

Guidelines for OHS internal audit teams

- ◆ Let your supervisor know about your involvement and keep them informed of time commitments.
- ◆ Have an audit team meeting with your OH&S Unit support staff member.
 - ◆ Review the background / scope of audit papers and work out which positions / people you need to interview in the other Cost Centre.
 - ◆ Sample questions are provided but other questions may need to be added when you have reviewed the background papers and results of previous audits of training.
 - ◆ Work out the tasks involved and decide which team members will do which tasks.
- ◆ Decide who will ensure that background information sheets are emailed or sent to **all staff in your own area** prior to the audit, so that staff in your Cost Centre are prepared for the audit.
- ◆ Phone the supervisor(s) and any staff who are to be interviewed in the Cost Centre that you are auditing and arrange appointments. Send the basic question sets to the people you will audit. Arrange for someone to escort you to do the interviews if you are unfamiliar with the area.
- ◆ Carry out the audit: ensure that you receive an answer to all of the basic questions and ask additional questions where necessary.
- ◆ If working as a team, have a team meeting to draft the audit report.
- ◆ Type up the audit report and if necessary fill in a Non-Conformance Report sheet.
- ◆ **If there are any non-conformances then there must be a feedback meeting with the manager of the area and the designated Cost Centre representative (eg Faculty Registrar, Head of Division).** After the meeting to discuss the non-conformances and obtain the signature of the Cost Centre representative on the non-conformance sheet, you then post the report to the relevant people (managers, heads, people interviewed, OHS Committee, OHS Unit). Within 5 days the Cost Centre representative should send a copy of the non-conformance sheet to you and to the OHS Unit, with the 'Action' section filled in if they have not already filled in that section during the feedback meeting.
- ◆ **OR** if you do not find any non-conformances you may post the report directly to the relevant people listed above.
- ◆ Follow up any non-conformances and corrective actions at a time frame suitable to the problem and sign the 'confirmation' section of the non-conformance report form.