WHS DOCUMENTS & TEMPLATES

DOC-AUD-ENV · Work Environment and Facilities 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

An audit tool for the code of practice Managing the work environment and facilities: 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 work environment and facilities code of practice covers the physical workplace and the welfare facilities workers need: entry and exit, work areas, floors, lighting, air, heat and cold, drinking water, toilets, eating and change areas, remote work, accommodation and emergency plans. 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.

SAMPLE

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How to Use This Audit Tool

Work Environment and Facilities Code of Practice Audit Tool

What this tool audits

The work environment and facilities code of practice covers the physical workplace and the welfare facilities workers need: entry and exit, work areas, floors, lighting, air, heat and cold, drinking water, toilets, eating and change areas, remote work, accommodation and emergency plans. This tool audits Western Australia's approved Code of practice: Managing the work environment and facilities (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 5 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

Work Environment and Facilities 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 Managing the work environment and facilities (Western Australia's edition of May 2022).

No.	Ref	Audit question	Evidence to look for	Rating	Notes
1 Duties, identifying needs, monitoring and maintenance					
1	1.1	Does the business, and the person with management or control of the workplace, provide and maintain a work environment and facilities that are without risks to health and safety, so far as is reasonably practicable?	Document: The facilities assessment, lease or building responsibilities. Ask: The manager responsible.	☐ C ☐ P ☐ NC ☐ N/A	
2	1.1	Were the facilities needed worked out from the nature of the work, the hazards, the size, location and nature of the workplace, and the number and composition of workers, in consultation with workers?	Document: The facilities assessment, consultation records. Ask: Workers.	☐ C ☐ P ☐ NC ☐ N/A	
3	1.3	Are the conditions of the work environment monitored, particularly after changes to the work or the workforce, and are the work environment and facilities maintained in good working order, clean and safe, with defects reported and fixed?	Document: Cleaning and maintenance schedules, defect reports. Observe: The condition of facilities.	☐ C ☐ P ☐ NC ☐ N/A	
2 The work environment					
4	2.1	Are there safe means of entry to and exit from the workplace and each work area, kept clear, including for people with disability and in an emergency?	Observe: Entries, exits and paths. Document: The evacuation plan.	☐ C ☐ P ☐ NC ☐ N/A	
5	2.2	Do work areas give workers enough space to work, move about and use equipment safely?	Observe: Work areas and workstations.	☐ C ☐ P ☐ NC ☐ N/A	
6	2.3	Are workstations designed and adjusted for the worker and the task, with seating where work can be done seated?	Observe: Workstations. Ask: Workers. Document: Workstation assessments.	☐ C ☐ P ☐ NC ☐ N/A	
7	2.4	Are floors and other surfaces suited to the work, kept free of slip and trip hazards, and drained or cleaned where they get wet?	Observe: Floors, stairs, ramps and wet areas. Document: Slip and trip incident records.	☐ 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 Managing the work environment and facilities: 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 5 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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