

**Part 25**

**AUDITING  
AND  
MAJOR REVIEWS**

## 25.1. Management OHS&E Review Policy

### 25.1.1 Purpose

Senior Management at JG King Projects is committed to conducting bi-annual review of its OHS&E Policy and Management Plan to ensure appropriate updates and changes have occurred and to ensure ongoing compliance with its obligations under the OHS Act 2004.

### 25.1.2 Scope

This Policy relates to management and employees of JG King Projects and contracted contractors/subcontractors and their employees.

### 25.1.3 Responsibilities

This Policy requires action from designated members of Occupational Health and Safety and Environmental (OHS&E) management team as determined by senior management

### 25.1.4 Definition

The Occupational Health and Safety and Environmental OHS&E management team is to consist of representatives as appointed by senior management. It is preferred that those members have a background in OHS&E management although this is not considered essential.

## 25.2. Occupational Health And Safety Review Procedure

The OHS&E Management team shall conduct the following activities to ensure compliance with the Management Review Policy,

- a) Ensure all relevant legislative changes/updates have been incorporated into relevant policy and procedures documents.
- b) Ensure document control processes have been completed.
- c) Determine whether planned OHS&E performance objectives and targets are being satisfactorily met.
- d) Assess the effectiveness of these objectives and targets in terms of the company's overall aim of "No Harm" in the workplace and modify as needed.
- e) Determine whether documented company policies, procedures and safe work practices are being adhered to via review of internal & external audit reports conducted over the previous 12 months.
- f) Review the relevancy of these company policies, procedures and safe work practices in light of business activities.
- g) Review the status of the Risk Control Register in terms of actions completed.
- h) Review internal & external correspondence resulting from customer satisfaction surveys & complaints & ensure appropriate feedback has occurred. These should be completed on Form No. 054 – Customer Correspondence
- i) Prepare a report on the findings with recommendations including any corrective actions proposed, persons responsible and time frame for completion.
- j) Disseminate the report findings across all workplace sites via the internal distribution network.
- k) Review of internal & external resources for adequacy.

The OHS&E management team is required to seek feedback from employees in relation to all current and proposed policies, procedures and forms.

Whilst other minor reviews may occur at anytime throughout the year the principal review process for this documentation will take place annually. The OHS&E management team members are expected to gather information before that due date. The agenda for this meeting is contained in Form No. 065.

The OHS&E management team will also be required to disseminate occupational health and safety information to all employees within their areas, including questionnaires in relation to training and the like. The response from any questionnaire is to be analyzed and a collective position presented to the company's Managing Director for review.

Updates to policies and procedures and other changes to the Occupational Health and Safety Policy and Management Plan manual maybe made with the agreement of the OHS&E management team but only after authorization is provided by the company's Managing Director. Any updates to the manual are to be disseminated to management employees by respective OHS&E management team members.

### **25.3. Record Keeping**

The Occupational Health and Safety Policy and Management Plan is required to be reviewed by the JG King Projects appointed Occupational Health and Environment (OHS&E) management team at least every twelve (12) months.

The Document Amendment Register is to be endorsed when these changes occur. (Refer to Part 24 of this manual).

The Document Amendment Register and the sections requiring amendment will be issued separately to each holder of the JG King Projects Occupational Health a Safety Policy and Management Plan.

### **25.4 Policy & Management Plan Auditing Procedure**

#### **25.4.1 Purpose**

JG King Projects is committed to the use of Internal and External OHS&E audits throughout its business (including Contract Works) to identify areas where systems, equipment or conditions are sub standard and/or represent a risk to health, safety or the environment before they cause accident, injury or equipment damage.

#### **25.4.2 Scope**

This procedure applies to all JG King Projects worksites including worksites and office accommodation.

### **25.4.3 Types of Audits**

#### **25.4.3.1 Internal:**

Three main types of audit are used for conducting internal audits, Systems audits & Workplace Audits/Inspections.

- a) Systems audits are to be conducted by suitably trained personnel to verify the application of JG King Projects' OHS&E Policy and Management Plan in the workplace and to identify existing strengths and weaknesses so that ongoing improvements can be planned for and achieved. This type of auditing is to be conducted on an ongoing basis as per an annually prepared audit schedule. See Form N0. 059 – Audit Schedule. JG King shall also conduct an annual internal audit against the elements of AS 4801 in preparation for continuing certification audits. These audits are to be documented using the process described in Form No. 060 – Internal Audit.
  
- b) Workplace Audits/Inspections are to be conducted by suitably trained personnel, with the assistance of HSRs, to assess compliance with safe work practices and procedures and for housekeeping purposes. Checklists as provided in the Policy and Management Plan manual (adapted to local conditions) should be used for this purpose. An office inspection checklist Form No. 064, shall be completed at 3 monthly intervals at the main office.

- c) In addition to the use of standard checklists audits of safe work practices using prepared JSAs are to be conducted on a regular basis as per the agreed schedule in the annual performance plan prepared by the OHS&E Management Review Committee.

**25.4.3.2 External:**

In line with accreditation requirements ongoing external audit shall be conducted by a suitably qualified third party with the objective of evaluating JG King Project's ongoing performance against the criteria of AS 4801.

**25.4.4 Audit Schedules**

It shall be the responsibility of the Group OHS&E Manager to prepare audit schedules and to ensure all worksite managers are made aware of their own auditing requirements and those of the company overall. The audit schedule should focus on those system elements where non conformance could have a major effect on the health and safety or the business operation. This audit schedule is documented on Form No. 059.

**25.4.5 Communication & Consultation**

Copies of all audits reports are to be distributed by the OHS&E Group Manager to all worksite managers and a copy is to provided to the OHS&E committee for review. Actions arising from audits are reviewed by management and documented on the Risk Control Register Form No. 056. Other sources of action items and proposed corrective/preventative actions to be included in the risk control register include, Incident/accident investigations, workplace inspection reports, hazard report forms and contractor JSA audits.

Those items requiring attention shall be rectified in accordance with stated timelines. See Form 012 for Site Safety Inspections PART 6 of OHS&E Policy and Management Plan. All other action items derived form internal audits are to have a completion timeline set by the OHS&E Manager at the time they are appended to the risk Control Register unless specified in third party compliance audits.

**25.4.6 Records**

Internal & External audit records are retained by the OHS&E Manager in accordance with the Records Register Form 062.

**Ref Forms:**

- Form No. 012: Site Safety Inspections
- Form No. 059: Audit Schedule
- Form No. 056: Risk Control Register
- Form No. 060: Internal Audit