WHS DOCUMENTS & TEMPLATES

DOC-AUD-SDE · Safe Design of Structures Code of Practice Audit Tool

Product Overview

For: Australian designers and the businesses that commission, design or build structures in the harmonised WHS jurisdictions: architects, engineers, design managers, clients, principal contractors and WHS advisers who check how safety is built into design

Version 1.0 · 15 November 2026

SAMPLE

An audit tool for the code of practice Safe design of structures: 25 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 safe design of structures code of practice explains how designers, and the businesses that commission construction work, eliminate or minimise risks through the life of a structure: the duties, the key elements of safe design, consultation and information transfer, risk management through each design phase, and designing for safe construction, use, maintenance, modification and demolition. This tool turns what the code expects into 25 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.

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How to Use This Audit Tool

Safe Design of Structures Code of Practice Audit Tool

What this tool audits

The safe design of structures code of practice explains how designers, and the businesses that commission construction work, eliminate or minimise risks through the life of a structure: the duties, the key elements of safe design, consultation and information transfer, risk management through each design phase, and designing for safe construction, use, maintenance, modification and demolition. This tool audits Western Australia's approved Code of practice: Safe design of structures (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 25 audit questions in 4 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.

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[Company name]

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Field Audit Checklist

Safe Design of Structures 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 Safe design of structures (Western Australia's edition of June 2022).

No.	Ref	Audit question	Evidence to look for	Rating	Notes
1 Duties and what is required					
1	1.2	Does the business know whether it is a designer of a structure that will be used as a workplace, including when it alters or modifies a design, and the duties that come with it?	Document: The business's design scope, contracts. Ask: The design manager.	☐ C ☐ P ☐ NC ☐ N/A	
2	1.2	Does each design make sure, so far as is reasonably practicable, that the structure is without risks for the people who build it, use it for its designed purpose, maintain, clean or repair it, and demolish it?	Document: Design records, safety in design reviews.	☐ C ☐ P ☐ NC ☐ N/A	
3	1.2	Do designers carry out, or arrange, the calculations, analysis, testing or examination needed for the structure to be without risks?	Document: Calculations, test and examination reports.	☐ C ☐ P ☐ NC ☐ N/A	
4	1.2	Do officers make sure the business has processes for safe design, and are design changes made by others checked for their effect on health and safety?	Document: Reports to officers, the design change procedure. Ask: An officer.	☐ C ☐ P ☐ NC ☐ N/A	
5	1.3	Where more than one person has a duty for the design, such as the client, the designer and the builder, does each discharge their own duty to the extent they can influence and control it?	Document: Contracts and responsibility matrices. Ask: The client and the designer.	☐ C ☐ P ☐ NC ☐ N/A	
6	1.4	Is a risk management approach used for the design: identify hazards, assess the risks, control them through the hierarchy of control, and review the controls?	Document: The design risk register, design reviews.	☐ C ☐ P ☐ NC ☐ N/A	
2 Key elements of safe design					
7	2.1	Does the design consider the whole life cycle of the structure, from construction and use to maintenance, refurbishment and demolition?	Document: Life cycle considerations in the design brief and reports.	☐ 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 Safe design of structures: 25 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: 25 audit questions in 4 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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