

SCHOLARLY INFORMATION SERVICES WHS AUDIT

2022

Heather Jenks Associate Director Library Services



Australian
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WHS Audit

All work areas in the ANU must have a work health and safety audit undertaken at 3 year intervals.

What is it?

SIS was on the list to be audited in 2020, however COVID 19 happened and it was delayed until 2021 and then again until this year.

An ANU WHS staff member conducts the audit.

The procedure meets compliance requirements of the *Work Health and Safety Act 2011 (Cth) (WHS Act)*, the *Work Health and Safety Regulations 2011 (Cth) (WHS Regulations)* and the *Safety, Rehabilitation and Compensation Act 1988 (SRC Act)*.

A report of the Tier 2 audit findings is sent to the Division Director, and all corrective actions from this report are monitored on a quarterly basis.



Who participate d in the audit?

The SIS Director, myself and Kathryn Dan as the equivalent of a School Managers and Margaret Prescott as the WHS Consultant.

We were asked to provide the following staff and students –

2 x Managers

2x Workers

2 x Students

2 x Inspectors (WHS)

Post the audit interviews there was a final meeting with first group if people interviewed.



What did the audit consist of?

The audit was based on questions from the following -

Chapter 2.2 Local WHS Plan

Chapter 3.1 Hazard Management

Chapter 3.2 WHS Induction, Training and Supervision

Chapter 4.1 Workplace Inspections



Audit outcomes

SIS is a low risk area

We achieved an audit result of 80%

Areas we need to improve in

Local plan(LWP)

- guidance document to be created
- need to communicate & ensure all staff are aware of the LWP
- need to complete the footer of this document

Hazard Management

- contingency plans created & tested
- create training for all SIS staff to ensure understand the difference between Hazard & Static Risks
- Create training/information resources for all SIS staff on review process & frequency of hazard risk assessments
- At time of audit SIS had not had a risk assessment (RA), in future when a RA is identified, consultation will be part of the process
- Create training/information resources for all SIS staff re the difference between Hazard and Static Risk Assessment (SRA) and include in PDRs. Also undertake annual reading of documentation

WHS inductions, training and supervision

- Every PDY to have WHS relating to each position recorded
- Complete footer son documentation

-Supervisors must ensure that there is weekly supervision of their staff when a new task is introduced into the workplace, until the staff member becomes familiar with the new task



ANY QUESTIONS?

Contact Us

Library Services

E ANU Library@anu.edu.au

W ANU Library.anu.edu.au



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