WHS DOCUMENTS & TEMPLATES

DOC-AUD-HMT · Hazardous Manual Tasks 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 Hazardous manual tasks: 23 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 hazardous manual tasks code of practice explains how to identify manual tasks that could cause musculoskeletal disorders, assess the risk factors and their sources, and control them, starting with the design of the work. This tool turns what the code expects into 23 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 April 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

Hazardous Manual Tasks Code of Practice Audit Tool

What this tool audits

The hazardous manual tasks code of practice explains how to identify manual tasks that could cause musculoskeletal disorders, assess the risk factors and their sources, and control them, starting with the design of the work. This tool audits Western Australia's approved Code of practice: Hazardous manual tasks (April 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 23 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

Hazardous Manual Tasks 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 Hazardous manual tasks (Western Australia's edition of April 2022).

No.	Ref	Audit question	Evidence to look for	Rating	Notes
1 Duties and what is required					
1	1.3	Does the business manage the risk of musculoskeletal disorders from hazardous manual tasks, and do officers make sure it has processes to do so?	Document: The manual tasks procedure, reports to officers. Ask: The manager responsible.	☐ C ☐ P ☐ NC ☐ N/A	
2	1.4	Are workers consulted when identifying hazardous manual tasks, assessing the risks and choosing controls?	Document: Consultation records, task assessments signed by workers. Ask: Workers.	☐ C ☐ P ☐ NC ☐ N/A	
3	1.4	Where other businesses share the risk, such as at a delivery point or a shared site, do they consult, cooperate and coordinate on manual tasks?	Document: Coordination records. Ask: Suppliers, contractors.	☐ C ☐ P ☐ NC ☐ N/A	
2 Identifying hazardous manual tasks					
4	2.1	Are hazardous manual tasks identified by consulting workers, reviewing injury and incident records, and observing the tasks?	Document: The hazardous task list, injury records. Observe: Tasks being done. Ask: Workers.	☐ C ☐ P ☐ NC ☐ N/A	
5	2.2	Do the tasks identified include those with repetitive or sustained force, high or sudden force, repetitive movement, sustained or awkward postures, and exposure to vibration?	Document: The hazardous task list.	☐ C ☐ P ☐ NC ☐ N/A	
6	2.1	Are tasks reviewed when early signs of problems appear, such as worker reports of discomfort, or workers making their own changes to the task?	Document: Discomfort or hazard reports. Ask: Workers.	☐ C ☐ P ☐ NC ☐ N/A	
3 Assessing the risks					
7	3.1	Is a risk assessment done for hazardous manual tasks where the risk is not clear or the controls are not well known?	Document: Completed manual task risk assessments.	☐ C ☐ P ☐ NC ☐ N/A	
8	3.2	Are assessments done with the workers who do the task, by observing the task as it is really done?	Document: Assessments showing worker involvement. Ask: Workers.	☐ 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 Hazardous manual tasks: 23 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: 23 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
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