

Auditing a Safety and Health Management System



A Safety and Health Audit Tool for the Healthcare Sector



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Published in July 2006 by the Health and Safety Authority.

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Introduction to the Audit Tool

The Health and Safety Authority (HSA), in association with the Forum Group, has produced this Audit Tool to assist in the continuous development and implementation of a safety and health management system for the healthcare sector.

Audit is a function of all developing and progressive organisations. The outcome from an audit can facilitate an organisation to be knowledgeable about its areas of non-compliance and to identify and implement corrective action to correct these areas. In the healthcare sector it can be used to identify areas of non-compliance and enhance occupational safety, health and welfare.

The function of this Audit Tool is to promote assessment with regard to the effectiveness of the safety and health management system. This assessment can be carried out by way of an independent internal or external audit process. The Audit Tool can be used for the initial review of the system and throughout the development and implementation of the system. Audit must be part of the safety and health management system, to demonstrate effectiveness of the system. Audit, when utilised and undertaken correctly, with the input of employees and the support of management, can be beneficial to the overall growth of a healthcare organisation. The audit process can also provide the opportunity for the identification of areas of non-compliance, but most importantly the provision of opportunity for improvement.

The system articulated in this Audit Tool and in the associated Guidance Document is for all healthcare organisations to develop and implement. Throughout the development and implementation of the safety and health management system it is essential to cross reference the Guidance with this Audit Tool document

All healthcare organisations will demonstrate evidence of a managed environment, which ensures, as far as is reasonably practicable, the safety, health and welfare of employees, service users, visitors, contractors and all who come into contact with the organisation.

All healthcare organisations are subject to the full impact of safety, health and welfare legislation, which sets minimum standards for employers to properly manage safety, health and welfare. Failure to meet these minimum legal standards can result in action being taken against organisations and individuals including Chief Executives.

It should be pointed out that while most of this system addresses employee safety, health and welfare, it also promotes the safety of others e.g. service users, visitors and contractors. The system also applies to those healthcare organisations whose employees are working in locations other than healthcare premises e.g. service users' homes.

The Guidance Document that accompanies this Audit Tool provides an overview of the various elements that should be planned in the development of the safety and health management system (see figure 1).

Eighteen criteria for audit are described in the following sections. Each criterion is stated and followed by guidance. For more detailed guidance on each criterion the auditor can make reference to Appendix 1 in the Guidance document. In addition other key references are noted for each criterion. The auditor has the flexibility to add other key references that he/she deems appropriate.

PLEASE NOTE:

Below is an explanation of the abbreviation used under each criterion.

I	=	Interview
0	=	Observation
D	=	Documentation
Y	=	Yes
Y P	=	Yes Partial
	= = =	

INSTRUCTIONS ON THE COMPLETION OF A CRITERION WORKSHEET:

In order to effectively audit a safety and health management system it is necessary that all criterion are audited as part of the audit process. The auditor can repeat a full audit of all criterion at regular intervals in order to measure the level of improvement in the effectiveness of the safety and health management system.

Further copies of the Audit Tool can be downloaded from the Health and Safety Authority Website at <u>www.hsa.ie</u>.

There are eighteen criterion in this audit tool, for each criterion there is a worksheet, which details a list of questions to be answered. There is specific information to be completed in the worksheet and this is explained below:

Step 1:

For each question the auditor can use an "X" to indicate the appropriate answer, which is "Yes", "Partial" or "No". In this example we will assume the answer is "No"

	1								Y	Ρ	Ν
T		Does the or	ganisation	have a doc	cumented s	afety and h	ealth polic	:y?			X
1		Yes	No	PARTIAL	A	В	C	Total score			
0		Score 10	Score 0		Score 8	Score 5	Score 2				
D		Supporting	Evidence/0	Comments:	1	•					

Step 2

For each question the auditor can use an "X" to indicate the method of verification used in trying to get an answer to the question. The auditor may have interviewed **(I)** an employee, observed **(O)** a particular work practice or reviewed a particular document **(D)**. The auditor may have used all three methods. For this example the auditor interviewed an employee and can use an "X" to indicate on the worksheet.

	1								Υ	Ρ	Ν
т	×	Does the or	ganisation	have a doc	umented s	afety and h	nealth polic	cy?			X
1		Yes	No	PARTIAL	Α	В	C	Total score			
0		Score 10	Score 0		Score 8	Score 5	Score 2				
D		Supporting	Evidence/0	Comments:		•	•				

Step 3

The auditor can then detail some supporting evidence or comments to explain the reason for the relevant answer. In this example the answer to the question was "No" because the organisation did not have a documented safety and health policy.

	1								Υ	Ρ	Ν
т	~	Does the or	rganisation	have a doo	umented s	afety and h	ealth polic	y?			x
1		Yes	No	PARTIAL	А	В	С	Total score			
0		Score 10	Score 0		Score 8	Score 5	Score 2				
D		Supporting Evidence/Comments: Interviewed the Managing Director and he									
		informed m	e that there	was no doce	umented saf	ety and hea	ith policy				

Step 4

The auditor has the option to use the scoring system for each criterion. There is separate instruction given on scoring the criterion immediately following these instructions.

Step 5

The auditor repeats Step 1-3 for each question in the Criterion worksheet.

Step 6:

When a criterion has been fully audited, the auditor can detail a summary of the results in the Criterion report form. This information can be taken from the worksheet or the auditor may use his/her own notes taken during the audit. This report form should be completed for each Criterion. An example of what information can be detailed in this report form is detailed below:

Criterion 1: Accountability Arrangements
Responsibility for safety, health and welfare is clearly defined and there are clear lines of accountability for safety, health and welfare matters throughout the organisation.
Summary of Documentation Audited and Referenced
Safety Statement, Reports, Training Records
Summary of Main Findings of the Audit
Compliance in the area Managers are aware of responsibilities Non-compliance in the area There is no documented safety and health policy. There are no safety and health objectives
Criterion Score: 100/130 76.9%

Step 7:

The areas of non-compliance in each criterion report form should be transferred to a Quality Improvement Action Plan. An example of a blank Quality Improvement Action plan is detailed in Appendix 1. Below is an example of the type of information that would be documented in this quality improvement action plan by the auditor

Criterion	Area of Non Compliance	Corrective Action	Responsible person	Timeframe	Review
1	No safety and health policy	Need to develop	Managing Director	Dec 2006	Feb 2007

The auditor may have a number of areas of non-compliance for each criterion. The Quality Improvement Action Plan will need to be agreed in consultation with the senior management team. This action plan is used to summarise the main findings of the audit and it is used as a tool for continuous improvement.

Note: The auditor may use the Auditors Note section in Appendix 3 to compile further relevant information.

INSTRUCTIONS ON CRITERION SCORING

In the previous section there is instruction to allow the auditor to fill in sections of the criterion worksheet. The auditor has the option to use the score section for each question.

Below is an explanation of the scoring system.

Step 1:

The auditor can use an "X" to indicate the appropriate answer for each question, which will be "Yes", "Partial" or "No".

In this example the auditor uses an "X" to select "No" as the answer to the question and uses an "X" to select "No" in the score table.

The auditor then enters a total score of "0" in the score table.

	1								Υ	Ρ	Ν
T		Does the or	ganisation	have a doc	umented s	afety and h	ealth polic	y?			X
1		Yes	No X	PARTIAL	Α	В	С	Total score			
0		Score 10	Score 0		Score 8	Score 5	Score 2	0			
D		Supporting	Evidence/C	Comments:							

The different scoring options are as set out below:

If the auditor selects "Yes" as his/her answer to the question, then the auditor uses an "X" to select "Yes" in the score table and enters a total score of "10" in the score table. An answer of "Yes" means there is full evidence of compliance and this is allocated a score of 10.



If the auditor selects "No" as his/her answer to the question, then the auditor uses an "X" to select "No" in the score table and enters a total score of "0" in the score table An answer of "No" means there is no evidence of compliance and this will be allocated a score of "0".

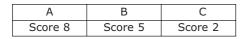
NO	X	
Scor	e 0	

If the auditor selects "Partial" as his/her answer to the question, then the auditor must choose from one of three options.

There are three options in this category A, B and C. the categories have the meaning as follows;

- A: Evidence of significant level of compliance
- B: Evidence of a reasonable level of compliance
- C: Very little evidence of compliance

The auditor uses an "X" to select the appropriate option A, B or C.



Step 2:

The auditor should check that he/she has entered the appropriate total score in the score table for each question.

Yes	No 🗡	PARTIAL	A	В	С	Total score
Score 10	Score 0		Score 8	Score 5	Score 2	0

Step 3:

The auditor should calculate the criterion score as a percentage. This is explained by a worked example below:

Number of Questions in Criterion:	13
Maximum Criterion Score (MC)	
(Total Number of Questions x Maximum Score (10)):	130 (13 x 10)

Actual Criterion Score (AC) (Sum of the total scores for each question) 100

Note: In this example the actual score used was 100, however the actual score will vary depending on the scores allocated to each question.

Criterion Score as a percentage = **AC/MC x 100/1**

In this example Criterion Score as a percentage = $100/130 \times 100/1 = 76.92\%$

Note: Where a question in a criterion is not applicable, it will not be given a score.

Example:

In the above case; if there were only 12 questions applicable then the maximum criterion score (MC) would be 120 (12×10).

Step 4:

The auditor should enter the calculated criterion score as a percentage in each Criterion Report Form.

Criterion 1: Accountability Arrangements

Responsibility for safety, health and welfare is clearly defined and there are clear lines of accountability for safety, health and welfare matters throughout the organisation.

Summary of Documentation Audited and Referenced

Safety Statement, Reports, Training Records

Summary of Main Findings of the Audit

Compliance in the area

Managers are aware of responsibilities

Non-compliance in the area

There is no documented safety and health policy, There are no safety and health objectives

Criterion Score: 100/130: 76.92%

Step 5:

The auditor should detail the scoring for each criterion in a Criterion Scoring Summary Sheet. A completed Criterion Scoring Summary sheet is detailed below and a blank Criterion Scoring Summary sheet is detailed in Appendix 2.

Criterion	Actual Criterion Score (AC)	Maximum Criterion Score (MC) Total Number of Question x Maximum Score (10)	Criterion Score as a percentage (AC/MC x 100/1)
1	100	130	76.9
2	90	90	100
3	60	70	85.7
4	50	60	83.3
5	165	170	97.05
6	120	120	100
7	190	200	95
8	110	110	100
9	70	70	100
10	60	70	85.7
11	150	150	100
12	50	60	83.3
13	170	180	94.44
14	110	110	100
15	40	50	80
16	45	50	90
17	68	70	97.14
18	82	90	91.11
Overall Audit Score	1730	1850	93.51

CRITERION SCORING SUMMARY SHEET

Step 6

Using the example above the auditor needs to calculate the Overall Audit Score.

Overall

Audit Score = Sum of all actual criterion scores (AC)/Sum of all maximum criterion scores (MC) x 100/1

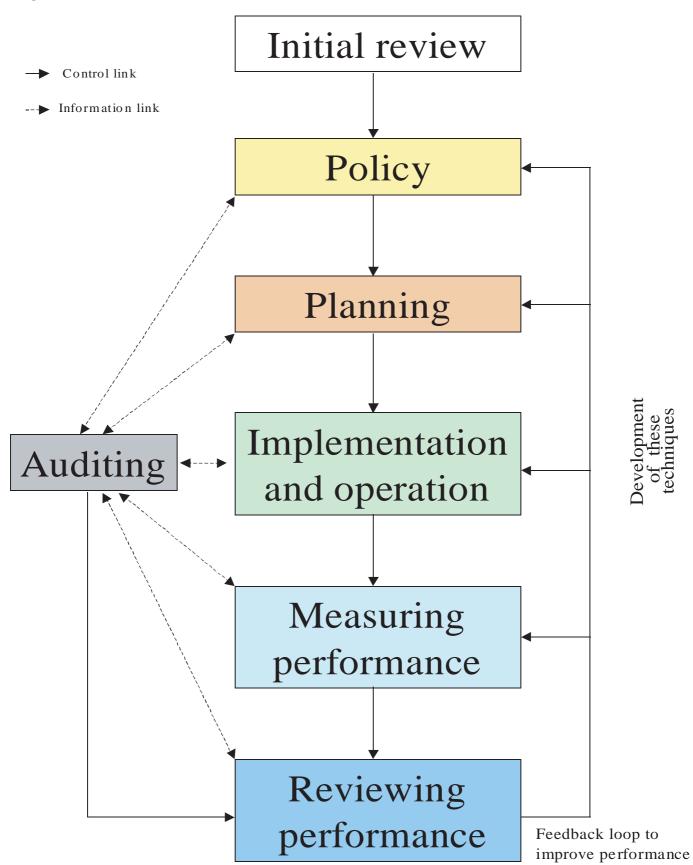
Overall Audit Score = 1730/1850 x 100/1 = 93.51%

This Overall Audit Score can be used to benchmark performance from year to year and the individual criterion score allows the auditor to identify areas where most attention is needed.

A summary sheet with the Criterion and Overall Audit Score could be attached to the Quality Improvement Action Plan as a full Audit Report.

KEY ELEMENTS OF THE SAFETY AND HEALTH MANAGEMENT SYSTEM

Figure 1



Criteria of the Safety and Health Management System

Criterion 1: Accountability Arrangements

Responsibility for safety, health and welfare is clearly defined and there are clear lines of accountability for safety and health matters throughout the organisation.

Criterion 2: Safety Statement

The organisation has a Safety Statement that complies with the requirements of the Safety, Health and Welfare at Work Act 2005.

Criterion 3: Monitoring Legal Compliance

Compliance with safety, health and welfare legislation is routinely monitored. There is access to up to date information on safety, health and welfare legislation and guidance, e.g. Health and Safety Authority, Department of Health and Children Guidance, Health Services Executive to all within the organisation that require the information.

Criterion 4: Competent Persons

There are sufficient competent persons to provide safety, health and welfare advice and assistance to the organisation.

Criterion 5: Consultation

Employees and occupational safety, health and welfare representatives are properly consulted on all relevant matters.

Criterion 6: Communication

All employees are made aware of the organisations' Safety Statement, policies and procedures and, where appropriate any department or service policies required to support the safety and health management system.

Criterion 7: Instruction, Training and Supervision

Employees and managers are provided with adequate information, instruction and training on safety and health matters.

Criterion 8: Hazard Identification and Risk Assessment

All hazards to employees and to any other persons affected by the activity of the organisation are identified and subject to dynamic assessment.

The risk control measures identified during risk assessments are implemented. All identified safety, health and welfare hazards and the effectiveness of implemented risk controls are monitored and reviewed.

Criterion 9: Service User Safety

All hazards to service users affected by the activity of the organisation are identified and subject to dynamic assessment.

The risk control measures identified during risk assessments are implemented. All identified safety, health and welfare hazards and the effectiveness of implemented risk controls are monitored and reviewed.

Criterion 10: Public Safety

All hazards to the public affected by the activity of the organisation are identified and subject to dynamic assessment.

The risk control measures identified during risk assessments are implemented. All identified safety, health and welfare hazards and the effectiveness of implemented risk controls are monitored and reviewed.

Criterion 11: Co-operation and Co-ordination with Contractors and Others

Where the employees of two or more employers share the workplace, there is demonstrable evidence of co-operation, and co-ordination of safety, health and welfare measures.

Criterion 12: Safety, Health and Welfare Procedures

Individual departments and services have documented risk assessments, policies and procedures which address their own specific safety, health and welfare concerns and implement the organisations' overall policies and procedures.

Criterion 13: Occupational Health Services

Employees should have access to a comprehensive and competent occupational healthcare service.

Criterion 14: Emergency Plans

Management plans are in place to address all situations that pose serious or imminent danger to employees and the organisation.

Criterion 15: Adverse Events, Near Misses and Ill Health Occurrences

Occupational safety, health and welfare, adverse events and near misses and ill health, including injuries, diseases and dangerous occurrences are dealt with in accordance with the processes contained in the organisation's policies and procedures.

Criterion 16: Key Performance Indicators

Key Performance indicators capable of showing improvements in occupational safety, health and welfare management and / or providing early warning of risk are used at all levels of the organisation, and the efficacy and usefulness of the indicators is reviewed regularly.

Criterion 17: Reviewing Performance

The system in place for occupational safety, health and welfare management, including risk management arrangements, is monitored and reviewed by management in order to make improvements to the system.

Criterion 18: Audit

The organisation's management seek independent assurance that an appropriate and effective system of managing occupational safety, health and welfare is in place and that the necessary level of controls and monitoring are being implemented.

POLICY

CRITERION 1: ACCOUNTABILITY ARRANGEMENTS

Responsibility for safety, health and welfare is clearly defined and there are clear lines of accountability for safety, health and welfare matters throughout the organisation.

REFERENCE APPENDIX 1 OF GUIDANCE DOCUMENT:

Other Key References: Internal Control, Guidance for Directors on the Combined Code,1999¹, Good Governance Standard for Public Services, 2004²

	1								Υ	Ρ	Ν
-		Does the o	rganisation	have a doo	cumented s	afety and h	ealth polic	:y?			
I		Yes	No	PARTIAL	A	B	C	Total score			
0		Score 10	Score 0		Score 8	Score 5	Score 2				
D		Supporting	Evidence/0	Comments:							
	2								Y	Р	N
		Is the safet	ty and heal	th policy si	aned off by	the Chief	Executive of	or his/her	-		
I		designate?	,		5			,			
		Yes	No	PARTIAL	A	В	С	Total score			
0		Score 10	Score 0		Score 8	Score 5	Score 2				
D		Supporting	Evidence/0	Comments:							
	3								Υ	Ρ	Ν
		Is safety an	nd health e	ffectively in	ntegrated in	nto the org	anisations	strategic			
Ι		plan?									
0		Yes	No	PARTIAL	A	В	С	Total score			
		Score 10	Score 0		Score 8	Score 5	Score 2				
D		Supporting	Evidence/C	comments:							
									24		
	4								Y	Ρ	Ν
т	4	Are reporti	ng relation	ships clearl	y defined i	n the orgar	isation?		Y	Ρ	N
I	4	Yes	No	ships clearl	A	В	С	Total score	Y	Ρ	N
I O	4	Yes Score 10	No Score 0	PARTIAL	-		1	Total score	Y	Ρ	N
_	4	Yes	No Score 0	PARTIAL	A	В	С	Total score	Y	P	N
0	4	Yes Score 10	No Score 0	PARTIAL	A	В	С	Total score	Y	P	N
0	4	Yes Score 10	No Score 0	PARTIAL	A	В	С	Total score	Y	P	Z
0		Yes Score 10 Supporting Are manage	No Score 0 Evidence/C	PARTIAL Comments:	A Score 8 mployees r	B Score 5	C Score 2	Total score			
0		Yes Score 10 Supporting Are manage responsibili	No Score 0 Evidence/C ers, superv ities with re	PARTIAL Comments: isors and e egard to sa	A Score 8 mployees r fety and he	B Score 5	C Score 2	Total score			
O D I		Yes Score 10 Supporting Are manage responsibili	No Score 0 Evidence/C ers, superv ities with ro No	PARTIAL Comments:	A Score 8 mployees r fety and he	B Score 5 made aware alth? B	C Score 2 e of their C	Total score			
O D I O		Yes Score 10 Supporting Are manage responsibility Yes Score 10	No Score 0 Evidence/C ers, superv ities with ro No Score 0	PARTIAL Comments: isors and e egard to sa PARTIAL	A Score 8 mployees r fety and he	B Score 5 nade aware	C Score 2				
O D I		Yes Score 10 Supporting Are manage responsibili	No Score 0 Evidence/C ers, superv ities with ro No Score 0	PARTIAL Comments: isors and e egard to sa PARTIAL	A Score 8 mployees r fety and he	B Score 5 made aware alth? B	C Score 2 e of their C				
O D I O	5 	Yes Score 10 Supporting Are manage responsibility Yes Score 10	No Score 0 Evidence/C ers, superv ities with ro No Score 0	PARTIAL Comments: isors and e egard to sa PARTIAL	A Score 8 mployees r fety and he	B Score 5 made aware alth? B	C Score 2 e of their C		Y	Ρ	
O D I O		Yes Score 10 Supporting Are manage responsibility Yes Score 10 Supporting	No Score 0 Evidence/C ers, superv ities with ro No Score 0 Evidence/C	PARTIAL Comments: isors and e egard to sa PARTIAL Comments:	A Score 8 mployees r fety and he A Score 8	B Score 5 made aware salth? B Score 5	C Score 2 e of their C Score 2	Total score	Y		
O D I D	5 	Yes Score 10 Supporting Are manage responsibility Yes Score 10 Supporting Do manage	No Score 0 Evidence/C ers, superv ities with ro No Score 0 Evidence/C	PARTIAL Comments: isors and e egard to sa PARTIAL Comments: sors and er	A Score 8 mployees r fety and he A Score 8	B Score 5 made aware alth? B Score 5 Score 5	C Score 2 e of their C Score 2		Y	Ρ	N
O D I O	5 	Yes Score 10 Supporting Are manage responsibility Yes Score 10 Supporting Do manage responsibility	No Score 0 Evidence/C ers, superv ities with ro Score 0 Evidence/C	PARTIAL Comments: isors and e egard to sa PARTIAL Comments: sors and er egard to sa	A Score 8 mployees r fety and he Score 8 mployees ha fety and he	B Score 5 made aware salth? B Score 5 Score 5	C Score 2 e of their C Score 2 understan	Total score	Y	Ρ	N
O D I D	5 	Yes Score 10 Supporting Are manage responsibility Yes Score 10 Supporting Do manage responsibility Yes	No Score 0 Evidence/C ers, superv ities with ro Score 0 Evidence/C ers, supervisities with ro No	PARTIAL Comments: isors and e egard to sa PARTIAL Comments: sors and er	A Score 8 mployees r fety and he A Score 8 nployees ha fety and he A	B Score 5 made award alth? B Score 5 Score 5	C Score 2 e of their C Score 2	Total score	Y	Ρ	N
O D I D D	5 	Yes Score 10 Supporting Are manage responsibility Yes Score 10 Supporting Do manage responsibility	No Score 0 Evidence/C ers, superv ities with ro Score 0 Evidence/C ers, supervisities with ro No Score 0	PARTIAL Comments: isors and e egard to sa PARTIAL Comments: sors and er egard to sa PARTIAL	A Score 8 mployees r fety and he Score 8 mployees ha fety and he	B Score 5 made aware salth? B Score 5 Score 5	C Score 2 e of their C Score 2 understan	Total score	Y	Ρ	N

	7		Υ	Ρ	N
I		Are managers, supervisors and employees accountable for not meeting their responsibilities for workplace safety and health?			
0		Yes No PARTIAL A B C Total score			
		Score 10 Score 0 Score 8 Score 5 Score 2			
D		Supporting Evidence/Comments:			
	8		Y	Р	N
	0	Are safety and health responsibilities detailed in the job descriptions of		F	
I		managers, supervisors and employees?			
0		Yes No PARTIAL A B C Total score Score 10 Score 0 Score 8 Score 5 Score 2 Image: Score 2			
D		Supporting Evidence/Comments:			
	9		Y	Ρ	Ν
_		Has management ensured that adequate resources are provided to ensure that			
I		protective and preventive measures are in place to manage safety and health?YesNoPARTIALABCTotal score			
0		Score 10 Score 0			
D		Supporting Evidence/Comments:			
	10		Y	Ρ	Ν
I		Is safety and health an agenda at management team meetings?			
		Yes No PARTIAL A B C Total score Score 10 Score 0 Score 8 Score 5 Score 2 Image: Contract score 1			
0		Supporting Evidence/Comments:			
D					
	11		Y	Ρ	N
I		Are safety and health objectives incorporated as part of the safety and health policy?			
0		Yes No PARTIAL A B C Total score			
		Score 10 Score 0 Score 8 Score 5 Score 2 Supporting Evidence/Commenter			
D		Supporting Evidence/Comments:			
	12		Y	Р	
	12	Does the safety and health policy express a clear commitment to the safety	T	P	N
I		of employees, service users, contractors and visitors?			
0		Yes No PARTIAL A B C Total score Score 10 Score 0 Score 8 Score 5 Score 2			
D		Score 10 Score 0 Score 8 Score 5 Score 2 Supporting Evidence/Comments:			
	13		Υ	Р	N
	10	Do the management team have a mechanism in place to facilitate planning,	•	•	
I		implementation, monitoring, control and consultation processes required for			
0		effective safety and health management? Yes No PARTIAL A B C Total score			
		Score 10 Score 0			
D		Supporting Evidence/Comments:			

CRITERION 1 REPORT FORM

Criterion 1: Accountability Arrangements

Responsibility for safety, health and welfare is clearly defined and there are clear lines of accountability for safety, health and welfare matters throughout the organisation.

Summary of Documentation Audited and Referenced

Summary of Main Findings of the Audit

Compliance in the area

Non-compliance in the area

POLICY

CRITERION 2: SAFETY STATEMENT

The organisation has a safety statement in writing that complies with the requirements of the Safety, Health and Welfare at Work Act 2005 and associated regulations.

REFERENCE APPENDIX 1 OF GUIDANCE DOCUMENT:

Other Key References: Guidelines on Preparing your Safety Statement and Carrying out Risk Assessments, 2006³

	1							Υ	Ρ	Ν
I		Does the organis	ation have a do	cumented s	afety and h	ealth polic	;y?			
1		Yes No	PARTIAL	A	В	C	Total score			
0		Score 10 Scor	re 0	Score 8	Score 5	Score 2				
D		Supporting Evider	nce/Comments:	•						
	2							Y	Ρ	Ν
I		Has the content of employees at least		tement bee	en brought	to the atte	ntion of all			
		Yes No	PARTIAL	A	В	С	Total score			
0		Score 10 Scor	e 0	Score 8	Score 5	Score 2				
D		Supporting Evide	nce/Comments:		1					
	3							Υ	Р	N
	3	To the second state				- f +		T	Υ	
т		Is there a revisio regular review ar		safety stat	tement to r	eflect evide	ence of			
Ι		-	-	•	R	6	Tatal			
0		Yes No Score 10 Scor		A Score 8	B Score 5	C Score 2	Total score			
					50010 5	50010 2				
D		Supporting Evide	nce/comments:							
	4							Y	Ρ	Ν
	4	Does the safety s			mechanisn	ı, which re	cognises the	-	Ρ	N
I	4	Does the safety s need to monitor a					cognises the	-	Ρ	N
-	4	need to monitor a Yes No	and review perfe	ormance?	В	C	cognises the	-	P	N
I O	4	Yes No Score 10 Score	and review perfe	A Score 8			_	-	Ρ	N
-	4	need to monitor a Yes No	and review perfe	A Score 8	В	C	_	-	Ρ	N
0	4	Yes No Score 10 Score	and review perfe	A Score 8	В	C	_	-	Ρ	N
0	4 □ □ 5	Yes No Score 10 Score	and review perfe	A Score 8	В	C	_	-	P	N
0		need to monitor a Yes No Score 10 Score Supporting Evider Is there a clear c	and review performed performed performed performed performents:	A Score 8	B Score 5	C Score 2	Total score		-	
0		Yes No Score 10 Score Supporting Evider	and review performed performed performed performed performents:	A Score 8	B Score 5	C Score 2	Total score		-	
O D I		need to monitor a Yes No Score 10 Score Supporting Evider Is there a clear c	and review perference PARTIAL PARTIAL nce/Comments: ommitment in t	A Score 8	B Score 5	C Score 2	Total score		-	
O D		need to monitor a Yes No Score 10 Score Supporting Evider Is there a clear corresources to man	and review perference of PARTIAL Perference of PARTIAL PARTIAL PARTIAL PARTIAL	A Score 8 he safety s health?	B Score 5	C Score 2	Total score		-	
O D I		need to monitor a Yes No Score 10 Score Supporting Evider Supporting Is there a clear corresources to man Yes No	and review perferences PARTIAL PARTIAL PARTIAL PARTIAL PARTIAL PARTIAL PARTIAL	A Score 8 he safety s health? A Score 8	B Score 5 tatement to	C Score 2 allocate a	Total score		-	
O D I O		Yes No Score 10 Score Supporting Evider Is there a clear cresources to man Yes No Score 10 Score	and review perferences PARTIAL PARTIAL PARTIAL PARTIAL PARTIAL PARTIAL PARTIAL	A Score 8 he safety s health? A Score 8	B Score 5 tatement to	C Score 2 allocate a	Total score		-	
O D I O	5	Yes No Score 10 Score Supporting Evider Is there a clear cresources to man Yes No Score 10 Score	and review perferences PARTIAL PARTIAL PARTIAL PARTIAL PARTIAL PARTIAL PARTIAL	A Score 8 he safety s health? A Score 8	B Score 5 tatement to	C Score 2 allocate a	Total score	Y	P	N
O D I O		Yes No Score 10 Score Supporting Evided Is there a clear corresources to man Yes No Score 10 Score Score 10 Score Score 10 Score Score 10 Score Supporting Evided	and review perference of PARTIAL PARTIAL PARTIAL PARTIAL nce/Comments: page safety and PARTIAL PARTIAL PARTIAL PARTIAL	A Score 8 he safety s health? A Score 8	B Score 5 tatement to B Score 5	C Score 2 allocate a C Score 2	Total score Total score Total score		-	
O D I O D	5	Need to monitor a Yes No Score 10 Score Supporting Evided Is there a clear corresources to man Yes No Score 10 Score Score 10 Score Score 10 Score Supporting Evided Does the safety s	and review perference of PARTIAL PARTIAL PARTIAL nce/Comments: ommitment in t page safety and page of PARTIAL PARTIAL PARTIAL PARTIAL	A Score 8 he safety s health? A Score 8	B Score 5 tatement to B Score 5	C Score 2 allocate a C Score 2 for identif	Total score Total score Total score	Y	P	N
O D I O	5	Yes No Score 10 Score Supporting Evided Is there a clear corresources to man Yes No Score 10 Score Score 10 Score Score 10 Score Score 10 Score Supporting Evided Does the safety shazards, assessing	and review perference of PARTIAL PARTIAL PARTIAL PARTIAL PARTIAL PARTIAL PARTIAL PARTIAL PARTIAL PARTIAL PARTIAL PARTIAL PARTIAL PARTIAL PARTIAL	A Score 8 he safety s health? A Score 8	B Score 5 tatement to B Score 5 Score 5	C Score 2 allocate a C Score 2 for identif	Total score ppropriate Total score ying	Y	P	N
O D I O D	5	Need to monitor a Yes No Score 10 Score Supporting Evided Is there a clear corresources to man Yes No Score 10 Score Score 10 Score Score 10 Score Supporting Evided Does the safety s hazards, assessing Yes No	and review perference of PARTIAL PARTIAL PARTIAL PARTIAL PARTIAL PARTIAL PARTIAL PARTIAL PARTIAL PARTIAL PARTIAL PARTIAL	A Score 8 he safety s health? A Score 8	B Score 5 tatement to B Score 5 ess in place trols and re	C Score 2 allocate a C Score 2 for identif eview? C	Total score Total score Total score	Y	P	N
O D I O D I I I	5	Need to monitor a Yes No Score 10 Score Supporting Evided Is there a clear coresources to man Yes No Score 10 Score Score 10 Score Score 10 Score Supporting Evided Does the safety s hazards, assessin Yes No	and review perference of PARTIAL PARTIAL PARTIAL PARTIAL PARTIAL PARTIAL PARTIAL PARTIAL PARTIAL PARTIAL PARTIAL PARTIAL	A Score 8 he safety s health? A Score 8 y the proce enting con A Score 8	B Score 5 tatement to B Score 5 Score 5	C Score 2 allocate a C Score 2 for identif	Total score ppropriate Total score ying	Y	P	N

	7								Υ	Ρ	N
I		Does the sa and health					formation	on safety			
0		Yes	No	PARTIAL	A	В	С	Total score			
		Score 10	Score 0		Score 8	Score 5	Score 2				
D		Supporting	Evidence/0	Comments:							
	8								Υ	Ρ	Ν
I		Does the sa health & w						safety,			
0		Yes	No	PARTIAL	A	В	С	Total score			
		Score 10	Score 0		Score 8	Score 5	Score 2				
D		Supporting	Evidence/0	Comments:							
									2.5	_	
	9								Y	Ρ	N
I		Does the sa health & w						safety,			
0		Yes	No	PARTIAL	A	В	С	Total score			
		Score 10	Score 0		Score 8	Score 5	Score 2				
D		Supporting	Evidence/0	Comments:							

CRITERION 2 REPORT FORM

Criterion 2: Safety Statement

The organisation has a safety statement in writing that complies with the requirements of the Safety, Health and Welfare at Work Act 2005 and associated regulations.

Summary of Documentation Audited and Referenced

Summary of Main Findings of the Audit

Compliance in the area

Non-compliance in the area

POLICY

CRITERION 3: MONITORING LEGAL COMPLIANCE

There is access to up to date information on safety, health and welfare legislation and guidance. Compliance with safety, health and welfare legislation is routinely monitored.

REFERENCE APPENDIX 1 OF GUIDANCE DOCUMENT:

Other Key References: The Safety, Health and Welfare at Work Act 2005⁴ and associated regulations, The Guide to the Safety, Health and Welfare at Work Act 2005⁵

	1								Υ	Ρ	Ν
-		Is there a p	procedure t	o keep upd	ated on sat	fety and he	alth legisla	ition, codes			
		of practice,	and other	relevant sa	ifety and no	ealth guida	nce?	. <u> </u>			
		Yes	No	PARTIAL	A	В	C	Total score			
		Score 10	Score 0		Score 8	Score 5	Score 2				
D		Supporting Evidence/Comments:									

	2								Υ	Ρ	N
Ι		Is there a r available a			out to ens	ure approp	riate legisla	ation is			
		Yes	No	PARTIAL	A	В	С	Total score			
0		Score 10	Score 0		Score 8	Score 5	Score 2				
D		Supporting	Evidence/0	Comments:							

		3								Υ	Ρ	Ν
			Is there ev	idence of n	nonitoring o	compliance	with statu	ory requir	ements?			
'	•		Yes	No	PARTIAL	A	В	С	Total score			
0)		Score 10	Score 0		Score 8	Score 5	Score 2				
)		Supporting	Evidence/0	Comments:							

	4								Υ	Ρ	Ν
I		Is there ev equipment			r systemati	cally inspe	cting prem	ises, plant,			
		Yes	No	PARTIAL	A	В	С	Total score			
0		Score 10	Score 0		Score 8	Score 5	Score 2				
D		Supporting	Evidence/0	Comments:							

	5								Υ	Ρ	Ν
I		Is there ev measures?	idence of h	ealth surve	illance to c	heck the e	ffectivenes	s of control			
		Yes	No	PARTIAL	A	В	C	Total score			
		Score 10	Score 0		Score 8	Score 5	Score 2				
D		Supporting	Evidence/0	Comments:							

6								Υ	Ρ	N
	Is there fo	llow up to H	ISA inspect	ion reports	/enforcem	ent notices	5?			
	Yes	No	PARTIAL	А	В	С	Total score			
	Score 10	Score 0		Score 8	Score 5	Score 2				
	Supporting	Evidence/0	Comments:							
	6	Is there fol Yes Score 10	Is there follow up to H Yes No Score 10 Score 0	Is there follow up to HSA inspect Yes No PARTIAL	Is there follow up to HSA inspection reports Yes No Score 10 Score 0	Is there follow up to HSA inspection reports/enforcem Yes No Score 10 Score 0	Is there follow up to HSA inspection reports/enforcement notices Yes No Score 10 Score 0	Is there follow up to HSA inspection reports/enforcement notices? Yes No Score 10 Score 0 A B C Score 5 Score 2	Is there follow up to HSA inspection reports/enforcement notices? Yes No Score 10 Score 0	Is there follow up to HSA inspection reports/enforcement notices? Image: Constraint of the second secon

	7								Υ	Ρ	Ν
		Are HSA in	spector's re	eports avail	able (if cor	ducted ove	er the last y	year)?			
I		Yes	No	PARTIAL	A	В	С	Total score			
		Score 10	Score 0		Score 8	Score 5	Score 2				
0		Supporting	Evidence/C	Comments:							
D											

CRITERION 3 REPORT FORM

Criterion 3: Monitoring Legal Compliance

There is access to up to date information on safety, health and welfare legislation and guidance. Compliance with safety, health and welfare legislation is routinely monitored.

Summary of Documentation Audited and Referenced

Summary of Main Findings of the Audit

Compliance in the area

Non-compliance in the area

POLICY

CRITERION 4: COMPETENT PERSONS

There are sufficient competent persons to provide safety, health and welfare assistance to the healthcare organisation.

REFERENCE APPENDIX 1 OF GUIDANCE DOCUMENT:

Other Key References: The Safety, Health and Welfare at Work Act 2005⁴, The Guide to the Safety, Health and Welfare at Work Act 2005⁵, Fire Services Act 1981⁶

	1								Υ	Ρ	Ν
I		Are there s assistance			ersons to p	rovide safe	ty, health a	and welfare			
0		Yes	No	PARTIAL	A	В	С	Total score			
		Score 10	Score 0	-	Score 8	Score 5	Score 2				
D		Supporting	Evidence/C	Comments:							
	2								Υ	Ρ	Ν
I		Is there a c the organis		person app	ointed to o	versee eme	ergency pla	nning within			
0		Yes	No	PARTIAL	A	В	С	Total score			
		Score 10	Score 0		Score 8	Score 5	Score 2				
D		Supporting	Evidence/C	Comments:							
	3								Y	Ρ	Ν
I		Are there a plans within			f employees	s trained to	implemen	t emergency			
0		Yes	No	PARTIAL	A	В	С	Total score			
		Score 10	Score 0	-	Score 8	Score 5	Score 2				
D		Supporting	Evidence/C	Comments:							
	4								Y	Ρ	Ν
I		Where requised the organis		nere an ade	equate num	ber of occu	ipational fi	rst-aiders in			
0	-	Yes	No	PARTIAL	A	В	С	Total score			
		Score 10	Score 0		Score 8	Score 5	Score 2				
D		Supporting	Evidence/C	Comments:							

	5							Y	Ρ	N
I O D		Are there competent following? (This is a technical servi back care man medical equipr infection contr fire safety safety and hea occupational h occupational h display screens transport waste manage	non exhaust ces agement/me nent ol Ith ealth ygiene s ment	tive list):	andling co	-ordinator				
		Yes No Score 10 Score 0	PARTIAL	A Score 8	B Score 5	C Score 2	Total score			
		Supporting Evidence,	Comments:							
	6							Y	Ρ	N
I		Are arrangements in competent persons?	place for en	suring ade	quate co-op	peration be	tween the			
0		Yes No	PARTIAL	A	В	С	Total score			
		Score 10 Score 0		Score 8	Score 5	Score 2				
D		Supporting Evidence,	Comments:							

CRITERION 4 REPORT FORM

Criterion 4: Competent Persons

There are sufficient competent persons to provide safety, health and welfare assistance to the healthcare sector organisation.

Summary of Documentation Audited and Referenced

Summary of Main Findings of the Audit

Compliance in the area

Non-compliance in the area

PLANNING

CRITERION 5: CONSULTATION

The organisation has specific duties under legislation to consult with employees on safety, health and welfare matters. In addition employees can select and appoint a safety representative to consult with their employer on these matters. Employers and employees can form a committee to progress the consultation process.

REFERENCE APPENDIX 1 OF GUIDANCE DOCUMENT:

Other Key References: The Safety, Health and Welfare at Work Act 2005⁴, The Guide to the Safety, Health and Welfare at Work Act 2005⁵, Guidelines on Safety Consultation and Safety Representatives⁷

	1							Υ	Ρ	Ν
		Is there a mechanism	in place for	r consultat	ion on safe	ty, health a	nd welfare?	'		
Ι		Yes No	PARTIAL	А	В	С	Total score			
0		Score 10 Score 0		Score 8	Score 5	Score 2				
		Supporting Evidence/C	omments:							
D										
	2							Υ	Ρ	Ν
-		Does the employer co	onsult witl	h his/her	employees	on safety,	health an	d		
I		welfare?								
0		Yes No	PARTIAL	А	В	С	Total score			
D		Score 10 Score 0		Score 8	Score 5	Score 2				
		Supporting Evidence/C	omments:							
	3							Υ	Р	N
		Does the employer con	sider renrø	esentation	s from emp	ovees on s	afety, healt	-	F	
I		and welfare?		coentation		oyees on s	arecy, neure			
		Yes No	PARTIAL	А	В	С	Total score			
0		Score 10 Score 0		Score 8	Score 5	Score 2				
D		Supporting Evidence/C	omments:		1					
	4							Y	Ρ	N
	4	Does management eva	luate the e	effectivene	ss of its saf	ety, health	and welfare	-	Ρ	N
I	4	Does management eva consultative processes		effectivene	ss of its saf	ety, health	and welfare	-	Ρ	N
	4			effectivene	ss of its saf	ety, health C	and welfare	-	Ρ	N
I O	4	consultative processes	?		1			-	Ρ	N
	4	consultative processes Yes No	? PARTIAL	A	В	C		-	Ρ	N
0	4	consultative processesYesNoScore 10Score 0	? PARTIAL	A	В	C		-	Ρ	N
0	4 □ □	consultative processesYesNoScore 10Score 0	? PARTIAL	A	В	C		-	P	N
0		consultative processes Yes No Score 10 Score 0 Supporting Evidence/C Is there a committee in	PARTIAL omments:	A Score 8	B Score 5	C Score 2	Total score	2		
0		Yes No Score 10 Score 0 Supporting Evidence/C	PARTIAL omments:	A Score 8	B Score 5	C Score 2	Total score	2		
O D I		consultative processes Yes No Score 10 Score 0 Supporting Evidence/C Is there a committee in health and welfare mathematication Yes No	PARTIAL omments:	A Score 8 ensure effe A	B Score 5 ective consu	C Score 2	Total score	2		
0 D		Yes No Score 10 Score 0 Supporting Evidence/C Is there a committee in health and welfare mate Yes No Score 10 Score 0	? PARTIAL omments: n place to o tters? PARTIAL	A Score 8 ensure effe	B Score 5	C Score 2	Total score	2		
O D I		consultative processes Yes No Score 10 Score 0 Supporting Evidence/C Is there a committee in health and welfare mathematication Yes No	? PARTIAL omments: n place to o tters? PARTIAL	A Score 8 ensure effe A	B Score 5 ective consu	C Score 2	Total score	2		
O D I O		Yes No Score 10 Score 0 Supporting Evidence/C Is there a committee in health and welfare mate Yes No Score 10 Score 0	? PARTIAL omments: n place to o tters? PARTIAL	A Score 8 ensure effe A	B Score 5 ective consu	C Score 2	Total score	2		
O D I O		Yes No Score 10 Score 0 Supporting Evidence/C Is there a committee in health and welfare mate Yes No Score 10 Score 0	? PARTIAL omments: n place to o tters? PARTIAL	A Score 8 ensure effe A	B Score 5 ective consu	C Score 2	Total score	2		
O D I D	5 0	Yes No Score 10 Score 0 Supporting Evidence/C Is there a committee in health and welfare mate Yes No Score 10 Score 0	? PARTIAL omments: n place to o tters? PARTIAL omments:	A Score 8 ensure effe A Score 8	B Score 5 Ective consu B Score 5	C Score 2	Total score	Y	Ρ	N
O D I O	5 0	Yes No Score 10 Score 0 Supporting Evidence/C Is there a committee in health and welfare mathematication in the second score 10 Yes No Score 10 Score 0 Supporting Evidence/C Is there a committee in health and welfare mathematication in the second score 0 Supporting Evidence/C Is there balanced parti Yes No	? PARTIAL omments: n place to o tters? PARTIAL omments:	A Score 8 ensure effe A Score 8	B Score 5 Ective consu B Score 5	C Score 2	Total score	Y	Ρ	N
O D I O D	5 0	Yes No Score 10 Score 0 Supporting Evidence/C Is there a committee in health and welfare mathematic mathematic score 10 Yes No Score 10 Score 0 Supporting Evidence/C Is there a committee in health and welfare mathematic score 10 Score 10 Score 0 Supporting Evidence/C Is there balanced parti Yes No Score 10 Score 0 Score 10 Score 0	? PARTIAL omments: n place to o tters? PARTIAL omments: cipation of PARTIAL	A Score 8 ensure effe A Score 8	B Score 5 ective consu B Score 5	C Score 2	Total score safety, Total score	Y	Ρ	N
O D I D	5 0	Yes No Score 10 Score 0 Supporting Evidence/C Is there a committee in health and welfare mathematication in the second score 10 Yes No Score 10 Score 0 Supporting Evidence/C Is there a committee in health and welfare mathematication in the second score 0 Supporting Evidence/C Is there balanced parti Yes No	? PARTIAL omments: n place to o tters? PARTIAL omments: cipation of PARTIAL	A Score 8 ensure effe A Score 8	B Score 5 ective consu B Score 5 mittee? B	C Score 2 Iltation on s C Score 2	Total score safety, Total score	Y	Ρ	N

	7						Y	Ρ	N
I		Are there clearly defined safety, committee?	health and	welfare tei	ms of refe	rence for the			
0		Yes No PARTIAL	A	В	С	Total score			
		Score 10 Score 0	Score 8	Score 5	Score 2				
D		Supporting Evidence/Comments							
	8						Y	Ρ	Ν
I		Is there evidence of follow up to committee within a responsible			e meetings	of the			
0		Yes No PARTIAL	А	В	С	Total score			
		Score 10 Score 0	Score 8	Score 5	Score 2				
D		Supporting Evidence/Comments	:						
	9						Y	Ρ	N
I		Do all employees have access to	the minute	s of commi	ttee meeti	ngs?			
		Yes No PARTIAL	А	В	С	Total score			
0	$ \Box $	Score 10 Score 0	Score 8	Score 5	Score 2				
D		Supporting Evidence/Comments	:						
	10						Υ	Ρ	Ν
		Is there evidence that the comm	nittee opera	tes in acco	dance wit	h its terms of			
I		reference?			-				
0		Yes No PARTIAL Score 10 Score 0	A Score 8	B Score 5	C Score 2	Total score			
D		Supporting Evidence/Comments	:						
	11						Y	Р	N
		Is the safety representative a m	ember of th	e committe	e?				
I		Yes No PARTIAL	A	В	C	Total score			
0		Score 10 Score 0	Score 8	Score 5	Score 2				
		Supporting Evidence/Comments	:						
D									
	12						Y	Ρ	N
I		Is there a mechanism in place for representative(s)?	or the appoi	ntment of a	a safety				
0		Yes No PARTIAL	A	В	С	Total score			
		Score 10 Score 0	Score 8	Score 5	Score 2				
D		Supporting Evidence/Comments	:						
	13						Y	Ρ	Ν
		Has a safety representative bee	n appointed	?					
I		Yes No PARTIAL	Α	В	С	Total score			
0		Score 10 Score 0	Score 8	Score 5	Score 2				
		Supporting Evidence/Comments	:						
D	$ \Box $								

	14								Υ	Ρ	N
		Has the saf	fety represe	entative rec	eived appr	opriate trai	ining?				
I		Yes	No	PARTIAL	А	В	С	Total score			
0		Score 10	Score 0		Score 8	Score 5	Score 2				
		Supporting	Evidence/C	Comments:							
D											

	15								Υ	Ρ	Ν
		Is the role	of the safe	ty represen	tative(s) u	nderstood	by all?				
I		Yes	No	PARTIAL	A	В	С	Total score			
0		Score 10	Score 0		Score 8	Score 5	Score 2				
		Supporting	Evidence/C	Comments:							
D											

	16								Υ	Ρ	Ν
I		Is the safet representat			llowed to p	erform and	discharge	his/her			
		Yes	No	PARTIAL	A	В	С	Total score			
		Score 10	Score 0		Score 8	Score 5	Score 2				
D		Supporting	Evidence/0	Comments:		-					

	17								Y	Ρ	Ν
I		Is the safet discharge h	y represen is/her rep	tative(s) p resentative	rovided wit functions?	h adequate	e time to po	erform and			
		Yes	No	PARTIAL	A	В	С	Total score			
		Score 10	Score 0		Score 8	Score 5	Score 2				
D		Supporting	Evidence/0	Comments:							

CRITERION 5 REPORT FORM

Criterion 5: Consultation

The organisation has specific duties under legislation to consult with employees on safety, health and welfare matters. In addition employees can select and appoint a safety representative to consult with their employer on these matters. Employers and employees can form a safety committee to progress the consultation process.

Summary of Documentation Audited and Referenced

Summary of Main Findings of the Audit

Compliance in the area

Non-compliance in the area

PLANNING

CRITERION 6: COMMUNICATION

Communication is the key factor in ensuring the success of the safety and health management system. The organisation must have a communications process developed with the input of management and employees to facilitate both up and down communication and also communication across the organisation.

REFERENCE APPENDIX 1 OF GUIDANCE DOCUMENT: Other Key References:

	1								Υ	Ρ	Ν
		Is there an		ommunicat	ion proced	ure set out	in the safe	ety			
I		statement?			1			·1			
0		Yes	No	PARTIAL	A	В	С	Total score			
		Score 10	Score 0		Score 8	Score 5	Score 2				
D	$ \Box $	Supporting	Evidence/C	Comments:							
	2								Υ	Ρ	Ν
		Are employ	ees knowle	edgeable at	out the sa	fety and he	alth mana	gement			
I		system?									
0		Yes	No	PARTIAL	A	В	С	Total score			
		Score 10	Score 0		Score 8	Score 5	Score 2				
D		Supporting	Evidence/C	Comments:							
	3								Υ	Ρ	Ν
		Are manage	ars awara d	of their cafe	aty and hos	lth role and	d responsil	hilities?			
I		Yes	No			В		Total score			
0		Score 10	Score 0	PARTIAL	Score 8	Score 5	Score 2				
		Supporting		Comments:			00010 2				
D		Supporting	L viuerice/ c	comments.							
	4								Υ	Ρ	Ν
	4	Are manage	ers role and	d responsib	vilities for s	afety and h	ealth com	municated to	-	Ρ	Ν
I	4	Are manage them forma		l responsib	ilities for s	afety and h	ealth com	municated to	-	Ρ	N
	4			1 responsib PARTIAL	A	afety and h	ealth com	municated to	-	Ρ	N
I O	4	them forma	lly?	-	1	-			-	Р	N
	4	them forma	No Score 0	PARTIAL	A	В	С		-	Ρ	N
0	4	them formaYesScore 10	No Score 0	PARTIAL	A	В	С		-	Ρ	N
0	4	them formaYesScore 10	No Score 0	PARTIAL	A	В	С		-	P	N
0		them forma Yes Score 10 Supporting	No Score 0 Evidence/C	PARTIAL	A Score 8	B Score 5	C Score 2			-	
0		them forma Yes Score 10 Supporting	No Score 0 Evidence/C	PARTIAL	A Score 8	B Score 5	C Score 2	Total score		-	
O D I		them forma Yes Score 10 Supporting Are employ	No Score 0 Evidence/C ees roles a mally? No	PARTIAL	A Score 8	B Score 5	C Score 2	Total score		-	
0 D		them forma Yes Score 10 Supporting Are employ to them for Yes Score 10	No Score 0 Evidence/C ees roles a mally? No Score 0	PARTIAL Comments: nd respons	A Score 8	B Score 5	C Score 2	Total score		-	
O D I		them forma Yes Score 10 Supporting Are employ to them for Yes	No Score 0 Evidence/C ees roles a mally? No Score 0	PARTIAL Comments: nd respons	A Score 8 ibilities for	B Score 5 safety and B	C Score 2 health co	Total score		-	
O D I O		them forma Yes Score 10 Supporting Are employ to them for Yes Score 10	No Score 0 Evidence/C ees roles a mally? No Score 0	PARTIAL Comments: nd respons	A Score 8 ibilities for	B Score 5 safety and B	C Score 2 health co	Total score		-	
O D I O		them forma Yes Score 10 Supporting Are employ to them for Yes Score 10	No Score 0 Evidence/C ees roles a mally? No Score 0	PARTIAL Comments: nd respons	A Score 8 ibilities for	B Score 5 safety and B	C Score 2 health co	Total score		-	
O D I O	5 0	them forma Yes Score 10 Supporting Are employ to them for Yes Score 10 Supporting	No Score 0 Evidence/C ees roles a mally? No Score 0 Evidence/C	PARTIAL Comments: nd respons PARTIAL Comments:	A Score 8 ibilities for A Score 8	B Score 5 safety and B Score 5	C Score 2 health co C Score 2	Total score Total score Total score	Y	P	N
O D I O	5 0	them forma Yes Score 10 Supporting Are employ to them for Yes Score 10	No Score 0 Evidence/C ees roles a mally? No Score 0 Evidence/C ees made a	PARTIAL Comments: nd respons PARTIAL Comments:	A Score 8 ibilities for A Score 8	B Score 5 safety and B Score 5	C Score 2 health co C Score 2	Total score Total score Total score	Y	P	N
O D I D I I I	5 0	them forma Yes Score 10 Supporting Are employ to them for Yes Score 10 Supporting Are employ	No Score 0 Evidence/C ees roles a mally? No Score 0 Evidence/C ees made a	PARTIAL Comments: nd respons PARTIAL Comments:	A Score 8 ibilities for A Score 8	B Score 5 safety and B Score 5	C Score 2 health co C Score 2	Total score Total score Total score	Y	P	N
O D I D	5 0	them forma Yes Score 10 Supporting Are employ to them for Yes Score 10 Supporting Are employ arrangement	No Score 0 Evidence/C ees roles a mally? No Score 0 Evidence/C ees made a nts?	PARTIAL Comments: nd respons PARTIAL Comments:	A Score 8 ibilities for A Score 8 levant safe	B Score 5 safety and B Score 5	C Score 2 health co C Score 2	Total score mmunicated Total score tability	Y	P	N
O D I D I I I	5 0	them forma Yes Score 10 Supporting Are employ to them for Yes Score 10 Supporting Are employ arrangement Yes	No Score 0 Evidence/C ees roles a mally? No Score 0 Evidence/C ees made a nts? No Score 0	PARTIAL Comments: nd respons PARTIAL Comments: aware of re	A Score 8 ibilities for A Score 8 levant safe A Score 8	B Score 5 safety and B Score 5 sty and hea B	C Score 2 health co C Score 2	Total score mmunicated Total score tability	Y	P	N

	7								Υ	Ρ	Ν
I		Are the rele employees		y and healt	h policies a	& procedure	es commun	icated to			
0		Yes	No	PARTIAL	A	В	С	Total score			
		Score 10	Score 0		Score 8	Score 5	Score 2				
D		Supporting	Evidence/0	Comments:							
	8								Υ	Ρ	Ν
		Is there a r				employees	s of revisio	ns and			
I		amendmen	ts to polici	es and proc	edures?						
0		Yes	No	PARTIAL	A	В	С	Total score			
		Score 10	Score 0		Score 8	Score 5	Score 2				
D		Supporting	Evidence/0	Comments:							
	9								Y	Р	N
	9			c · · ·							
I		Are employ procedures		of revision	s and amer	idments to	policies an	d			
1		Yes	No	DADTIAL	A	В	С	Total score			
0		Score 10	Score 0	PARTIAL	A Score 8	Score 5	Score 2				
	1	1 30010 10	50000	1		JUNEJ	JUICZ				

D		Supporting	Supporting Evidence/Comments:								
	10								Y	Ρ	N
		Are policies	and proce	edures easil	y accessibl	e at the wo	rkplace?				
I		Yes	No	PARTIAL	A	В	С	Total score			
0		Score 10	Score 0		Score 8	Score 5	Score 2				
~		Supporting	Evidence/0	Comments:							
D											

	11								Y	Ρ	Ν
		Are the re	sults of a ris	sk assessm	ent commu	nicated to	relevant er	nployees?			
I		Yes	No	PARTIAL	A	В	С	Total score			
0		Score 10	Score 0		Score 8	Score 5	Score 2				
		Supporting	g Evidence/0	Comments:							
D											

	12								Y	Ρ	N
I		Is there ev assessment		employees	s understan	d the conte	ent of the r	isk			
		Yes	No	PARTIAL	A	В	С	Total score			
	$ \Box $	Score 10	Score 0		Score 8	Score 5	Score 2				
D		Supporting	Evidence/C	Comments:							

CRITERION 6 REPORT FORM

Criterion 6: Communication

Communication is the key factor in ensuring the success of the safety and health management system. The organisation must have a communications process developed with the input of management and employees to facilitate both up and down communication and also communication across the organisation.

Summary of Documentation Audited and Referenced

Summary of Main Findings of the Audit

Compliance in the area

Non-compliance in the area

PLANNING

CRITERION 7: INSTRUCTION, TRAINING AND SUPERVISION

Employees are provided with adequate instruction, training and supervision on safety, health and welfare matters.

REFERENCE APPENDIX 1 OF GUIDANCE DOCUMENT:

Other Key References: The Safety Health and Welfare at Work Act 2005⁴, The Guide to the Safety, Health and Welfare at Work Act 2005⁵, Action Plan for People Management in the Health Service 2002⁸

	1							Y	Ρ	Ν
		Is safety and health tra	sining mad	la available	for all am	alovooc?				
I		-	-	i			t1			
		Yes No	PARTIAL	A	В	С	Total score			
0	$ \Box $	Score 10 Score 0		Score 8	Score 5	Score 2				
D		Supporting Evidence/C	omments:							
	2							Y	Ρ	Ν
		Are all employees awa	re of their	duties to a	ttend safet	v and heal	th training?			
I							Total score			
0		Yes No Score 10 Score 0	PARTIAL	A Score 8	Score 5	Score 2	Total score			
				5016.0	30018 5	Score 2				
D		Supporting Evidence/C	omments:							
	3							Y	Ρ	Ν
		Are employees release	d from the	ir duties to	attend saf	ety and he	alth			
		training?								
0		Yes No	PARTIAL	A	В	С	Total score			
		Score 10 Score 0		Score 8	Score 5	Score 2				
D		Supporting Evidence/Ce	omments:							
 [4							Υ	Р	NI
	4							T		N
-		Is non-attendance at t	raining pro	ogrammes i	recorded/m	anaged?				
I	$ \Box $	Yes No	PARTIAL	A	В	С	Total score			
0		Score 10 Score 0		Score 8	Score 5	Score 2				
		Supporting Evidence/C	omments:							
D										
	5							Υ	Ρ	Ν
		To these a training need								
I		Is there a training need	-	1	1		· · · · · · · · · · · · · · · · · · ·			
1		Yes No	PARTIAL	A	В	С	Total score			
0		Score 10 Score 0		Score 8	Score 5	Score 2				
D		Supporting Evidence/C	omments:							
	6							Υ	Ρ	Ν
		Do all employees unde	rstand the	training /ir	estruction r	rovided?				
I					-	i	T -+-1			
		Yes No	PARTIAL	A Cooro 9	B Score F	C Score 2	Total score			
0	$ \Box $	Score 10 Score 0		Score 8	Score 5	Score 2				
		Supporting Evidence/C	omments:							
	11 11									

AUDITING A SAFETY AND HEALTH MANAGEMENT SYSTEM

	7		Y	Ρ	N
I		Do all employees understand the limitations and uses of personal protective equipment?			
0		Yes No PARTIAL A B C Total score			
		Score 10 Score 0 Score 8 Score 5 Score 2			
D		Supporting Evidence/Comments:			
	8		Y	Р	N
т		Is there a training programme in place?			
I		Yes No PARTIAL A B C Total score			
0		Score 10 Score 0 Score 8 Score 5 Score 2 Supporting Evidence/Comments:			
D		Supporting Evidence/Comments:			
	9		Y	Ρ	N
-		Does management ensure the implementation of the training programme?	-	-	
I		Yes No PARTIAL A B C Total score			
0		Score 10 Score 0 Score 8 Score 5 Score 2			
D		Supporting Evidence/Comments:			
	10		Y	Ρ	N
I		Are training programmes evaluated?			
0		Yes No PARTIAL A B C Total score Score 10 Score 0 Score 8 Score 5 Score 2 Image: Control of the score 1			
D		Supporting Evidence/Comments:			
	11		Y	Ρ	N
T	11	Are training records maintained?	Y	Ρ	N
I	11	Yes No PARTIAL A B C Total score	Y	Ρ	N
0	11	YesNoPARTIALABCTotal scoreScore 10Score 0Score 8Score 5Score 2	Y	Ρ	N
	11	Yes No PARTIAL A B C Total score	Y	Ρ	N
0	11 □ □ 12	YesNoPARTIALABCTotal scoreScore 10Score 0Score 8Score 5Score 2Supporting Evidence/Comments:	Y	P	N
0 D		YesNoPARTIALABCTotal scoreScore 10Score 0Score 8Score 5Score 2Supporting Evidence/Comments:		-	
0 D		YesNoPARTIALABCTotal scoreScore 10Score 0Score 8Score 5Score 2Image: Score 2Image: Score 2Supporting Evidence/Comments:Is there a system for flagging refresher training?YesNoPARTIALABCTotal score		-	
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O D I O	12	YesNoPARTIALABCTotal scoreScore 10Score 0Score 8Score 5Score 2Supporting Evidence/Comments:Is there a system for flagging refresher training?YesNoPARTIALABCTotal scoreYesNoPARTIALABCTotal scoreScore 10Score 0Score 8Score 5Score 2	Y	P	N
0 D I D	12	YesNoPARTIALABCTotal scoreScore 10Score 0Score 8Score 5Score 2Image: Score 2Image: Score 2Supporting Evidence/Comments:Is there a system for flagging refresher training?YesNoPARTIALABCTotal scoreScore 10Score 0Score 8Score 5Score 2Image: Score 2Image: Score 2Supporting Evidence/Comments:Score 8Score 5Score 2Image: Score 2Image: Score 2Supporting Evidence/Comments:Image: Score 5Score 2Image: Score 2Image: Score 2Supporting Evidence/Comments:YesNoPARTIALABCTotal scoreYesNoPARTIALABCTotal scoreYesNoPARTIALABCTotal scoreScore 10Score 0Score 8Score 5Score 2Image: Score 2	Y	P	N
O D I D I I I	12	YesNoPARTIALABCTotal scoreScore 10Score 0Score 8Score 5Score 2Supporting Evidence/Comments:Is there a system for flagging refresher training?YesNoPARTIALABCTotal scoreScore 10Score 0Score 8Score 5Score 2Supporting Evidence/Comments:ABCTotal scoreScore 10Score 0Score 8Score 5Score 2Supporting Evidence/Comments:Score 8Score 5Score 2Is this refresher training provided?YesNoPARTIALABCTotal score	Y	P	N
O D I O D I I O	12 13 13	YesNoPARTIALABCTotal scoreScore 10Score 0Score 8Score 5Score 2Image: Score 2Image: Score 2Supporting Evidence/Comments:Is there a system for flagging refresher training?YesNoPARTIALABCTotal scoreScore 10Score 0Score 8Score 5Score 2Image: Score 2Image: Score 2Supporting Evidence/Comments:Score 8Score 5Score 2Image: Score 2Image: Score 2Supporting Evidence/Comments:Image: Score 5Score 2Image: Score 2Image: Score 2Supporting Evidence/Comments:YesNoPARTIALABCTotal scoreYesNoPARTIALABCTotal scoreYesNoPARTIALABCTotal scoreScore 10Score 0Score 8Score 5Score 2Image: Score 2	Y	P	N
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0 D I 0 D	12 13 13	YesNoPARTIALABCTotal scoreScore 10Score 0Score 0Score 8Score 5Score 2Score 2Supporting Evidence/Comments:Is there a system for flagging refresher training?YesNoPARTIALABCTotal scoreScore 10Score 0Score 8Score 5Score 2ScoreSupporting Evidence/Comments:Score 8Score 5Score 2ScoreIs this refresher training provided?YesNoPARTIALABCTotal scoreScore 10Score 0Score 8Score 5Score 2ScoreSupporting Evidence/Comments:Score 8Score 5Score 2ScoreSupporting Evidence/Comments:Score 8Score 5Score 2ScoreSupporting Evidence/Comments:Score 8Score 5Score 2ScoreIs there a formal induction program for all new employees?Intervent scoreIntervent score	Y	P	N
O D I O D I I O D	12 13 13	YesNoPARTIALABCTotal scoreScore 10Score 0Score 0Score 8Score 5Score 2Image: Score 2Supporting Evidence/Comments:Is there a system for flagging refresher training?YesNoPARTIALABCTotal scoreScore 10Score 0Score 8Score 5Score 2Image: Score 2Image: Score 2Image: Score 2Supporting Evidence/Comments:Is this refresher training provided?YesNoPARTIALABCTotal scoreScore 10Score 0PARTIALABCTotal scoreScore 5Score 2Image: Score 2Supporting Evidence/Comments:YesNoPARTIALABCTotal scoreScore 10Score 0Score 8Score 5Score 2Image: Score 2Supporting Evidence/Comments:Image: Score 5Score 2Image: Score 2Supporting Evidence/Comments:Image: Score 5Score 2Image: Score 2Supporting Evidence/Comments:Image: Score 5Score 2Image: Score 2Image: Score 10Score 0Score 8Score 5Score 2Supporting Evidence/Comments:Image: Score 5Score 2Image: Score 5Score 10Score 0Score 8Score 5Score 2Supporting Evidence/Comments:	Y	P	N
O D I O D I O D	12 13 13	YesNoPARTIALABCTotal scoreScore 10Score 0Score 8Score 5Score 2Score 2Supporting Evidence/Comments:Is there a system for flagging refresher training?YesNoPARTIALABCTotal scoreScore 10Score 0Score 8Score 5Score 2Score 2Supporting Evidence/Comments:ABCTotal scoreSupporting Evidence/Comments:Score 8Score 5Score 2Score 3Score 10Score 0PARTIALABCTotal scoreScore 10Score 0Score 8Score 5Score 2Score 3Score 2Supporting Evidence/Comments:Is this refresher training provided?YesNoPARTIALABCTotal scoreSupporting Evidence/Comments:Score 5Score 2Score 2Score 3Score 2Supporting Evidence/Comments:Score 8Score 5Score 2Score 3Score 3Supporting Evidence/Comments:Score 8Score 5Score 2Score 3YesNoPARTIALABCTotal score	Y	P	N

	15							Υ	Ρ	Ν
		Is safety and health ad	equately a	ddressed i	n this indu	ction progr	am?			
I		Yes No	PARTIAL	А	В	С	Total score			
0		Score 10 Score 0		Score 8	Score 5	Score 2				
		Supporting Evidence/Co	omments:							
D										
	16							Y	Ρ	Ν
I		Is there a mechanism i competent?	n place to	ensure tha	t those pro	oviding trai	ning are			
0		Yes No	PARTIAL	А	В	С	Total score			
		Score 10 Score 0		Score 8	Score 5	Score 2				
D		Supporting Evidence/Co	omments:							
	17							Υ	Ρ	Ν
		Is there evidence of ma	anager sup	port for tr	aining?					
I	$ \Box $	Yes No	PARTIAL	А	В	С	Total score			
0		Score 10 Score 0		Score 8	Score 5	Score 2				
D		Supporting Evidence/Co	omments:							
	10								-	
	18	Are employees given ins	truction tr	aining and	unomicion	in a farm n	annor and a	Y	Ρ	N
I		appropriate, language th								
		Yes No	PARTIAL	A	В	C	Total score			
0	$ \Box $	Score 10 Score 0		Score 8	Score 5	Score 2				
D		Supporting Evidence/Co	omments:							
·	19							Y	Ρ	N
	19	Is instruction, training		vision prov	ided to em	ployees in	the	Y	Ρ	N
	19	Is instruction, training following situations:		vision prov	ided to em	ployees in	the	Y	Ρ	N
	19	Is instruction, training following situations: • recruitment		vision prov	ided to em	ployees in	the	Y	Ρ	N
	19	Is instruction, training following situations: • recruitment • transfer		vision prov	ided to em	ployees in	the	Y	Ρ	N
T	19	Is instruction, training following situations: • recruitment • transfer • change of task	and super	·		ployees in	the	Y	Ρ	N
I	19	Is instruction, training following situations: • recruitment • transfer • change of task • on the introduction	and super on of new	work equij	oment	ployees in	the	Y	Ρ	N
I	19	Is instruction, training following situations: • recruitment • transfer • change of task • on the introductio • changes in work	and super on of new equipment	work equip t or system	oment	ployees in	the	Y	Ρ	N
	19	Is instruction, training following situations: • recruitment • transfer • change of task • on the introduction	and super on of new equipment ew techno	work equip t or system	oment is of work	ployees in	the Total score	Y	Ρ	N
0	19	Is instruction, training following situations: • recruitment • transfer • change of task • on the introductio • changes in work • introduction of ne	and super on of new equipment	work equij t or system logy	oment			Y	Ρ	N
0	19	Is instruction, training following situations: • recruitment • transfer • change of task • on the introduction • changes in work • introduction of no Yes No	and super on of new equipment ew techno	work equip t or system logy A	oment s of work	C		Y	P	N
0	19	Is instruction, training following situations: • recruitment • transfer • change of task • on the introduction • changes in work • introduction of no Yes No Score 10 Score 0	and super on of new equipment ew techno	work equip t or system logy A	oment s of work	C		Y	Ρ	N
0	19	Is instruction, training following situations: • recruitment • transfer • change of task • on the introduction • changes in work • introduction of no Yes No Score 10 Score 0	and super on of new equipment ew techno	work equip t or system logy A	oment s of work	C		Y	Ρ	N
0		Is instruction, training following situations: • recruitment • transfer • change of task • on the introduction • changes in work • introduction of no Yes No Score 10 Score 0	and super on of new equipment ew techno	work equip t or system logy A	oment s of work	C				
0	19 20	Is instruction, training following situations: • recruitment • transfer • change of task • on the introduction • changes in work • introduction of no Yes No Score 10 Score 0 Supporting Evidence/Co	and super on of new equipment ew techno PARTIAL	work equip t or system logy A Score 8	B Score 5	C Score 2	Total score	Y Y V	P	N
0 D		Is instruction, training following situations: • recruitment • transfer • change of task • on the introduction • changes in work • introduction of no Yes No Score 10 Score 0 Supporting Evidence/Co Is there adequate supe	and super on of new equipment ew techno PARTIAL	work equip t or system logy A Score 8	B Score 5	C Score 2	Total score			
0		Is instruction, training following situations: • recruitment • transfer • change of task • on the introduction • changes in work • introduction of no Yes No Score 10 Score 0 Supporting Evidence/Co	and super on of new equipment ew techno PARTIAL omments:	work equip t or system logy A Score 8	B Score 5	C Score 2	Total score			
0 D		Is instruction, training following situations: • recruitment • transfer • change of task • on the introduction • changes in work • introduction of no Yes No Score 10 Score 0 Supporting Evidence/Co Is there adequate supe employees?	and super on of new equipment ew techno PARTIAL	work equip t or system logy A Score 8	oment s of work B Score 5	C Score 2	Total score			

CRITERION 7 REPORT FORM

Criterion 7: Instruction, Training and Supervision

Employees are provided with adequate instruction, training and supervision on safety, health and welfare matters.

Summary of Documentation Audited and Referenced

Summary of Main Findings of the Audit

Compliance in the area

Non-compliance in the area

IMPLEMENTATION AND OPERATION

CRITERION 8:HAZARD IDENTIFICATION AND RISK ASSESSMENT

All hazards to employees and to any other persons affected by the activity of the organisation must be identified. The risk assessments should identify the significant hazards, and assess the potential for them to cause harm. Appropriate controls should be identified, documented, communicated and implemented. The risk assessment should be reviewed and updated on a regular basis.

REFERENCE APPENDIX 1 OF GUIDANCE DOCUMENT:

Other Key References: The Safety, Health and Welfare at Work Act 2005⁴ and associated regulations, The Guide to the Safety, Health and Welfare at Work Act 2005⁵, Guidelines on Risk Assessments and Safety Statements 2006³

	1							Υ	Ρ	Ν
I		Is there an adequate so and risk assessment?	ystem in p	lace for car	rying out h	nazard iden	tification			
		Yes No	PARTIAL	А	В	С	Total score			
0		Score 10 Score 0		Score 8	Score 5	Score 2				
D		Supporting Evidence/Co	omments:							
	2							Y	Ρ	Ν
I		Have appropriate empl and risk assessment?	oyees bee	n trained to	o carry out	hazard ide	ntification			
0		Yes No	PARTIAL	А	В	С	Total score			
		Score 10 Score 0		Score 8	Score 5	Score 2				
D		Supporting Evidence/Co	omments:							
	3							Υ	Ρ	N
								•		
I		Have employees been of	consulted a	as part of t	he process	of risk ass	essment?			
1		Yes No	PARTIAL	А	В	С	Total score			
0		Score 10 Score 0		Score 8	Score 5	Score 2				
D		Supporting Evidence/Co	omments:							
-										
I										
	4							Y	Ρ	Ν
I		Does the organisation Document) when decid								
0		Yes No	PARTIAL	А	В	С	Total score			
0		Score 10 Score 0		Score 8	Score 5	Score 2				
D		Supporting Evidence/Co	omments:							
	5							Υ	Ρ	N
I		Are the control measur implemented?	es docume	ented in the	e risk asses	sment bei	ng			
0		Yes No	PARTIAL	А	В	С	Total score			
		Score 10 Score 0		Score 8	Score 5	Score 2				
D		Supporting Evidence/Co	omments:							

	6							Υ	Ρ	Ν
		Is there a review c	arried out to e	ensure that	control me	asures are	effective?			
I		Yes No	PARTIAL	A	В	С	Total score			
0		Score 10 Score	D	Score 8	Score 5	Score 2				
		Supporting Evidence	e/Comments:							
D										
	7							Υ	Ρ	Ν
		Does management	have a thorou	igh unders	tanding of t	he hazards	in the			
I		workplace?								
0		Yes No	PARTIAL	A	B	С	Total score			
		Score 10 Score	-	Score 8	Score 5	Score 2				
D	$ \Box $	Supporting Evidence	e/Comments:							
	8							Υ	Ρ	Ν
		Is there a system i								
I		when purchasing n processes?	ew materials	or equipme	ent or imple	menting n	ew			
0		Yes No	PARTIAL	Α	В	С	Total score			
		Score 10 Score		Score 8	Score 5	Score 2				
D		Supporting Evidence	e/Comments:		1		11			
L										
	9							Y	Р	N
	9	Is there a system i	n place to ens	ure that a	risk assessi	ment is car	ried out	Y	P	N
I	9	Is there a system i when implementing						Y	Р	N
	9							Y	P	N
I O	9	when implementing	pARTIAL	non-routin	e tasks, ma	terials or e	equipment?	Y	Р	N
	9	when implementingYesNo	pARTIAL	A Score 8	e tasks, ma	c	equipment?	Y	Ρ	N
0	9	When implementing Yes No Score 10 Score	pARTIAL	A Score 8	e tasks, ma	c	equipment?	Y	P	N
O D		When implementing Yes No Score 10 Score	pARTIAL	A Score 8	e tasks, ma	c	equipment?	Y	P	N
O D	9 □ □ 10	When implementing Yes No Score 10 Score Supporting Evidence	p/introducing PARTIAL p ee/Comments:	A Score 8	e tasks, ma B Score 5	C Score 2	Total score		-	
O D		When implementing Yes No Score 10 Score	p/introducing PARTIAL PARTIAL PARTIAL PARTIAL PARTIAL	A Score 8	e tasks, ma B Score 5	C Score 2	Total score		-	
O D		When implementing Yes No Score 10 Score 0 Supporting Evidence	p/introducing PARTIAL PARTIAL PARTIAL PARTIAL PARTIAL	A Score 8	e tasks, ma B Score 5	C Score 2	Total score		-	
0 D		when implementing Yes No Score 10 Score 0 Supporting Evidence Are timescales clear assessment proces	pARTIAL PARTIAL PARTIAL re/Comments: prly defined fo s? PARTIAL	A Score 8	e tasks, ma	C Score 2	Total score		-	
O D		When implementing Yes No Score 10 Score 0 Supporting Evidence Are timescales clear assessment process Yes No	pARTIAL PARTIAL re/Comments: prly defined fo s? PARTIAL	A Score 8 r each action A Score 8	B Score 5 bn identifie	C Score 2 d as part o	Total score		-	
O D I O		When implementing Yes No Score 10 Score 0 Supporting Evidence Are timescales cleat assessment process Yes No Score 10 Score 0	pARTIAL PARTIAL re/Comments: prly defined fo s? PARTIAL	A Score 8 r each action A Score 8	B Score 5 bn identifie	C Score 2 d as part o	Total score		-	
O D I O	10 10	When implementing Yes No Score 10 Score 0 Supporting Evidence Are timescales cleat assessment process Yes No Score 10 Score 0	pARTIAL PARTIAL re/Comments: prly defined fo s? PARTIAL	A Score 8 r each action A Score 8	B Score 5 bn identifie	C Score 2 d as part o	Total score	Y	P	N
O D I O		When implementing Yes No Score 10 Score 0 Supporting Evidence Are timescales clear assessment process Yes No Score 10 Score 0 Supporting Evidence	pARTIAL PARTIAL population performents: prly defined fo s? PARTIAL partial partial partial	A Score 8 r each action A Score 8	B Score 5 Score 5 B Score 5 Score 5	c Score 2 d as part o C Score 2	f the risk		-	
O D I D D	10 10	when implementing Yes No Score 10 Score 0 Supporting Evidence Are timescales clear assessment process Yes No Score 10 Score 0 Supporting Evidence Yes No Score 10 Score 0 Supporting Evidence Where required by	pARTIAL PARTIAL re/Comments: prly defined fo s? PARTIAL P re/Comments: regulations, h	A Score 8 r each action Score 8 Score 8	B Score 5 Score 5 Score 5 B Score 5 Score 5	c Score 2 d as part o C Score 2	f the risk	Y	P	N
O D I O	10 10	When implementing Yes No Score 10 Score 0 Supporting Evidence Are timescales clear assessment process Yes No Score 10 Score 0 Supporting Evidence	pARTIAL PARTIAL PARTIAL re/Comments: prly defined fo s? PARTIAL P regulations, h anual handling	A Score 8 r each action A Score 8	B Score 5 Score 5 on identified B Score 5 Score 5	d as part o	f the risk	Y	P	N
O D I D D	10 10	When implementing Yes No Score 10 Score 10 Supporting Evidence Are timescales clear assessment proces Yes No Score 10 Score 10 Score 10 Score 10 Supporting Evidence Where required by carried out, e.g. mation biological agents, p Yes No	pARTIAL PARTIAL PARTIAL re/Comments: prly defined fo s? PARTIAL P regulations, h anual handling	A Score 8 r each action A Score 8 Score 8	e tasks, ma B Score 5 on identifie B Score 5 Score 5	d as part o	f the risk	Y	P	N
0 D I 0 D	10 10	When implementing Yes No Score 10 Score 10 Supporting Evidence Are timescales clear assessment proces Yes No Score 10 Score 10 Supporting Evidence Supporting Evidence Where required by carried out, e.g. may biological agents, process	pARTIAL PARTIAL PARTIAL re/Comments: prly defined fo s? PARTIAL P regulations, h anual handling pregnant empl PARTIAL	A Score 8 r each action A Score 8 Score 8	e tasks, ma B Score 5 on identifie B Score 5 Score 5	c Score 2 d as part o C Score 2 d as part o c Score 2	f the risk Total score	Y	P	N
O D I O D	10 10	When implementing Yes No Score 10 Score 10 Supporting Evidence Are timescales clear assessment proces Yes No Score 10 Score 10 Score 10 Score 10 Supporting Evidence Where required by carried out, e.g. mation biological agents, p Yes No	pARTIAL PARTIAL PARTIAL re/Comments: PARTIAL PARTIAL PARTIAL PARTIAL regulations, h anual handling pregnant empl PARTIAL	A Score 8 r each action A Score 8 A score 8 ave manda g, display s oyees, card A Score 8	e tasks, ma B Score 5 on identifie B Score 5 Score 5	c C Score 2 d as part o C Score 2 Score 2 ssessments ment, cher pise etc.?	f the risk Total score	Y	P	N

CRITERION 8 REPORT FORM

Criterion 8: Hazard Identification and Risk Assessment

All hazards to employees and to any other persons affected by the activity of the organisation must be identified. The risk assessments should identify the significant hazards, and assess the potential for them to cause harm. Appropriate controls should be identified, documented, communicated and implemented. The risk assessment should be reviewed and updated on a regular basis.

Summary of Documentation Audited and Referenced

Summary of Main Findings of the Audit

Compliance in the area

Non-compliance in the area

IMLEMENTATION AND OPERATION

CRITERION 9: SERVICE USER SAFETY

Service user safety is addressed as part of the hazard identification and risk assessment process.

Note: where the term "service user" is used it can mean patient, resident, client, consumer etc.

REFERENCE APPENDIX 1 OF GUIDANCE DOCUMENT:

Other Key References: Quality and Fairness: A Health System for You 2001⁹, Action Plan for People Management in the Health Service⁸

	1							Υ	Ρ	Ν
		Is there evidence that	the risk as	sessment p	process tak	es account	of risks to			
Ι		service users?								
0		Yes No	PARTIAL	A	В	С	Total score			
		Score 10 Score 0		Score 8	Score 5	Score 2				
D		Supporting Evidence/C	Comments:							
	2							Υ	Ρ	Ν
		Are the control measu	res, for ser	vice user s	afety, docu	mented in	the risk			
Ι		assessment being imp	lemented?		4000					
		Yes No	PARTIAL	A	В	С	Total score			
0	$ \Box $	Score 10 Score 0		Score 8	Score 5	Score 2				
D		Supporting Evidence/C	Comments:	•		•				
	2							V	D	NI
	3	•						Y	Ρ	Ν
т		Is there a review carrieffective?	ied out to e	ensure that	these cont	rol measur	es are			
I				•	P	C	Tatal			
0		Yes No Score 10 Score 0	PARTIAL	A Score 8	B Score 5	Score 2	Total score			
			Commonto.	30018-0	30016-3	30016-2				
D		Supporting Evidence/C	comments:							
	4							Υ	Ρ	Ν
		Does management have	ve a thorou	gh underst	anding of t	he hazards	to service			
Ι		users?								
0		Yes No	PARTIAL	A	В	С	Total score			
		Score 10 Score 0		Score 8	Score 5	Score 2				
D		Supporting Evidence/C	Comments:							
	5							Υ	Ρ	Ν
		Is there a system for a	adverse ev	ent and nea	r miss rep	ortina for s	ervice			
Ι		users?								
		Yes No	PARTIAL	A	В	С	Total score			
0	$ \Box $	Score 10 Score 0		Score 8	Score 5	Score 2				
D		Supporting Evidence/C	Comments:							

	6								Υ	Ρ	Ν
I		Have servic attention of				ety and hea	Ith issues	to the			
0		Yes	No	PARTIAL	А	В	C	Total score			
		Score 10	Score 0		Score 8	Score 5	Score 2				
D		Supporting	Evidence/0	Comments:							
									_		_
	7								Y	Ρ	Ν
	7	Where ther	e is a risk,	are service	users info	rmed of wo	orkplace ha	zards?	Y	Ρ	N
I	7	Where ther Yes	e is a risk, No	are service PARTIAL	users info	rmed of wo	orkplace ha	zards? Total score	Y	Ρ	N
	7					1	C Score 2		Y	Ρ	N
I O	7	Yes Score 10	No Score 0	PARTIAL	А	В	C		Y	Ρ	N
	7	Yes	No Score 0	PARTIAL	А	В	C		Y	Ρ	N

CRITERION 9 REPORT FORM

Criterion 9: Service User Safety

Service user safety is addressed as part of the hazard identification and risk assessment process.

Summary of Documentation Audited and Referenced

Summary of Main Findings of the Audit

Compliance in the area

Non-compliance in the area

IMPLEMENTATION AND OPERATION

CRITERION 10: PUBLIC SAFETY

Public safety will be addressed as part of the hazard identification and risk assessment process. Therefore management must have procedures in place to protect the public and prevent accidents and ill health to them on their visits to healthcare premises.

REFERENCE APPENDIX 1 OF GUIDANCE DOCUMENT:

Other Key References: The Safety, Health and Welfare at Work Act 2005⁴, The Guide to the Safety, Health and Welfare at Work Act 2005⁵

	1								Υ	Ρ	Ν
I		Is there ev the public?		the risk as	ssessment p	process tak	es account	of risks to			
		Yes	No	PARTIAL	A	В	С	Total score			
0		Score 10	Score 0		Score 8	Score 5	Score 2				
D		Supporting	Evidence/0	Comments:							
	2								Υ	Ρ	N
		Are the con			blic safety,	documente	ed in the ris	sk			
I		assessmen	t being imp	lemented?							
0		Yes	No	PARTIAL	A	В	C	Total score			
		Score 10	Score 0		Score 8	Score 5	Score 2				
D		Supporting	Evidence/0	Comments:							
	3								Υ	Ρ	Ν
		Is there a r	eview carr	ied out to e	ensure that	these cont	rol measur	es are			
I		effective?									
0		Yes	No	PARTIAL	A	В	С	Total score			
		Score 10	Score 0		Score 8	Score 5	Score 2				
D		Supporting	Evidence/0	Comments:							
	4								Υ	Ρ	Ν
I		Does mana of the publ		ve a thorou	igh underst	anding of t	he hazards	to members	5		
		Yes	No	PARTIAL	A	В	С	Total score			
0		Score 10	Score 0		Score 8	Score 5	Score 2				
D		Supporting	Evidence/0	Comments:							
	5								Υ	Ρ	Ν
I		Is there a sthe public?		adverse evo	ent and nea	ir miss rep	orting for n	nembers of			
0		Yes	No	PARTIAL	А	В	С	Total score			
		Score 10	Score 0		Score 8	Score 5	Score 2				
D		Supporting	Evidence/0	Comments:							

	6								Y	Ρ	Ν
I O D		from the for access evac lifts traffi infec	priate mease ollowing has ss routes uation proc used by the ic control ction contro ronmental t	zards? (This edure e public l	s is a non e			to the public			
		Yes	No	PARTIAL	A	В	С	Total score			
		Score 10	Score 0		Score 8	Score 5	Score 2				
		Supporting	Evidence/C	Comments:							
	7								Y	Ρ	N
т			ublic a mea		ing safety	and health	issues to t	he attention			

1	$ \Box $	or manager							
		Yes	No	PARTIAL	А	В	С	Total score	
		Score 10	Score 0		Score 8	Score 5	Score 2		
D		Supporting	Evidence/C	Comments:					

CRITERION 10 REPORT FORM

Criterion 10: Public Safety

Public safety will be addressed as part of the hazard identification and risk assessment process. Therefore management must have procedures in place to protect the public and prevent accidents and ill health to them on their visits to healthcare premises.

Summary of Documentation Audited and Referenced

Summary of Main Findings of the Audit

Compliance in the area

Non-compliance in the area

IMPLEMENTATION AND OPERATION

CRITERION 11: CO-OPERATION AND CO-ORDINATION WITH CONTRACTORS AND OTHERS

Where the employees of two of more employers share the workplace or where the workplace is used by others, there is demonstrable evidence of co-operation on, and co-ordination of safety and health measures.

REFERENCE APPENDIX 1 OF GUIDANCE DOCUMENT:

Other Key References: The Safety, Health and Welfare at Work Act 2005⁴, Guide to the Safety, Health and Welfare at Work Act 2005⁵

	1						Υ	Ρ	Ν
I		When selecting onsite contractor contractor's safety and health p			on evaluat	e the			
		Yes No PARTIAL	A	В	С	Total score			
0		Score 10 Score 0	Score 8	Score 5	Score 2				
D		Supporting Evidence/Comments	:	•					
	2						Υ	Ρ	N
		Is there a formal process for co	ntrolling cor	ntractors w	ho work or	n site?			
Ι		Yes No PARTIAL	A	В	С	Total score			
0		Score 10 Score 0	Score 8	Score 5	Score 2				
		Supporting Evidence/Comments	:	1	1	1 1			
D			-						
	3						Υ	Ρ	Ν
		Is there a responsible person id	entified for	liasing with	the contra	actor(s)?			
Ι		Yes No PARTIAL	А	B	С	Total score			
		Score 10 Score 0	Score 8	Score 5	Score 2				
0		Supporting Evidence/Comments	:	1	1				
D									
	4						Υ	Р	N
		Are arrangements in place to pr	ovido contra	octore with	cafoty and	haalth		r	
I		information prior to commencin		actors with	Salety allu	ileaitii			
		Yes No PARTIAL	A	В	С	Total score			
0		Score 10 Score 0	Score 8	Score 5	Score 2				
D		Supporting Evidence/Comments	:			· · · · · · · · · · · · · · · · · · ·			
	5						Υ	Р	N
		Are risk assessments obtained,	from contra	ctors, for w	ork being	carried out		-	
I		on site?							
		Yes No PARTIAL	A	В	C	Total score			
0		Score 10 Score 0	Score 8	Score 5	Score 2				
D		Supporting Evidence/Comments	:						

	6								Y	Ρ	N
I		Are method on site?	statement	s obtained,	, from cont	ractors, for	work bein	ig carried ou	t		
		Yes	No	PARTIAL	A	В	С	Total score			
0		Score 10	Score 0		Score 8	Score 5	Score 2				
D		Supporting	Evidence/C	Comments:		-					
	7								Y	Ρ	N
I		Are arrange statements				sessments	and metho	d			
0		Yes	No	PARTIAL	А	В	С	Total score			
		Score 10	Score 0		Score 8	Score 5	Score 2				
D		Supporting	Evidence/C	Comments:							
	8								Υ	Ρ	N
	0		monto in r	laca ta ana		a concultat	lion with a		-	F	IN
I		safety and h				g consultat		ontractors or	ו		
0		Yes	No	PARTIAL	А	В	C	Total score			
		Score 10	Score 0		Score 8	Score 5	Score 2				
D		Supporting	Evidence/C	Comments:							
	9								Υ	Ρ	Ν
		Are arrange	ments in n	lace to ens		ration hetv	veen contr	actors?	-	-	
T		Yes	No			B		Total score			
		Score 10	Score 0	PARTIAL	Score 8	Score 5	Score 2				
0		Supporting			000.00	000.00	000.01				
_				omments							
D		Supporting	Evidence/C	comments:							
D		Supporting	Evidence/C	comments:							
				Lomments:						D	N
D	10						king on cit		Y	P	N
	10	Are safety s	tatements	available f					Y	P	N
D [] []	10	Are safety s	statements No		А	В	C	e? Total score	Y	P	N
	10	Are safety s	s tatements No Score 0	available f PARTIAL					Y	Р	N
I	10	Are safety s	s tatements No Score 0	available f PARTIAL	А	В	C		Y	Р	N
I	10	Are safety s	s tatements No Score 0	available f PARTIAL	А	В	C		Y	Р	N
I		Are safety s Yes Score 10 Supporting	s tatements No Score 0	available f PARTIAL	А	В	C			-	
I	10 	Are safety s Yes Score 10 Supporting	No Score 0 Evidence/C	available f PARTIAL Comments:	A Score 8	B Score 5	C Score 2	Total score	Y	P	N
I O D		Are safety s Yes Score 10 Supporting Is the contr	No Score 0 Evidence/C	available f PARTIAL Comments:	A Score 8 nent broug	B Score 5 ht to the at	C Score 2		Y	-	
I		Are safety s Yes Score 10 Supporting Is the contr be affected	No Score 0 Evidence/C	available f PARTIAL Comments:	A Score 8 nent broug ile working	B Score 5 ht to the at on the pre	C Score 2	Total score	Y	-	
I O D		Are safety s Yes Score 10 Supporting Is the contr	No Score 0 Evidence/C	available f PARTIAL Comments:	A Score 8 nent broug	B Score 5 ht to the at	C Score 2	Total score	Y	-	
I O D		Are safety s Yes Score 10 Supporting Is the contr be affected Yes Score 10	statements No Score 0 Evidence/C actor(s) sa by their ac No Score 0	available f PARTIAL Comments:	A Score 8 nent broug ile working A	B Score 5 ht to the at on the pre	C Score 2	Total score	Y	-	
I O D I O		Are safety s Yes Score 10 Supporting Is the contr be affected Yes	statements No Score 0 Evidence/C actor(s) sa by their ac No Score 0	available f PARTIAL Comments:	A Score 8 nent broug ile working A	B Score 5 ht to the at on the pre	C Score 2	Total score	Y	-	
I O D I O	11 11	Are safety s Yes Score 10 Supporting Is the contr be affected Yes Score 10 Supporting	statements No Score 0 Evidence/C actor(s) sa by their ac No Score 0	available f PARTIAL Comments:	A Score 8 nent broug ile working A	B Score 5 ht to the at on the pre	C Score 2	Total score	Y	P	N
I O D I O		Are safety s Yes Score 10 Supporting Is the contr be affected Yes Score 10 Supporting	statements No Score 0 Evidence/C actor(s) sa by their ac No Score 0 Evidence/C	available f PARTIAL Comments: afety stater tivities wh PARTIAL Comments:	A Score 8 nent broug ile working A Score 8	B Score 5 ht to the at on the pre B Score 5	C Score 2 ttention of mises? C Score 2	Total score all who may Total score	Y	-	
I O D I D	11 11	Are safety s Yes Score 10 Supporting Is the contr be affected Yes Score 10 Supporting	statements No Score 0 Evidence/C actor(s) sa by their ac No Score 0 Evidence/C	available f PARTIAL Comments: afety staten tivities wh PARTIAL Comments: of the organ	A Score 8 nent broug ile working A Score 8	B Score 5 ht to the at on the pre B Score 5	C Score 2	Total score all who may Total score ment	Y	P	N
I O D I O	11 11	Are safety s Yes Score 10 Supporting Is the contr be affected Yes Score 10 Supporting Are relevant brought to t	statements No Score 0 Evidence/C actor(s) sa by their ac No Score 0 Evidence/C Evidence/C	available f PARTIAL Comments: afety staten tivities wh PARTIAL Comments: of the organon of contra	A Score 8 nent broug ile working A Score 8	B Score 5 ht to the at on the pre B Score 5 Score 5	C Score 2 ttention of mises? C Score 2 ealth state king on sit	Total score all who may Total score Total score ement e?	Y	P	N
I O D I D	11 11	Are safety s Yes Score 10 Supporting Is the contr be affected Yes Score 10 Supporting	statements No Score 0 Evidence/C actor(s) sa by their ac No Score 0 Evidence/C	available f PARTIAL Comments: afety staten tivities wh PARTIAL Comments: of the organ	A Score 8 nent broug ile working A Score 8	B Score 5 ht to the at on the pre B Score 5	C Score 2	Total score all who may Total score ment	Y	P	N
I O D I O D	11 11	Are safety s Yes Score 10 Supporting Is the contr be affected Yes Score 10 Supporting Are relevant Yes Score 10 Supporting	statements No Score 0 Evidence/C actor(s) sa by their ac No Score 0 Evidence/C t sections of the attention No Score 0	available f PARTIAL Comments: afety stater tivities wh PARTIAL Comments: of the organ of contra PARTIAL	A Score 8 nent broug ile working A Score 8 nisations sa actors and A	B Score 5 ht to the at on the pre B Score 5 Afety and h others wor	C Score 2 ttention of emises? C Score 2 Score 2	Total score all who may Total score Total score ement e?	Y	P	N
I O D I I I I	11 11	Are safety s Yes Score 10 Supporting Is the contr be affected Yes Score 10 Supporting Are relevant brought to t Yes	statements No Score 0 Evidence/C actor(s) sa by their ac No Score 0 Evidence/C t sections of the attention No Score 0	available f PARTIAL Comments: afety stater tivities wh PARTIAL Comments: of the organ of contra PARTIAL	A Score 8 nent broug ile working A Score 8 nisations sa actors and A	B Score 5 ht to the at on the pre B Score 5 Afety and h others wor	C Score 2 ttention of emises? C Score 2 Score 2	Total score all who may Total score Total score ement e?	Y	P	N

	13								Υ	Ρ	N
I		Are relevan brought to relief staff?	the attention								
0		Yes	No	PARTIAL	A	В	C	Total score			
_		Score 10	Score 0		Score 8	Score 5	Score 2				
D	$ \Box $	Supporting	Evidence/0	Comments:		•	•	•			
		5	,								
	14								Υ	Ρ	Ν
I		Are arrange involving co			e reporting	and reviev	ving of inci	dents			
0		Yes	No	PARTIAL	А	В	С	Total score			
		Score 10	Score 0		Score 8	Score 5	Score 2				

D Supporting Evidence/Comments:

	15								Υ	Ρ	Ν
		Are relevan	it employee	es notified t	that a cont	ractor is co	ming on si	te?			
I		Yes	No	PARTIAL	A	В	C	Total score			
0		Score 10	Score 0		Score 8	Score 5	Score 2				
		Supporting	Evidence/0	Comments:							
D											

CRITERION 11 REPORT FORM

Criterion 11: Co-operation and Co-ordination with Contractors

Where the employees of two of more employers share the workplace or where the workplace is used by others, there is demonstrable evidence of co-operation on, and co-ordination of safety and health measures.

Summary of Documentation Audited and Referenced

Summary of Main Findings of the Audit

Compliance in the area

Non-compliance in the area

IMPLEMENTATION AND OPERATION

CRITERION 12: SAFETY, HEALTH AND WELFARE PROCEDURES

Individual directorates, departments and services have documented risk assessments supported by relevant systems of work and procedures, which address their own specific safety, health and welfare concerns, and implement the organisation's overall procedures.

REFERENCE APPENDIX 1 OF GUIDANCE DOCUMENT: Other Key References: The Safety, Health and Welfare at Work Act 2005⁴, Guide to the Safety, Health and Welfare at Work Act 2005⁵

	1								Υ	Ρ	Ν
I		Is there a s	ystem in p	lace to pro	duce and m	anage poli	cies and pr	ocedures?			
1		Yes	No	PARTIAL	A	В	С	Total score			
0		Score 10	Score 0		Score 8	Score 5	Score 2				
D		Supporting	Evidence/C	Comments:			•				
	2								Υ	Ρ	N
I		Are relevan procedures		es involved	in the deve	elopment of	f the polici	es and			
		Yes	No	PARTIAL	A	В	С	Total score			
0		Score 10	Score 0		Score 8	Score 5	Score 2				
D		Supporting	Evidence/0	Comments:							
	3								Y	Ρ	N
		Are there a	dequate po	licies in pla	ace for the	followina?	(This is a r	non			
		exhaustive				j	(
		 select 	tion of pers	sonal prote	ctive equip	ment					
		• mana	gement of	moving an	d handling						
		• pregr	ant worke	rs	-						
		• use o	f hazardou	s chemical	s						
		infect	tion contro	I							
I				alth service	es						
1		• clean									
0			gical agent	c							
D		-	nogens								
		• trans	-								
			ting of inci	dents							
		Yes	No	PARTIAL	Α	В	С	Total score			
		Score 10	Score 0	PARTIAL	Score 8	Score 5	Score 2	Total score			
		Supporting		Commente:		50010 5					
		Supporting		Lonnients.							

	4								Υ	Ρ	N
		Are policies	s and proce	dures brou	ght to the a	attention of	f relevant e	employees?			
I		Yes	No	PARTIAL	А	В	С	Total score			
0		Score 10	Score 0		Score 8	Score 5	Score 2				
		Supporting	Evidence/0	Comments:							
D											

	5								Υ	Ρ	Ν
		Are policies	and proce	dures revie	wed?						
I		Yes	No	PARTIAL	А	В	С	Total score			
0		Score 10	Score 0		Score 8	Score 5	Score 2				
		Supporting	Evidence/0	Comments:							
D											

	6								Y	Ρ	Ν
		Where requ	iired, are p	olicies and	procedures	s updated a	fter reviev	v?			
I		Yes	No	PARTIAL	А	В	С	Total score			
0		Score 10	Score 0		Score 8	Score 5	Score 2				
		Supporting	Evidence/0	Comments:							
D											

CRITERION 12 REPORT FORM

Criterion 12: Safety, Health and Welfare Procedures

Individual directorates, departments and services have documented risk assessments supported by relevant systems of work and procedures, which address their own specific safety, health and welfare concerns, and implement the organisation's overall procedures.

Summary of Documentation Audited and Referenced

Summary of Main Findings of the Audit

Compliance in the area

Non-compliance in the area

IMPLEMENTATION AND OPERATION

CRITERION 13: OCCUPATIONAL HEALTH SERVICES

Employees should have access to comprehensive and competent occupational health services.

REFERENCE APPENDIX 1 OF GUIDANCE DOCUMENT: Other Key References:

	1							Υ	Ρ	N
I		Is there a policy in re (OHS)?	lation to the	e provision	of occupat	ional healt	h services			
		Yes No	PARTIAL	А	В	С	Total score			
0		Score 10 Score 0		Score 8	Score 5	Score 2				
D		Supporting Evidence/	Comments:							
	2							Y	Ρ	N
<u>-</u>		Are occupational heal	th services	available?						
I	$ \Box $	Yes No	PARTIAL	A	В	С	Total score			
0		Score 10 Score 0		Score 8	Score 5	Score 2				
D		Supporting Evidence/	Comments:							
	3							Υ	Ρ	Ν
		Do all employees hav	e access to	occupation	al health s	ervices who	ere			
I		appropriate?		•						
		Yes No	PARTIAL	A	В	С	Total score			
0	$ \Box $	Score 10 Score 0	-	Score 8	Score 5	Score 2				
D		Supporting Evidence/	Comments:			1				
	4							Y	Ρ	N
		Is appropriate pre em	ployment s	creening av	vailable to	employees	?			
I		Yes No	PARTIAL	A	В	C	Total score			
0		Score 10 Score 0		Score 8	Score 5	Score 2				
		Supporting Evidence/	Comments:							
D										
	E									
	5							Y	Ρ	Ν
	5	Is there a programme	e in place fo	r the rehab	ilitation of	employees	;?	Y	Ρ	N
I	5	Is there a programme	-	r the rehab	ilitation of	employees	? Total score	Y	Ρ	N
			e in place fo					Y	Ρ	N
I O		YesNoScore 10Score 0	PARTIAL	А	В	C		Y	Ρ	N
		Yes No	PARTIAL	А	В	C		Y	Ρ	N
0		YesNoScore 10Score 0	PARTIAL	А	В	C		Y	Ρ	N
0	5 	YesNoScore 10Score 0	PARTIAL	А	В	C		Y	P	N
0 D		Yes No Score 10 Score 0 Supporting Evidence/ Does the OHS advise	PARTIAL Comments:	A Score 8	B Score 5	C Score 2	Total score			
0		Yes No Score 10 Score 0 Supporting Evidence/ Does the OHS advise returning to work?	PARTIAL Comments:	A Score 8 tions to a j	B Score 5 ob to facili	C Score 2	Total score			
0 D		Yes No Score 10 Score 0 Supporting Evidence/ Does the OHS advise returning to work? Yes No	PARTIAL Comments:	A Score 8 tions to a j	B Score 5 ob to facili B	C Score 2 tate an em	Total score			
0 D I 0		Yes No Score 10 Score 0 Supporting Evidence/ Does the OHS advise returning to work? Yes No Score 10 Score 0	PARTIAL Comments: on modifica PARTIAL PARTIAL	A Score 8 tions to a j	B Score 5 ob to facili	C Score 2	Total score			
O D I		Yes No Score 10 Score 0 Supporting Evidence/ Does the OHS advise returning to work? Yes No	PARTIAL Comments: on modifica PARTIAL PARTIAL	A Score 8 tions to a j	B Score 5 ob to facili B	C Score 2 tate an em	Total score			

	7								Υ	Ρ	N
		Is the requ	irement for	[.] health sur	veillance io	lentified th	rough risk	assessment?			
Ι		Yes	No	PARTIAL	Α	В	С	Total score			
0		Score 10	Score 0		Score 8	Score 5	Score 2				
		Supporting	Evidence/C	Comments:							
D											

	8								Υ	Ρ	N
		Does the or	rganisation	have speci	fic objectiv	es and targ	gets for the	OHS?			
I		Yes	No	PARTIAL	A	В	C	Total score			
0		Score 10	Score 0		Score 8	Score 5	Score 2				
		Supporting	Evidence/0	Comments:							
D											

	9								Υ	Ρ	Ν
		Are there c	lear lines o	f accountal	oility for th	e OHS?					
I		Yes	No	PARTIAL	A	В	С	Total score			
0		Score 10	Score 0		Score 8	Score 5	Score 2				
		Supporting	Evidence/0	Comments:							
D											

	10								Υ	Ρ	Ν
		Is the servi	ce availabl	e during no	ormal work	ing hours?					
I		Yes	No	PARTIAL	А	В	С	Total score			
0		Score 10	Score 0		Score 8	Score 5	Score 2				
		Supporting	Evidence/0	Comments:							
D											

	11								Υ	Ρ	Ν
		Is the serv	ice availabl	e outside n	ormal wor	king hours?					
I		Yes	No	PARTIAL	А	В	С	Total score			
0		Score 10	Score 0		Score 8	Score 5	Score 2				
		Supporting	Evidence/0	Comments:							
D											

	12								Y	Ρ	N
		Are approp	riate facilit	ies in place	for the pro	ovision of t	he OHS?				
I		Yes	No	PARTIAL	А	В	С	Total score			
0		Score 10	Score 0		Score 8	Score 5	Score 2				
		Supporting	Evidence/0	Comments:							
D											

							Y	Ρ	N
		on hazard io	dentificatio	n and risk a	assessmen	t where			
Yes	No	PARTIAL	A	В	С	Total score			
Score 10	Score 0		Score 8	Score 5	Score 2				
Supporting Evidence/Comments:									
	appropriateYesScore 10	Yes No Score 10 Score 0	Yes No PARTIAL Score 10 Score 0	appropriate? Yes No PARTIAL A Score 10 Score 0 Score 8	appropriate?YesNoPARTIALABScore 10Score 0Score 8Score 5	appropriate?YesNoPARTIALABCScore 10Score 0Score 8Score 5Score 2	YesNoPARTIALABCTotal scoreScore 10Score 0Score 8Score 5Score 2	appropriate?YesNoPARTIALABCTotal scoreScore 10Score 0Score 8Score 5Score 2	appropriate? Yes No PARTIAL A B C Total score Score 10 Score 0 Score 8 Score 5 Score 2 Image: Colored colo

SAFETY AND HEALTH AUDIT TOOL FOR THE HEALTHCARE SECTOR

	14								Υ	Ρ	Ν
		Does the O	HS advise o	on fitness f	or work?						
I		Yes	No	PARTIAL	А	В	С	Total score			
0		Score 10	Score 0		Score 8	Score 5	Score 2				
		Supporting	Evidence/0	Comments:							
D											

	15								Υ	Ρ	Ν
		Does the O	HS particip	ate in relev	ant commi	ttees where	e appropria	ite?			
I		Yes	No	PARTIAL	A	В	С	Total score			
0		Score 10	Score 0		Score 8	Score 5	Score 2				
		Supporting	Evidence/0	Comments:							
D											

	16								Υ	Ρ	Ν
I		Does the Ol safety and						ntative			
		Yes	No	PARTIAL	А	В	С	Total score			
0		Score 10	Score 0		Score 8	Score 5	Score 2				
D		Supporting	Evidence/0	Comments:		•					

	17								Υ	Ρ	Ν
		Does the O	HS have ac	cess to em	ployee acci	dent and ill	health red	ords?			
		Yes	No	PARTIAL	A	В	С	Total score			
0		Score 10	Score 0		Score 8	Score 5	Score 2				
		Supporting	Evidence/0	Comments:							
D											
	10									-	
	18								Y	Ρ	N
		Is there a f	ormal revie	ew of the e	ffectivenes	s of OHS?					

	Is there a f	ormal revie	ew of the ef	ffectivenes	s of OHS?			
I	Yes	No	PARTIAL	А	В	С	Total score	
0	Score 10	Score 0		Score 8	Score 5	Score 2		
	Supporting	Evidence/C	Comments:					
D								

CRITERION 13 REPORT FORM

Criterion 13: Occupational Health Services

Employees should have access to comprehensive and competent occupational health services.

Summary of Documentation Audited and Referenced

Summary of Main Findings of the Audit

Compliance in the area

Non-compliance in the area

IMPLEMENTATION AND OPERATION

CRITERION 14: EMERGENCY PLANS

Emergency plans are in place to address all situations that pose serious or imminent danger.

REFERENCE APPENDIX 1 OF GUIDANCE DOCUMENT:

Other Key References: Fire Services Act 1981⁶, Code of Practice for Fire Safety in Nursing Homes¹⁰

	1						Y	Ρ	Ν
I		Are competent persons appo plans?	inted to overse	e the devel	opment of	emergency			
		Yes No PART	AL A	В	С	Total score			
0		Score 10 Score 0	Score 8	Score 5	Score 2				
D		Supporting Evidence/Comme	nts:						
	2						Y	Ρ	Ν
		Are there emergency plans in	n place?						
Ι		Yes No PART	AL A	В	С	Total score			
0		Score 10 Score 0	Score 8	Score 5	Score 2				
D		Supporting Evidence/Comme	nts:						
	3						Y	Ρ	N
		Are emergency plans commu	nicated to emp	olovees?			-		
Ι		Yes No PART		В	С	Total score			
		Score 10 Score 0	Score 8	Score 5	Score 2				
0		Supporting Evidence/Comme	nts:	1		11			
D									
	4						Y	Ρ	Ν
I		Are competent persons nomi plans?	nated and train	ned to imple	ement eme	rgency			
		Yes No PART	AL A	В	С	Total score			
0		Score 10 Score 0	Score 8	Score 5	Score 2				
D		Supporting Evidence/Comme	nts:	•					
	5						Y	Ρ	N
	Э						T	P	
I		Does management evaluate	the effectivene	ss of the en	nergency p	lans?			
1		Yes No PART		В	С	Total score			
0		Score 10 Score 0	Score 8	Score 5	Score 2				
D		Supporting Evidence/Comme	nts:						

	6							Υ	Ρ	N
I O D	6 	Are suitable and effect events of serious or in fire water – no mail flooding power cut – ele transportation burglary (vacar outbreak of illn service user ab major incident Yes No Score 10 Score 0	mminent da ns supply ctricity nt/occupied ess e.g. win sconding of challengi	nger? (This house) iter vomitir	s is a non e ng bug, foo	xhaustive	list):	Y	P	N
		Supporting Evidence/	Comments:							
	7							Υ	Ρ	N
		Have a sufficient num								
Ι		to implement procedu	-		•	-	-			
0		YesNoScore 10Score 0	PARTIAL	A Score 8	B Score 5	C Score 2	Total score			
D		Supporting Evidence/	Comments:							
	8							Υ	Ρ	N
		Is there liaison with t	he local fire	e authority	in relation	to the fire	safety plan?	_	-	
Ι		Yes No	PARTIAL	A	В	С	Total score			
0		Score 10 Score 0	1	Score 8	Score 5	Score 2				
D		Supporting Evidence/	Comments:							
	9							Υ	Ρ	N
	9	Are the emergency pl	ans tested (periodically	?			-		
Ι		Yes No	PARTIAL	A	В	С	Total score			
0		Score 10 Score 0	1	Score 8	Score 5	Score 2				
D		Supporting Evidence/	Comments:							
	10							V	P	
	10	Are there adequate fi	rst-aid arra	ngements i	n place?			Y	Ρ	N
Ι		Yes No	PARTIAL	A	В	С	Total score			
0		Score 10 Score 0		Score 8	Score 5	Score 2				
-		Supporting Evidence/	Comments:							
D	$ \Box $									
	11							Y	Ρ	N
Ι		Are all employees aw aid, including the loca								
_		Yes No	PARTIAL	A	В	С	Total score			
0		Score 10 Score 0	Commente	Score 8	Score 5	Score 2				
		Supporting Evidence/	comments:							
D	$ \Box $									

CRITERION 14 REPORT FORM

Criterion 14: Emergency Plans

Emergency plans are in place to address all situations that pose serious or imminent danger.

Summary of Documentation Audited and Referenced

Summary of Main Findings of the Audit

Compliance in the area

Non-compliance in the area

IMPLEMENTATION AND OPERATION

CRITERION 15: ADVERSE EVENTS, NEAR MISSES AND ILL HEALTH OCCURRENCES

Adverse events and near misses, including injuries, ill health, diseases and dangerous occurrences, are dealt with in accordance with the processes contained within the organisation's policies and procedures.

Any event or circumstance, which could have or did lead to actual or possible personal injury, personal harm, property damage or loss can be defined as an Adverse Event.

REFERENCE APPENDIX 1 OF GUIDANCE DOCUMENT:

Other Key References: The Safety, Health and Welfare at Work Act 2005⁴, Guide to the Safety, Health and Welfare at Work Act 2005⁵

	1								Υ	Ρ	Ν
Ι		Is there a p misses?	olicy and p	orocedure i	n place for	reporting in	ncidents an	nd near			
1		Yes	No	PARTIAL	А	В	С	Total score			
0		Score 10	Score 0	FARTIAL	Score 8	Score 5	Score 2				
D		Supporting	Evidence/C	Comments:							
	2								Υ	Ρ	Ν
		Is there an	effective s	ystem in pl	ace for rev	iewing inci	dents and r	near misses?	?		
Ι		Yes	No	PARTIAL	А	В	С	Total score			
0		Score 10	Score 0		Score 8	Score 5	Score 2				
-		Supporting	Evidence/C	Comments:							
D											
	3	-							Y	Ρ	Ν
т		Is safety an plan?	id health e	ffectively in	ntegrated in	ito the orga	anisations	strategic			
Ι		Yes	No	DADTIAL	Α	В	С	Total score			
0		Score 10	Score 0	PARTIAL	Score 8	Score 5	Score 2	Total score			
D		Supporting		Comments:			000.01				
_		e apper any									
	4								Υ	Р	N
									-	•	
Ι					-			to the HSA?			
0		Yes Score 10	No Score 0	PARTIAL	A Score 8	B Casing F	C Casera 2	Total score			
0				`ommonto.	Score 8	Score 5	Score 2				
D		Supporting	Evidence/C	comments:							
	5								Υ	Ρ	Ν
-		Are trend a	nalysis con	pleted on	injuries/ill	health abso	ence?				
Ι		Yes	No	PARTIAL	A	В	С	Total score			
0		Score 10	Score 0		Score 8	Score 5	Score 2				
D		Supporting	Evidence/C	Comments:							
U											

CRITERION 15 REPORT FORM

Criterion 15: Adverse Events, Near Misses and Ill Health Occurrences

Adverse events and near misses, including injuries, ill health, diseases and dangerous occurrences, are dealt with in accordance with the processes contained within the organisation's policies and procedures.

Any event or circumstance, which could have or did lead to actual or possible personal injury or illness, personal harm, property damage or loss can be defined as an Adverse Event

Summary of Documentation Audited and Referenced

Summary of Main Findings of the Audit

Compliance in the area

Non-compliance in the area

MEASURING PERFORMANCE

CRITERION 16: KEY PERFORMANCE INDICATORS

Key performance indicators capable of showing improvements in safety, health, welfare management and/or providing early warning of risk are used at all levels of the organisation, and efficacy and usefulness of the indicators is reviewed regularly.

REFERENCE APPENDIX 1 OF GUIDANCE DOCUMENT: Other Key References:

	1							Y	Ρ	Ν
I		Does management monitor safety and			formance in	ndicators ir	n place to			
0		Yes No	PARTIAL	A	В	C	Total score			
		Score 10 Score 0		Score 8	Score 5	Score 2				
D		Supporting Evidence	e/Comments:							
	2							Υ	Ρ	Ν
I		Are the safety and l Attainable, Relevan			es SMART	(Specific, N	leasureable,			
0		Yes No	PARTIAL	A	В	С	Total score			
		Score 10 Score 0		Score 8	Score 5	Score 2				
D		Supporting Evidence	e/Comments:							
	3							Υ	Ρ	Ν
I		Is there a system ir indicators?	place to eva	luate the e	ffectivenes	s of perfori	mance			
0		Yes No	PARTIAL	A	В	C	Total score			
		Score 10 Score 0		Score 8	Score 5	Score 2				
D		Supporting Evidence	e/Comments:							
	4							Υ	Ρ	Ν
I		Does the organisati goals and objective		ts progress	towards th	ne safety ai	nd health			
0		Yes No	PARTIAL	A	В	C	Total score			
		Score 10 Score 0		Score 8	Score 5	Score 2				
D		Supporting Evidence	e/Comments:							

	5								Y	Ρ	Ν
		Is there e exhaustive	vidence that e list):	key indica	tors are be	ing used? (This is a n	on			
		• per	centage of a	ttendance a	at mandato	ry training					
			centage of a ointment	ttendees at	induction	training wi	thin one m	onth of			
1			centage of eigrammes inc					aining			
		• per	entage of m	anagers tr	ained in ris	k assessme	ent process	5			
			ber of 3 day	incidents	expressed	as a percer	ntage of to	tal incidents			
		and	ber of incid members of orted					ontractors tal incidents			
I			ber of incider of incider of the second s					expressed as			
0		• tren	ds in incide	nts							
D			ber of proac centage of to								
		tota che	iber of mand I number re- mical agents se etc.	quired, e.g.	. manual ha	ndling, dis	, play screer	n equipment,			
		and	centage of co risk assessr centage of to	nent proce	ss) implem	ented, repr	esented as				
		Yes	No	PARTIAL	A	В	С	Total score			
		Score 10	Score 0		Score 8	Score 5	Score 2				
		Supporting	g Evidence/(Comments:							

CRITERION 16 REPORT FORM

Criterion 16: Key Performance Indicators

Key performance indicators capable of showing improvements in safety, health, welfare management and/or providing early warning of risk are used at all levels of the organisation, and efficacy and usefulness of the indicators is reviewed regularly.

Summary of Documentation Audited and Referenced

Summary of Main Findings of the Audit

Compliance in the area

Non-compliance in the area

REVIEWING PERFORMANCE

CRITERION 17: REVIEWING PERFORMANCE

The safety and health management system is monitored and reviewed in order to make continuous improvements to the effectiveness of the system.

REFERENCE APPENDIX 1 OF GUIDANCE DOCUMENT:

Other Key References: Safety, Health and Welfare at Work Act 2005⁴, Guide to the Safety, Health and Welfare at Work Act 2005⁵

	1								Υ	Ρ	Ν
Ι		Is there a f health man			e for the pe	eriodic revie	ew of the s	afety and			
		Yes	No	PARTIAL	A	В	С	Total score			
		Score 10	Score 0		Score 8	Score 5	Score 2				
D		Supporting	Evidence/0	Comments:							

	2								Υ	Ρ	N
т		Does the re system?	eview cover	all key ele	ments of t	ne safety a	nd health n	nanagement			
1		-	NL-		•			Tatal			
\cap		Yes	No	PARTIAL	A	В	C	Total score			
		Score 10	Score 0		Score 8	Score 5	Score 2				
D		Supporting	Evidence/0	Comments:							

	3								Υ	Ρ	Ν
		Does the re			d health ma	nagement	system inv	volve all			
I		appropriate	e personnel	?							
		Yes	No	PARTIAL	A	В	С	Total score			
0		Score 10	Score 0		Score 8	Score 5	Score 2				
D		Supporting	Evidence/C	Comments:	•		•				

	4								Υ	Ρ	Ν
I		Is there ev recomment						the			
		Yes	No	PARTIAL	A	В	C	Total score			
0		Score 10	Score 0		Score 8	Score 5	Score 2				
D		Supporting	Evidence/0	Comments:							
	5								Υ	Ρ	N

								-	-	
_	Are review	meetings o	locumented	!?						
	Yes	No	PARTIAL	A	В	С	Total score			
0	Score 10	Score 0		Score 8	Score 5	Score 2				
	Supporting	Evidence/C	Comments:							
D										

	6								Υ	Ρ	Ν
		Are arrange	ements in p	lace for on	going revie	w of the ri	sk assessn	nent			
I		process?									
0		Yes	No	PARTIAL	А	В	С	Total score			
		Score 10	Score 0		Score 8	Score 5	Score 2				
D		Supporting	Evidence/0	Comments:							
	7								Υ	Ρ	Ν
		Is safety an	nd health p	erformance	measured	against int	ternal key	performance			
I		indicators?	-			-	-	-			

0	Yes	No	PARTIAL	А	В	С	Total score
	Score 10	Score 0		Score 8	Score 5	Score 2	
D	Supporting	Evidence/C	Comments:				

CRITERION 17 REPORT FORM

Criterion 17: Reviewing Performance

The safety and health management system is monitored and reviewed in order to make continuous improvements to the effectiveness of the system.

Summary of Documentation Audited and Referenced

Summary of Main Findings of the Audit

Compliance in the area

Non-compliance in the area

AUDITING

CRITERION 18: AUDIT

The Chief Executive, or his/her designate, seeks independent assurance that an appropriate and effective system of managing safety, health and welfare is in place and that the necessary level of controls and monitoring are being implemented.

REFERENCE APPENDIX 1 OF GUIDANCE DOCUMENT:

Other Key References: The Report of the Advisory Committee on Health Services 2001¹¹

	1						Υ	Ρ	N
		Does the organisation have a	system in pla	ce for perfo	rming safe	ty and			
I		health audits?							
0		Yes No PARTIA		В	C	Total score			
		Score 10 Score 0	Score 8	Score 5	Score 2				
D		Supporting Evidence/Commer	its:						
	2						Υ	Ρ	Ν
<u> </u>		Is there a safety and health a	udit schedule	in place?					
I		Yes No PARTIA		В	С	Total score			
		Score 10 Score 0	Score 8	Score 5	Score 2				
0	$ \Box $	Supporting Evidence/Commer	nts:						
D									
	3						Υ	Р	N
<u> </u>	5	Have appropriate employees	haan trained a	omnotontly	to corru in	tornal	•	F	
I		audits?		ompetentiy		iternar			
1		Yes No PARTIA		В	С	Total score			
0		Score 10 Score 0	Score 8	Score 5	Score 2				
D		Supporting Evidence/Commer				1			
							24		
	4						Y	Ρ	N
	4	Are external audits carried ou	t by compete	nt persons?			Y	Ρ	N
I	4	Are external audits carried ou Yes No PARTIA		nt persons?	C	Total score	Y	Р	N
I O	4	· · · · · · · · · · · · · · · · · · ·		-		Total score	Y	Р	N
0	4	Yes No PARTIA	AL A Score 8	B	С	Total score	Y	Ρ	N
	4	YesNoPARTIAScore 10Score 0	AL A Score 8	B	С	Total score	Y	Ρ	N
0		Yes No PARTIA Score 10 Score 0	AL A Score 8	B	С	Total score		-	
0	4 □ □	Yes No PARTIA Score 10 Score 0	AL A Score 8	B	С	Total score	Y	P	N
0 D		Yes No PARTIA Score 10 Score 0	AL A Score 8	B	С	Total score		-	
0		YesNoPARTIAScore 10Score 0Supporting Evidence/Commer	AL A Score 8 hts: ts recorded?	B	С	Total score		-	
0 D		Yes No PARTIA Score 10 Score 0 Partia Supporting Evidence/Commer Partia	AL A Score 8 hts: ts recorded?	B Score 5	C Score 2			-	
O D I O		Yes No PARTIA Score 10 Score 0 Supporting Evidence/Commer Are the findings of these audi Yes No	AL A Score 8 hts: ts recorded? AL A Score 8	B Score 5	C Score 2 C			-	
O D I		Yes No PARTIA Score 10 Score 0 Score 10 Supporting Evidence/Commer Are the findings of these audit Yes No Score 10 Score 0	AL A Score 8 hts: ts recorded? AL A Score 8	B Score 5	C Score 2 C			-	
O D I O		Yes No PARTIA Score 10 Score 0 Score 10 Supporting Evidence/Commer Are the findings of these audit Yes No Score 10 Score 0	AL A Score 8 hts: ts recorded? AL A Score 8	B Score 5	C Score 2 C			-	
O D I O		Yes No PARTIA Score 10 Score 0 Score 10 Supporting Evidence/Commer Are the findings of these audit Yes No Score 10 Score 0	AL A Score 8 hts: ts recorded? AL A Score 8	B Score 5	C Score 2 C			-	
O D I O	5 0	Yes No PARTIA Score 10 Score 0 Score 10 Supporting Evidence/Commer Are the findings of these audi Yes No Score 10 Score 0 Supporting Evidence/Commer	AL A Score 8 hts: ts recorded? AL A Score 8 hts:	B Score 5 B Score 5	C Score 2 C Score 2	Total score	Y	P	N
O D I O	5 0	Yes No PARTIA Score 10 Score 0 Score 10 Supporting Evidence/Commer Are the findings of these audi Yes No Yes No Score 10 Score 0 Supporting Evidence/Commer Supporting Evidence/Commer Are follow up actions of the a	AL A Score 8 hts: ts recorded? AL A Score 8 hts: udit signed of	B Score 5 B Score 5	C Score 2 C Score 2	Total score	Y	P	N
O D I D D	5 0	Yes No PARTIA Score 10 Score 0 Score 0 Supporting Evidence/Commer Are the findings of these audions Yes No Yes No Score 10 Score 0 Supporting Evidence/Commer Supporting Evidence/Commer Are follow up actions of the and the angles Yes No Yes No	AL A Score 8 Its: ts recorded? AL A Score 8 Its: udit signed of	B Score 5 B Score 5 f by an app B	C Score 2 C Score 2	Total score	Y	P	N
O D I D	5 0	Yes No PARTIA Score 10 Score 0 Score 0 Supporting Evidence/Commer Are the findings of these audi Yes No Score 10 Score 0 Supporting Evidence/Commer Score 10 Score 0 Supporting Evidence/Commer Are follow up actions of the a Yes No PARTIA	AL A Score 8 hts: ts recorded? AL A Score 8 hts: udit signed of AL A Score 8	B Score 5 B Score 5	C Score 2 C Score 2	Total score	Y	P	N
O D I D D	5 0	Yes No PARTIA Score 10 Score 0 Score 0 Supporting Evidence/Commer Are the findings of these audions Yes No Yes No Score 10 Score 0 Supporting Evidence/Commer Supporting Evidence/Commer Are follow up actions of the and the angles Yes No Yes No	AL A Score 8 hts: ts recorded? AL A Score 8 hts: udit signed of AL A Score 8	B Score 5 B Score 5 f by an app B	C Score 2 C Score 2	Total score	Y	P	N

	7								Υ	Ρ	Ν
I		Does the an health man			y appraise	the key ele	ments of t	he safety and			
0		Yes	No	PARTIAL	A	В	С	Total score			
		Score 10	Score 0		Score 8	Score 5	Score 2				
D		Supporting	Evidence/C	Comments:							
	8								Y	Ρ	Ν
I		Are the res stakeholde				manageme	nt and rele	vant			
0		Yes	No	PARTIAL	A	В	С	Total score			
		Score 10	Score 0		Score 8	Score 5	Score 2				
D		Supporting	Evidence/C	Comments:							
	9								Y	Ρ	Ν
I		Is there a s an audit ar			ure that the	e corrective	e actions re	esulting from			
0		Yes	No	PARTIAL	A	В	С	Total score			
		Score 10	Score 0		Score 8	Score 5	Score 2				
D		Supporting	Evidence/0	Comments:							

CRITERION 18 REPORT FORM

Criterion 18: Audit

The Chief Executive, or his/her designate, seeks independent assurance that an appropriate and effective system of managing safety, health and welfare is in place and that the necessary level of controls and monitoring are being implemented.

Summary of Documentation Audited and Referenced

Summary of Main Findings of the Audit

Compliance in the area

Non-compliance in the area

APPENDIX 1 QUALITY IMPROVEMENT ACTION PLAN

Criterion	Area of Non Compliance	Corrective Action to be Taken	Responsible Person	Timeframe	Review of Implementation of Action
Criterion 1					
Criterion 2					
Criterion 3					
Criterion 4					
Criterion 5					
Criterion 6					
Criterion 7					
Criterion 8					
Criterion 9					

APPENDIX 1 (continued)

Criterion	Area of Non Compliance	Corrective Action to be Taken	Responsible Person	Timeframe	Review of Implementation of Action
Criterion 10					
Criterion 11					
Criterion 12					
Criterion 13					
Criterion 14					
Criterion 15					
Criterion 16					
Criterion 17					
Criterion 18					

QUALITY IMPROVEMENT ACTION PLAN

APPENDIX 2

CRITERION SCORING SUMMARY SHEET

Criterion	Actual Criterion Score (AC)	Maximum Criterion Score (MC) Total Number of Questions x Maximum Score (10)	Criterion Score as a percentage (AC/MC x 100/1)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
Overall Audit Score			

APPENDIX 3 AUDITORS NOTES

REFERENCES

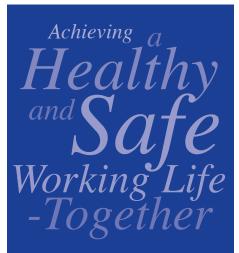
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A comprehensive list of up to date safety and health legislation can be accessed at the Health and Safety Authority's website at:

www.hsa.ie

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ISBN 1-84496-045-5