



# Audit and Review

## Introduction

The Church recognises that a key strategy in ensuring the effectiveness of its WHS Management System is implementing a robust audit and review program.

## Purpose

The Church understands that a key element of its obligation to exercise 'due diligence' is the requirement for PCBUs to 'have appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information'.

The Church aims to maintain continual improvement and effectiveness of the WHS Management System by implementing:

- Scheduled site inspections and reporting
- Internal and external audit programs
- Management review of the WHS Management System at least every two years.

## Legislative Requirements

WHS Act 2011 (QLD) - [Work Health and Safety Act 2011 - Queensland Legislation - Queensland Government](#)

WHS Regulations 2011 (QLD) - [Work Health and Safety Regulation 2011 \(legislation.qld.gov.au\)](#)

## Procedure

### Site Inspections

Each Presbytery/Charge/Committee is responsible for conducting:

- scheduled site safety inspections
- Commissioning specialised inspections (e.g. Testing and tagging fire safety equipment/electrical equipment)
- Annual internal site safety audits - [Work Health & Safety Resources at The Presbyterian Church of Queensland \(pcq.org.au\)](#)

General site inspection checklists and the Church Safety Audit Checklist should be utilised to identify compliance with statutory obligations or established practices. Site Managers/Work Coordinators should conduct regular inspections and provide reports notifying findings with allocated responsibilities for action items to the Committee of Management.

### Church Safety Audits

The Committee of Management is responsible for ensuring that the annual Church Safety Audit is conducted for all sites within their area of responsible.

Reports on findings, actions and improvements should be forwarded to the Church Assembly to enable Church 'officers' to satisfy their statutory duty to exercise 'due diligence' to ensure the Church complies with its primary duty of care as a PCBU.

The Church Assembly is also responsible for implementing a suitable external audit program that is appropriate to the Church's activities. These external audits may be targeted at specific elements of the WHS Management System as deemed appropriate by the Assembly.





## **WHS Management Review**

The Church Assembly should ensure that the WHS Policy and Management System is reviewed and evaluated annually to ensure it remains appropriate to the Church's needs.

The Church Assembly is responsible for establishing reporting protocols that ensure that the WHS information and data provided is adequate to allow the Assembly to determine:

- The extent to which the Church's objectives and targets have been met
- The continuing suitability of the WHS Management System in relation to changing conditions or information
- Concerns of relevant Church stakeholders.

The Review should consider:

- WHS performance reports
- Incident reports
- Hazard identification
- Statutory performance
- Corrective action reports
- Community expectations