Charles Sturt Campus Services Limited
ABN 37 063 446 864
Registered Office:
Division of Finance, Building 8
Charles Sturt University
Wagga Wagga NSW 2678

WHS MANAGEMENT SYSTEM AUDIT ACTION PLAN

INTRODUCTION

To maintain continual improvement, suitability and effectiveness of the WHS Management System, and thereby its performance, Charles Sturt Campus Services Limited management will review and evaluate the WHS Management System at least every 12 months, possibly less, depending on factors such as the significance of hazards or level of risk encountered. The scope of this review will be comprehensive, though not all elements of a WHS Management System will necessarily be reviewed at once and may be reviewed over a period of time (no more than 1 year). Management Review is a critical component of the Audit process as defined in section 4.6 of AS/NZS 4801:2001 Occupational Health and Safety Management Systems Specification.

WHS MANAGEMENT SYSTEM AUDIT ACTION PLAN (Refer to *WHS Management System Audit Checklist*)

Charles Sturt Campus Services Limited management will review these results and make sure each item is actioned by the due date and by the responsible person.

Audit Element (as per AS/NZS 4801:2001)	**Title**	**Due Date**	**Responsible Person**
4.2	WHS Policy	September 2016	GM/WIO
4.3.1	Planning Identification of hazards, assessment & control of risks.	September 2016	GM/WIO
4.3.2	Legal & other Requirements	September 2016	GM/WIO
4.3.3	Objectives & Targets	September 2016	GM/WIO
4.3.4	WHS Management Plans	September 2016	GM/WIO

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Audit Element (as per AS/NZS 4801:2001)	**Title**	**Due Date**	**Responsible Person**
4.4.1.1	Resources	September 2016	GM/WIO
4.4.1.2	Responsibility & Accountability	September 2016	GM/WIO
4.4.2	Training & Competency	September 2016	GM/WIO
4.4.3.1	Consultation	December 2016	GM/WIO
4.4.3.2	Communication	December 2016	GM/WIO
4.4.3.3	Reporting	December 2016	GM/WIO
4.4.4	Documentation	December 2016	GM/WIO
4.4.5	Document and Data Control	December 2016	GM/WIO
4.4.6.1	Hazard Identification, Risk Assessment and Control of Risks	March 2017	GM/WIO
4.4.6.2	Hazard Identification	March 2017	GM/WIO
4.4.6.3	Risk Assessment	March 2017	GM/WIO
4.4.6.4	Control of Risks	March 2017	GM/WIO

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Audit Element (as per AS/NZS 4801:2001)	**Title**	**Due Date**	**Responsible Person**
4.4.6.5	Evaluation	March 2017	GM/WIO
4.4.7	Emergency Preparedness & Response	March 2017	GM/WIO
4.5.1.1	Monitoring and Measurement	March 2017	GM/WIO
4.5.1.2	Health Surveillance	March 2017	GM/WIO
4.5.2	Incident Investigation, Corrective & Preventative Action	March 2017	GM/WIO
4.5.3	Records & Records Management	March 2017	GM/WIO
4.5.4	WHS Management System Audit	March 2017	GM/WIO
4.6	Management Review	March 2017	GM/WIO

Comments:

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Company Representative:

Signed: _____ **Date:** 28/4/16

Name: Martin Dooner **Position:** General Manager