Auditing is a simple look back to see whether safety management is effective. It’s a great way to show that the Head of Unit and other staff with safety responsibilities have done what’s reasonably practicable to comply with **legal requirements**.

The Unit audit is carried out annually and is initiated by the Head of Unit.

**Heads of Unit** are responsible for the safety of their staff and students – *remember section 80 of the Safety Health and Welfare at Work Act*. Heads of Unit must actively manage safety. The safety audit is the way that Heads of Unit can demonstrate active management.

The **Unit Safety Statement Policy** provides the basis for the audit. The Unit Safety Statement Policy requires the Head of Unit to make declarations about how safety is managed. There should be documentary evidence to support the answers.

The Head of Unit may delegate other staff members to help provide answers to the audit questions. The Safety Coordinator should coordinate but not necessarily answer all questions.

Make the outcome of the audit available to all staff.

Use the outcome of the audit to set **safety objectives** for the coming year.

Make sure the objectives have a time frame and that named persons are given the responsibility for achieving the objectives.

The audit covers key questions;

1. Has each potentially hazardous activity been risk assessed and are there documented controls in place to minimise or eliminate the risk associated with this activity?
2. Can we show that everyone who needs to know about the documented controls arising from these assessments does, i.e. has safety training been carried out?
3. Are there fire marshals and first aiders in place and has a fire evacuation drill been carried out?