WHS DOCUMENTS & TEMPLATES

DOC-AUD-CON · Consultation, Cooperation and Coordination Code of Practice Audit Tool

Product Overview

For: Australian businesses in the harmonised WHS jurisdictions: WHS advisers, managers, supervisors and health and safety representatives who check how well the code's expectations are met

Version 1.0 · 15 November 2026

SAMPLE

An audit tool for the code of practice Work health and safety consultation, cooperation and coordination: 26 audit questions, chapter by chapter, each with the code reference and the evidence to look for, scored automatically in Excel, with a dashboard, a corrective action register, a field checklist and a report template.

The consultation code of practice explains how a business consults its workers on health and safety, and how it consults, cooperates and coordinates with other businesses that share the same duties. This tool turns what the code expects into 26 plain-English audit questions, in the code's own chapter order, each with its chapter and section number and the documents, observations and interviews that would show it is in place.

Rate each question Compliant, Partly, Not compliant or N/A. The workbook scores each chapter and the whole audit automatically, leaving out anything not applicable, draws a dashboard, and gathers every gap into a corrective action register. The field checklist carries the same questions on paper, and the report template turns the results into a short report with sign-off.

It is written once for the harmonised WHS jurisdictions and audits Western Australia's edition of May 2022. A short table shows which edition applies in each of NSW, Queensland, Western Australia, South Australia, Tasmania, the ACT, the Northern Territory and Comcare. Victoria has its own compliance codes. Made by Orana Skills Centre.

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How to Use This Audit Tool

Consultation, Cooperation and Coordination Code of Practice Audit Tool

What this tool audits

The consultation code of practice explains how a business consults its workers on health and safety, and how it consults, cooperates and coordinates with other businesses that share the same duties. This tool audits Western Australia's approved Code of practice: Work health and safety consultation, cooperation and coordination (May 2022), the newest edition read for this tool whose licence allows commercial use. It follows the national model code; the questions keep to what all jurisdictions share, and the jurisdiction differences show what Western Australia added and the edition that applies elsewhere.

The tool has 26 audit questions in 6 chapters. Each gives the chapter and section it comes from, so you can read the code itself, and the evidence that would show it is in place.

File	What it is for
Audit Workbook (Excel)	The main tool: audit details, the checklist with ratings and actions, the dashboard of scores, and the corrective action register
Field Audit Checklist (Word, PDF)	The same questions on paper, for the walk-through
Audit Report Template (Word, PDF)	The report to the people who must act on the findings

When to use it

- On a schedule: at least once a year where the code's hazards are present, and more often where the risks are high or the work changes often
- Before an external audit, an inspection or a tender that asks how you manage these risks
- After an incident, a near miss or a complaint that points to a gap
- After a change: new work, plant, premises, people or contractors
- To check that the actions from the last audit were done and are working

Who should audit

- Someone who knows the code and the work, and has the time to do it properly
- Someone who is not auditing their own work. In a small business, a manager from another area or an outside adviser can do it
- With the people who do the work: involve health and safety representatives, and talk to workers on every shift audited
- With the authority to see the records and the workplace, and to report to someone who can act

How to rate

Rating	Use it when
Compliant	What the code expects is in place, it is working, and you saw evidence of it: a record, the thing itself, or consistent answers from the people doing the work.
Partly	Some of it is in place, or it is in place but not working well, not followed everywhere, or not evidenced. Raise an action.
Not compliant	It is not in place, or what is there does not control the risk. Raise an action, and act now if anyone is at risk of serious harm.

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Field Audit Checklist

Consultation, Cooperation and Coordination Code of Practice Audit Tool

Site		Auditor	
Date		Scope	

How to use it

- Take this checklist on the walk-through. Look for the evidence, tick a rating and note what you saw. Then enter the results in the Audit Workbook, which scores them.
- C: Compliant (in place, working, evidenced). P: Partly. NC: Not compliant. N/A: does not apply here (say why). Raise an action for every P and NC.
- Ref is the chapter and section of the code of practice Work health and safety consultation, cooperation and coordination (Western Australia's edition of May 2022).

No.	Ref	Audit question	Evidence to look for	Rating	Notes
1 Who must consult, and why					
1	1.1	Does the business know who its workers are for consultation, including contractors, labour hire workers, volunteers, apprentices and others who work for it?	Document: The list of worker groups and how each is consulted. Ask: The manager responsible.	☐ C ☐ P ☐ NC ☐ N/A	
2	1.1	Does the business know which other businesses share duties with it on the same matters, such as host employers, contractors, landlords or others at a shared workplace?	Document: The contractor and shared-site register, contracts. Ask: The manager responsible.	☐ C ☐ P ☐ NC ☐ N/A	
3	1.1	Do officers make sure the business has, and uses, processes for consulting workers and other duty holders?	Document: Reports to officers on consultation. Ask: An officer.	☐ C ☐ P ☐ NC ☐ N/A	
2 When to consult workers					
4	2.1	Are workers consulted when hazards are identified and risks assessed, and when decisions are made on controls?	Document: Risk assessments showing worker input. Ask: Workers.	☐ C ☐ P ☐ NC ☐ N/A	
5	2.2	Are workers consulted when decisions are made about the adequacy of welfare facilities?	Document: Consultation records on amenities. Ask: Workers.	☐ C ☐ P ☐ NC ☐ N/A	
6	2.3	Are workers consulted before changes that may affect their health and safety, such as new work, plant, premises, rosters or work methods?	Document: Change records and the consultation done. Ask: Workers affected by a recent change.	☐ C ☐ P ☐ NC ☐ N/A	
7	2.4	Are workers consulted on procedures for consultation, issue resolution, monitoring health and conditions, and providing information and training?	Document: Procedures and their consultation history.	☐ C ☐ P ☐ NC ☐ N/A	
3 What effective consultation looks like					
8	3.1	Is relevant information about health and safety shared with workers in good time and in a form they understand?	Document: Information shared before decisions. Ask: Workers, including those from non-English-speaking backgrounds.	☐ C ☐ P ☐ NC ☐ N/A	

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END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. An audit tool for the code of practice Work health and safety consultation, cooperation and coordination: 26 audit questions, chapter by chapter, each with the code reference and the evidence to look for, scored automatically in Excel, with a dashboard, a corrective action register, a field checklist and a report template.

What the full product contains

- **Excel audit workbook: 26 audit questions in 6 chapters, each with its code reference and the evidence to look for, automatic scores, a dashboard and a corrective action register**
  02_AUDIT_TOOL/Audit Workbook.xlsx
- **Field audit checklist with the same questions, to print and carry on the walk-through**
  02_AUDIT_TOOL/Field Audit Checklist.docx and .pdf
- **Audit report template: executive summary, scope and method, overall and chapter scores, key findings, actions and sign-off**
  03_AUDIT_REPORT/Audit Report Template.docx and .pdf
- **How to use this audit tool: when to audit, who should audit, how to rate and evidence, and how to follow up, with the differences between jurisdictions**
  01_START_HERE/How to Use This Audit Tool.pdf
- **Read Me First, Product Overview, Permitted Use Terms and Version Information**
  01_START_HERE/ (PDF)

Formats

- Excel (.xlsx), editable, with dropdowns and formulas (no macros)
- Word (.docx), editable, with your logo and business name in the header
- PDF copies, for printing blank
- Delivered as a single ZIP download

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