. Has the school taken a pro-active approach to manage the risk of stress and fatigue through identifying and controlling risk factors?
2. Do you have a policy for work vehicle travel including vehicle suitability (e.g., requirements for car insurance and maintenance)?
3. Do you have a fatigue policy for long distance vehicle travel including regular and overnight stops?
4. Has the school taken a pro-active response to bullying through identifying and controlling risk factors and by recording and responding to all reports of alleged bullying?
5. Has the school taken a pro-active approach in securing premises and managing the risk of violent behaviour?

Comments (optional)

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