WHS DOCUMENTS & TEMPLATES

DOC-AUD-PSY · Psychosocial Hazards 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 psychosocial hazards at work: 29 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 psychosocial hazards code of practice explains how a business manages the risks to workers' psychological and physical health from the design and management of work, the work environment, and workplace interactions and behaviours. This tool turns what the code expects into 29 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 the Commonwealth's approved code of 2024 (F2024L01380). 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

Psychosocial Hazards Code of Practice Audit Tool

What this tool audits

The psychosocial hazards code of practice explains how a business manages the risks to workers' psychological and physical health from the design and management of work, the work environment, and workplace interactions and behaviours. This tool audits the Commonwealth's approved code Work Health and Safety (Managing Psychosocial Hazards at Work) Code of Practice 2024 (F2024L01380), in force from 2 November 2024, the newest national edition read for this tool. Each jurisdiction approves its own code on this subject, and some editions differ: see the jurisdiction differences.

The tool has 29 audit questions in 9 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

Psychosocial Hazards 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 psychosocial hazards at work (the Commonwealth's approved code of 2024 (F2024L01380)).

No.	Ref	Audit question	Evidence to look for	Rating	Notes
1 Duties and consultation					
1	1.2	Does the business treat psychosocial risks like any other WHS risk, eliminating them so far as is reasonably practicable and otherwise minimising them using the hierarchy of control?	Document: The risk register, the psychosocial risk procedure. Ask: The manager responsible.	☐ C ☐ P ☐ NC ☐ N/A	
2	1.2	Do officers know the psychosocial hazards in the business, receive reports on them, and make sure resources and processes are in place to manage them?	Document: Board or management reports and minutes. Ask: An officer.	☐ C ☐ P ☐ NC ☐ N/A	
3	1.2	Are managers and supervisors clear on their role in managing psychosocial risks, and trained and resourced to carry it out?	Document: Position descriptions, training records. Ask: Managers and supervisors.	☐ C ☐ P ☐ NC ☐ N/A	
4	1.3	Are workers and their health and safety representatives consulted when identifying psychosocial hazards, assessing risks, deciding controls and reviewing them?	Document: Consultation records, committee minutes, survey results and follow-up. Ask: Workers and health and safety representatives.	☐ C ☐ P ☐ NC ☐ N/A	
5	1.3	Does consultation make it safe for workers to speak up, for example with anonymous options, and reach workers on different shifts, sites and contract types?	Document: Consultation methods used. Ask: Workers from different groups.	☐ C ☐ P ☐ NC ☐ N/A	
6	1.3	Does the business consult, cooperate and coordinate on psychosocial risks with other businesses that share them, such as labour hire providers, hosts and contractors?	Document: Agreements and coordination records. Ask: Labour hire workers and their providers.	☐ C ☐ P ☐ NC ☐ N/A	
2 The risk management process					
7	2	Does the business follow a systematic process for psychosocial risks: identify hazards, assess risks, control them, and review the controls?	Document: The psychosocial risk procedure, completed assessments.	☐ 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 psychosocial hazards at work: 29 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: 29 audit questions in 9 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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