

A.1.3.1 OHS&W adequacy check

Applicant: **name**

Date: **date**

Person responsible for content: **name**

Evaluator: **name**

Performance Standards for Self-insurers

This adequacy check relates specifically to the OHS&W and/or Injury management system
(to be completed by the applicant prior to the scoping document being completed)

Completed document to be returned to (**Evaluator Name**) by email (**name @workcover.com**)

by (**Date**)

Information to Applicant:

This document allows you to describe the activities undertaken to meet and maintain compliance to the Performance standards for self-insurers. Please ensure adequate detail is provided to fully describe your system. Where you are unsure of the level of detail required please contact your WorkCover evaluator for guidance.

Columns are provided for you to add text to describe:

- the manner in which your system complies to the requirement
- document reference to be provided to support your narrative
- your assessment of the level of conformance so far achieved.

Standard 1 Commitment and Policy
 An organisation should define its OHSW, rehabilitation and claims administration policy and commit adequate resources to ensure the success of its management systems. The policy needs to be relevant to the organisation's overall vision and objectives. It needs to set the framework for continuous improvement. It should ensure accountability and link OHSW, rehabilitation and claims administration to the overall organisational values, objectives and processes, and it should guide the setting of objectives. Supporting procedures should set into place the steps to be taken to achieve the organisation's policy goals.

Standard	Element /sub-element description	Our system complies with this through?	Evidence for this is found in (document reference)?	Our level of compliance is:
1.1	ELEMENT 1 Endorsed and Distributed Policy Statement			
1.1.1	Recognise the requirement for legislative compliance.	Add commentary to describe how this is achieved in your business management	Add document references from your svstem	Add level of compliance refer to note
1.1.2	Recognise the requirement for continuous improvement.			
1.1.3	Be integral and relevant to the organisation's:			
1.1.3.1	Mission statement, vision, core values and beliefs.			
1.1.3.2	Overall management system structure and system.			
1.1.3.3	Activities, products, services and people.			
1.1.4	Identify responsibilities and accountabilities for all relevant employees.			
1.1.5	Recognise commitment that appropriate internal and/or external expertise will be utilised, when required in all related activities.			
1.1.6	Recognise other organisational policies and procedures when relevant			
1.1.7	Recognise a commitment to communication of relevant information to			

Use of this document

Save this document to your computer before inserting text.

If you have problems using this document please contact your WorkCover evaluator.

Level of compliance:

Fully Compliant: Sub element can be validated through internal audit or similar as fully compliant

Partially Compliant: Sub element is operating and able to be verified through internal audit or similar but requires some improvement

Non Compliant: Insufficient level of compliance able to be verified

* **Note:** unless otherwise stated Element requirements (sub-elements) relate to all disciplines ie. OHSW, Rehabilitation and Claims.

Your organisation has the choice to complete one checklist covering all disciplines of two checklists one for OHSW and another for Injury Management (Rehabilitation and Claims) your evaluator will provide guidance.

Standard 1 Commitment and Policy

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Standard	Element / sub-element description	Our system complies with this through?	Evidence for this is found in (document reference)?	Our level of compliance is:
1.1	ELEMENT 1 - Endorsed and Distributed Policy Statement			
1.1.1	Recognise the requirement for legislative compliance.			
1.1.2	Recognise the requirement for continuous improvement.			
1.1.3	Be integral and relevant to the organisation's:			
1.1.3.1	Mission statement, vision, core values and beliefs.			
1.1.3.2	Overall management system structure and system.			
1.1.3.3	Activities, products, services and people.			
1.1.4	Identify responsibilities and accountabilities for all relevant employees.			
1.1.5	Recognise commitment that appropriate internal and/or external expertise will be utilised, when required in all related activities.			
1.1.6	Recognise other organisational policies and procedures when relevant			
1.1.7	Recognise a commitment to communication of relevant information to all staff.			

Standard	Element / sub-element description	Our system complies with this through?	Evidence for this is found in (document reference)?	Our level of compliance is:
1.1.8 OHS&W	Recognise the organisation's duty of care to all persons in the workplace including labour hire, contractors and subcontractors, volunteers and other visitors.			
1.1.9 OHS&W	Recognise a hazard management approach to OHS&W.			
1.1.10 OHS&W	Incorporate commitment to consultation.			
1.1.11 Rehab	Incorporate commitment to consultation.			
1.1.12 Rehab	Recognise commitment to effective rehabilitation.			
1.1.13 Claims	Recognise commitment to equitable claims management.			
1.2	ELEMENT 2 - Supporting Policies and/or Procedure			
1.2.1	Evidence of policies and/or procedures to support the policy statement.			
1.2.2	Contingency arrangements are outlined for the organisation.			

Standard 2 Planning

The successful implementation and operation of Occupational Health Safety and Welfare, Rehabilitation and Claims Management systems requires an effective planning process with defined and measurable outcomes. The plan starts with the policy statement and its objectives and addresses the schedules, resources and responsibilities necessary for achieving them. Objectives, targets and performance indicators are identified, as they will be used to measure the effectiveness of the OHSW, rehabilitation and claims management systems and to identify areas requiring corrective action and improvement. In summary, the plans aim to fulfill the organisation's policy, objectives and targets.

Standard	Element / sub-element description	Our system complies with this through?	Evidence for this is found in (document reference)?	Our level of compliance is:
2.1	ELEMENT 1 System Strategies			
2.1.1	Legislative compliance is addressed as part of the system, when appropriate.			
2.1.2 OHS&W	Employees or their representatives directly affected by the implementation of OHS&W plans are consulted when the plans are being formulated.			
2.1.3	Programs have objectives, targets and performance indicators when relevant.			
2.1.4	Action plans are in place to correct identified areas of non-conformance with documented procedures.			
2.1.5 OHS&W	Program(s) are in place to identify, evaluate and control hazards in the organisation.			
2.1.6 OHS&W	Action plans are in place for dealing with corrective action identified as part of any incident investigation process.			
2.1.7 Rehab & Claims	Programs are in place to identify the organisations core rehabilitation and claims management activities and to provide direction regarding performance outcomes.			

Standard	Element / sub-element description	Our system complies with this through?	Evidence for this is found in (document reference)?	Our level of compliance is:
2.2	ELEMENT 2 - Setting of Systems Objectives			
2.2.1	The identification of appropriate objectives for the organisation.			
2.2.2	The identification of appropriate strategies to measure, monitor, evaluate and review the system's objectives.			
2.3 PLANNING - ELEMENT 3 Training				
2.3.1	Appropriate training requirements have been identified.			
2.3.2	Training plan(s) have been developed.			

Standard 3 Implementation

This principle focuses on ensuring that the capabilities and supports needed to achieve the organisation’s policy objectives and targets are provided. It deals with adequate resources being available, integration with current management practices and systems, responsibilities being defined and understood, methods for holding all managers and employees accountable, arrangements for employee involvement, training being implemented, and supports such as verbal and written communications.

Standard	Element / sub-element description	Our system complies with this through?	Evidence for this is found in (document reference)?	Our level of compliance is:
3.1	ELEMENT 1 - Resources			
3.1.1	Adequate human, physical and financial resources are being allocated to support the program(s).			
3.1.2	Specialist expertise is used as required.			
3.2	ELEMENT 2 - Training			
3.2.1	A relevant training program is being implemented.			
3.3	ELEMENT 3 - Responsibility and Accountability			
3.3.1	Defined responsibilities are communicated to relevant employees.			
3.3.2	Accountability mechanisms are being used when relevant.			
3.4	ELEMENT 4 - Integration			
3.4.1	System elements are aligned with, or integrated into, other corporate business functions, when relevant.			
3.5	ELEMENT 5 - Employee Involvement			
3.5.1 OHS&W & Rehab	Arrangements for employee consultation and involvement are known and integrated into the programs developed.			

Standard	Element / sub-element description	Our system complies with this through?	Evidence for this is found in (document reference)?	Our level of compliance is:
3.6	ELEMENT 6 - Communication			
3.6.1	Communication arrangements for information dissemination and/or exchange are in place.			
3.7	ELEMENT 7 - Contingency Planning			
3.7.1	Contingency plans are periodically tested and/or evaluated to ensure an adequate response, if required.			
3.8	ELEMENT 8 - Hazard Identification, Evaluation and Control			
3.8.1 OHSW	A hazard management process that includes identification, evaluation and control is in place.			
3.8.2 OHSW	Employees or their representatives are consulted and participate in hazard management process.			
3.8.3 OHSW	Control measures are based on the hierarchical control process.			
3.8.4 OHSW	Program(s) are in place to ensure an appropriate OHS&W consideration is given to changes in the work place and work practices.			
3.8.5 OHSW	Program(s) are in place to ensure an appropriate OHS&W consideration is given to changes at the time of purchase, hire or lease of plant, equipment and substances.			
3.8.6 OHSW	Program(s) are in place to meet the organisation's duty of care for all persons in the workplace.			
3.8.7 OHSW	Program(s) are in place to ensure work related injury/illness and incidents are			

Standard	Element / sub-element description	Our system complies with this through?	Evidence for this is found in (document reference)?	Our level of compliance is:
	investigated and action taken when relevant.			
3.9	ELEMENT 9 - Workplace Monitoring			
3.9.1 OHS&W	That the implementation of relevant inspection and testing procedures are conducted by the relevant, competent person(s)			
3.9.2 OHS&W	That the corrective/preventive action is taken on non-conformance issues identified by inspection, and testing procedures.			
3.10	ELEMENT 10 - Process Delivery			
3.10.1	All other activities arising out of policies and/or procedures implemented.			
3.11	ELEMENT 11 - Reporting / Documentation			
3.11.1	The relevant level of reporting, records and/or documentation is maintained to support the system programs and legislative compliance.			
3.12	ELEMENT 12 - Document Control			
3.12.1	Program(s) of document control for identification and/or currency of essential documents are in place and being maintained.			

Standard 4 Measurement and Evaluation

Occupational Health Safety and Welfare, rehabilitation and claims management performance is measured, monitored and evaluated using the performance indicators to ensure that the organisation is performing in accordance with its policy, objectives and targets. Importantly, areas of success and activities requiring corrective action and improvement will be identified.

Standard	Element / sub-element description	Our system complies with this through?	Evidence for this is found in (document reference)?	Our level of compliance is:
4.1	ELEMENT 1 - Objectives, Targets & Performance Indicators			
4.1.1	Planned objectives, targets and performance indicators for key elements of program(s) are maintained and monitored.			
4.2	ELEMENT 2 - Internal Audits			
4.2.1	Programmed internal audits are performed objectively by competent personnel to ensure performance of systems and programs and employees directly affected by the results, or their representatives are consulted.			
4.3	ELEMENT 3 - Corrective Action			
4.3.1	Outcomes of the audits are documented and the necessary corrective action(s) identified, prioritised and implemented.			

Standard 5 Management Systems Review and Improvement

The organization should regularly review and continually improve its systems. This leads to the development of continuous improvement strategies within the organisation.

Standard	Element / sub-element description	Our system complies with this through?	Evidence for this is found in (document reference)?	Our level of compliance is:
5.1	ELEMENT 1 - Policy			
5.1.1	It reviews the scope and content of the policy statement and supporting policies/procedures in consultation with employees or their reps ensure continued suitability and effectiveness.			
5.2	ELEMENT 2 - Objectives, Targets & Performance Indicators			
5.2.1	The level of achievement of documented objectives, targets and performance indicators is analysed and utilised to promote continuous improvement strategies.			
5.2.2	Results are analysed and used to determine areas of success and areas requiring corrective and preventative action.			
5.3	ELEMENT 3 - System Review			
5.3.1	The system is reviewed and revised, if required, in line with current legislation, the workplace and work practices.			
5.3.2	The system's measurement outcomes are used as a basis for future system development.			