WHS DOCUMENTS & TEMPLATES

DOC-AUD-FAI · First Aid in the Workplace 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 first aid arrangements

Version 1.0 · 15 November 2026

**An audit tool for the code of practice First aid in the workplace: 38 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 first aid code of practice explains how a business works out, provides and reviews the kits, equipment, facilities, first aiders and procedures its workplace needs. This tool turns what the code expects into 38 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.

## What is included

| Item | File |
|---|---|
| Excel audit workbook: 38 audit questions in 3 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) |


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# How to Use This Audit Tool

First Aid in the Workplace Code of Practice Audit Tool

## What this tool audits

The first aid code of practice explains how a business works out, provides and reviews the kits, equipment, facilities, first aiders and procedures its workplace needs. This tool audits Western Australia's approved Code of practice: First aid in the workplace (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 38 audit questions in 3 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

First Aid in the Workplace 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 First aid in the workplace (Western Australia's edition of May 2022).

| No. | Ref | Audit question | Evidence to look for | Rating | Notes |
|---|---|---|---|---|---|
| **1 Introduction: duties, consultation and the risk management approach** | | | | | |
| 1 | 1.1 | Do officers take reasonable steps to make sure the business has, and uses, suitable processes for providing first aid? | Document: Reports to officers or the board on first aid, minutes. Ask: An officer or senior manager. | ☐ C ☐ P ☐ NC ☐ N/A | |
| 2 | 1.1 | Have workers and other people at the workplace been told the first aid procedures and how to report an injury or illness, so they can follow them? | Document: Induction records, visitor sign-in information. Ask: Workers and visitors. | ☐ C ☐ P ☐ NC ☐ N/A | |
| 3 | 1.2 | Were the first aid arrangements worked out by a risk management approach: identify the hazards, assess the injuries and illnesses that could occur, provide what is needed, and review it? | Document: The first aid assessment and its date. | ☐ C ☐ P ☐ NC ☐ N/A | |
| 4 | 1.2 | Were workers, and their health and safety representatives, consulted on the number, location and contents of kits and other equipment, the facilities, the procedures and the number of first aiders? | Document: Consultation records, committee minutes. Ask: Workers and health and safety representatives. | ☐ C ☐ P ☐ NC ☐ N/A | |
| 5 | 1.2 | Where the workplace is shared, or labour hire workers are used, have the businesses consulted, cooperated and coordinated on first aid, including any shared first aiders, equipment and facilities? | Document: Written arrangements with the host or the other businesses. Ask: The host business, labour hire workers. | ☐ C ☐ P ☐ NC ☐ N/A | |
| **2 How to determine first aid requirements for the workplace** | | | | | |
| 6 | 2 | Does the first aid assessment take into account the nature of the work, the hazards, the size and location of the workplace, and the number and composition of workers and others there? | Document: The first aid assessment. | ☐ C ☐ P ☐ NC ☐ N/A | |
| 7 | 2.1 | Did the assessment use the records of injuries, illnesses and near misses to identify the injuries and illnesses that could need first aid? | Document: The incident and injury register, the first aid register, the assessment. | ☐ C ☐ P ☐ NC ☐ N/A | |


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# First Aid in the Workplace Code of Practice Audit Tool

**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 First aid in the workplace: 38 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: 38 audit questions in 3 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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