WHS DOCUMENTS & TEMPLATES

DOC-AUD-SDS · Safety Data Sheets Code of Practice Audit Tool

Product Overview

For: Australian manufacturers and importers of hazardous chemicals in the harmonised WHS jurisdictions: regulatory, product stewardship and WHS staff who prepare or check safety data sheets

Version 1.0 · 15 November 2026

SAMPLE

An audit tool for the code of practice Preparation of safety data sheets for hazardous chemicals: 26 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 safety data sheets code of practice explains how manufacturers and importers prepare, review and amend safety data sheets for hazardous chemicals, and what each of its 16 headings should contain. This tool turns what the code expects into 26 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.

What is included

Item	File
Excel audit workbook: 26 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

Safety Data Sheets Code of Practice Audit Tool

What this tool audits

The safety data sheets code of practice explains how manufacturers and importers prepare, review and amend safety data sheets for hazardous chemicals, and what each of its 16 headings should contain. This tool audits Western Australia's approved Code of practice: Preparation of safety data sheets for hazardous chemicals (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 26 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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[Company name]

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Field Audit Checklist

Safety Data Sheets 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 Preparation of safety data sheets for hazardous chemicals (Western Australia's edition of June 2022).

No.	Ref	Audit question	Evidence to look for	Rating	Notes
1 Duties and when a safety data sheet is needed					
1	1.2	Does the business, as a manufacturer or importer, prepare a safety data sheet for each hazardous chemical before first making or importing it, or as soon as practicable after?	Document: The product list and a safety data sheet for each, with dates.	☐ C ☐ P ☐ NC ☐ N/A	
2	1.2	Is the current safety data sheet given to any person at the workplace who asks for it, and to suppliers and users on first supply and when it changes?	Document: Distribution records, the customer request process.	☐ C ☐ P ☐ NC ☐ N/A	
3	1.2	Are the people who prepare safety data sheets competent in classification and the code's requirements?	Document: Training and experience records of the preparers.	☐ C ☐ P ☐ NC ☐ N/A	
4	1.3–1.4	Has the business correctly decided which of its products need a safety data sheet, including the exceptions the code describes?	Document: The classification records and decisions.	☐ C ☐ P ☐ NC ☐ N/A	
5	1.5	Is each chemical classified against the 7th revised edition of the GHS, as the WHS Regulations use it, before its safety data sheet and label are prepared?	Document: Classification records for a sample of products.	☐ C ☐ P ☐ NC ☐ N/A	
2 Preparing, reviewing and amending					
6	2.1	Is each safety data sheet in English, with the 16 headings in the set order, and with the information needed for the chemical's classification?	Document: A sample of safety data sheets.	☐ C ☐ P ☐ NC ☐ N/A	
7	2.1	Does each safety data sheet carry the manufacturer's or importer's Australian name, address and business telephone number, an emergency number, and the date of preparation or last review?	Document: A sample of safety data sheets.	☐ 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 Preparation of safety data sheets for hazardous chemicals: 26 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: 26 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

Get the full editable documents

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