

Black Diamond Drilling Services

Audit, Monitor and Review Standard

BDD-WHS-STD-007

Contents

1	Introduction.....	3
1.1	Purpose.....	3
1.2	Scope.....	3
2	Audit.....	3
2.1	WSHMS Effectiveness Audit.....	3
2.2	Traning Effectiveness Audit.....	3
2.3	Legal Compliance Audit.....	4
2.4	Compliance Audit.....	4
2.5	Emergency Response Preparedness Audit.....	4
3	Audit Protocol.....	5
4	Monitor and Review.....	6
4.1	Workplace Inspections.....	6
4.2	Reporting.....	6
4.3	Health and Safety Management System Review.....	6
5	Attachments.....	7
6	References.....	7

1 Introduction

1.1 Purpose

The purpose of this Standard is to identify the processes applicable for the planning and management of health and safety audits as well as continual monitoring and review of the Work Health and Safety Management System and associated documents, systems and processes.

1.2 Scope

This Standard applies to all workers, contractors and visitors.

2 Audit

2.1 WSHMS Effectiveness Audit

All BDD documentation, system and processes are subject to periodic audit programs, both internally and externally. Formal audit programs will be conducted as follows:

- WHSMS effectiveness
- Training effectiveness
- Legal compliance
- Compliance
- Emergency preparedness

2.2 Training Effectiveness Audit

BDD shall ensure that a Training Effectiveness Audit is undertaken in order to:

- Determine level of compliance against the requirements of the legislation relevant to site including, procedures, training and assessment tools, records and registers;
- Evaluate the implementation of the Training Scheme; and
- Review the effectiveness of the Training Scheme

2.3 Legal Compliance Audit

BDD shall ensure that a Legal Compliance Audit of the Work Health and Safety Management System is undertaken to ensure that:

- The requirements and intent of legislation applicable at BDD have been addressed
- The obligations of BDD have been correctly identified and that there is an effective system and documented records in place to meet those obligations
- There are effective process and document control records in place (BDD-WHS-STD-008 Document Control and Record Keeping Standard)

2.4 Compliance Audit

BDD will ensure that periodic Compliance Audits are undertaken, including the audit of contractors to ensure that:

- The requirements and intent of the Work Health and Management System and other relevant legislation are being addressed
- There is an effective system and documented record in place to demonstrate compliance in having met the requirements and obligations

2.5 Emergency Response Preparedness Audit

An Emergency Preparedness Audit will be conducted at sites that have available support and intervention capability relevant to the scale and scope of workplace activities. The audit team is to comprise a representative of all departments including contractor representatives.

3 Audit Protocol

All WHSMS documentation, system and process audits shall be led by a person deemed competent in auditing through training and experience and who is able to demonstrate that competency.

Audits shall be conducted through:

- Systematic examination of safety documentation in accordance with a defined scope that reflects the range of activities
- Verification of implementation of safe work practices through interviews with workers/employees and observations at the workplace

The auditor will provide an interim report to the relevant workplace manager within five days of the completion of the system audit and allow an opportunity to reply on any issues the manager wishes to clarify.

The final audit will be prepared and will include:

- An executive report summary
- Identification and detail of non-conformance
- Strength and weaknesses
- Opportunities for improvement that were identified

On receiving the report, the manager with responsibility for that particular workplace or scope of work shall develop a corrective action plan to address the findings of the audit and monitor those actions to the point of closure.

A copy of the final audit report shall be forwarded to the audit team members and relevant managers including the CEO, relevant managers, and relevant contractor representatives.

4 Monitor and Review

4.1 Workplace Inspections

Workplace inspections shall be managed in accordance with BDD-WHS-SOP-001 Workplace Inspections

4.2 Reporting

Activities and requirements noted during the inspection as non-complying or requiring corrective action will be reported to the State WHS/OHS Manager outlining findings and recommended corrective actions.

4.3 Health and Safety Management System Review

A review of the WHSMS in accordance with WHS/OHS Legislation and other relevant legislation will occur annually.

The review team shall include the WHS Management team to ensure the system is appropriate to control the hazards associated with the activities undertaken at BDD and confirm that the risk to workers/employees, contactors and visitors is as low as reasonably practicable.

5 Attachments

- Nil

6 References

- State and Territory industry sector legislation
- AS NZS ISO 45001:2018 – Occupational health and safety management systems