WHS DOCUMENTS & TEMPLATES

DOC-AUD-FAL · Falls at Workplaces 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 Managing the risk of falls at workplaces: 39 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 falls code of practice explains how to manage the risk of a fall from one level to another: doing the work on the ground or a solid construction where possible, then fall prevention devices, work positioning and fall-arrest systems, ladders, administrative controls, rescue and safe design. This tool turns what the code expects into 39 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 June 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.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · Falls at Workplaces Code of Practice Audit Tool · Buy the full editable version:
training.oranaskillscentre.com/documents/falls-at-workplaces-code-of-practice-audit-tool

How to Use This Audit Tool

Falls at Workplaces Code of Practice Audit Tool

What this tool audits

The falls code of practice explains how to manage the risk of a fall from one level to another: doing the work on the ground or a solid construction where possible, then fall prevention devices, work positioning and fall-arrest systems, ladders, administrative controls, rescue and safe design. This tool audits Western Australia's approved Code of practice: Managing the risk of falls at workplaces (June 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 39 audit questions in 10 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.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · Falls at Workplaces Code of Practice Audit Tool · Buy the full editable version:
training.oranaskillscentre.com/documents/falls-at-workplaces-code-of-practice-audit-tool

YOUR LOGO
Right-click > Change Picture

[Company name]

WHS DOCUMENTS & TEMPLATES · DOC-AUD-FAL

Field Audit Checklist

Falls at Workplaces 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 risk of falls at workplaces (Western Australia's edition of June 2022).

No.	Ref	Audit question	Evidence to look for	Rating	Notes
1 Duties, consultation and training					
1	1.1	Does the business manage the risk of falls from one level to another, and do officers make sure it has processes to do so?	Document: The falls risk register, reports to officers. Ask: An officer.	☐ C ☐ P ☐ NC ☐ N/A	
2	1.1	Do workers follow the fall controls and instructions, and use the equipment provided as they were trained?	Observe: Work at height. Ask: Workers, supervisors.	☐ C ☐ P ☐ NC ☐ N/A	
3	1.2	Are workers consulted on fall hazards and controls, and do businesses on a shared site consult, cooperate and coordinate on them?	Document: Consultation and coordination records. Ask: Workers, contractors.	☐ C ☐ P ☐ NC ☐ N/A	
4	1.3	Are workers given suitable information, training and instruction for the fall risks and controls of their work, by a competent person, and supervised?	Document: Training and competency records, training content. Ask: Workers, supervisors.	☐ C ☐ P ☐ NC ☐ N/A	
2 Designers of plant and structures					
5	2.1	Where the business designs or commissions plant or structures, does the design consider the whole life cycle and eliminate or minimise the need to work at height?	Document: Design records, safety in design reviews.	☐ C ☐ P ☐ NC ☐ N/A	
6	2.2	Is plant selected or designed so it can be used, maintained, repaired and cleaned safely, for example with steps, handrails and safe access?	Document: Purchasing and design criteria. Observe: Plant access points.	☐ C ☐ P ☐ NC ☐ N/A	
7	2.3	Do buildings and structures have safe access to roofs and other places where work is done, such as walkways, guardrails and anchor points, and does the designer pass on information about remaining fall risks?	Observe: Roof access. Document: Building records, the designer's safety report.	☐ C ☐ P ☐ NC ☐ N/A	

SAMPLE

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · Falls at Workplaces Code of Practice Audit Tool · Buy the full editable version:
training.oranaskillscentre.com/documents/falls-at-workplaces-code-of-practice-audit-tool

WHS DOCUMENTS & TEMPLATES · DOC-AUD-FAL

Falls at Workplaces 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 Managing the risk of falls at workplaces: 39 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: 39 audit questions in 10 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

Get the full editable documents

https://training.oranaskillscentre.com/documents/falls-at-workplaces-code-of-practice-audit-tool

Instant download after purchase. · Orana Skills Centre · 1800 231 173 · bookings@oranaskillscentre.com

© 2026 Orana Skills Centre. All rights reserved. · v1.0