

A.1.2 Pre-Scoping worksheet

Applicant:

Date:

Evaluator:

1. Registration details for applicant

Registered name:

Registration number:

Self-insured renewal expiry date:

2. Organisational profile

Number of locations:

Core business activities:

Staffing numbers (including full and part time):

Occupations:

3. Organisational structure

4. Names / titles / location of key contacts / phone numbers

Responsible Officer:

Chief Executive Officer:

Responsible manager:

Injury management manager:

OHS & W manager:

Other:

SIOS database to be updated by evaluator or administration assistant.

Date information entered on SIOS:

5. All unions

(also who have been contacted and when)

6. Past evaluation findings and corrective actions

Who was the past evaluator?

What was the outcome of that evaluation?

7. SafeWork SA interventions (check website for prosecutions and employer should provide feedback in relation to potential prosecutions pending, prohibition notices etc..)

8. Injury and incident trends

File numbers:

Severity rate (from senior technical advisor):

Incident rate (from senior technical advisor) including tables:

Duration rates:

Nature of injury:

Benchmarks against Industry group (from senior technical advisor):

Trends from reports (specify with REQ reports were analysed):

Major hazards and risks from activities carried out:

9. Activity / changes / improvements since last evaluation

10. Applicants knowledge on self-insured standards and evaluation processes

11. Applicants view on system conformance and NCM benchmarks

12. Adequacy check template

13. NCM benchmarks

14. Review of strategic plan

15. Responsible Officer report review

16. Tribunal issues / claims disputes

17. Section 58B issues

18. NESB issues/requirements

19. Audit schedule and corrective action outcomes

20. Management review minutes

21. 4th Schedule data validation

22. PPE requirements

23. Project plan for scoping document (to be discussed with manager):

Outline of scoping:

Sites to be visited:

Sampling methodology:

Period on site required:

Programs to be tested:

24. Other issues:
