

# How to prepare for a WorkSafe audit



**Related documents:** Occupational Violence and Aggression (OVA) policy & OVA checklist  
Fire Safety and Emergency Management Plan

WorkSafe Victoria (WorkSafe) has proactively supported employers in the healthcare and social assistance industry (including Dental Practices) to improve workplace health and safety. As part of this effort, they are increasing inspector visits.

Inspectors will visit workplaces with a focus on the critical hazards that exist in allied health services. For example, allied health workers may be exposed to health and safety risks in the workplace associated with occupational violence and aggression (OVA), manual handling and other common risks. It appears that WorkSafe inspectors are looking at the whole of the practice – but with a significant focus on psych-social hazards, including mental health, OVA, and harassment.

Workplace visits will involve the inspector looking at the following:

**“Systems and processes are in place for identifying and managing health and safety risks, including OVA and manual handling recent occupational health and safety (OHS) incidents review and revision of risk control measures following an incident.”**

ADAVB Practice Plus suggest that to prepare for a WorkSafe audit, could consider the following:

## Occupational Health & Safety (OH&S) manual

A current Occupational Health & Safety (OH&S) manual in place. You will find an OH&S (WHS) Manual template and other policy templates, e.g. bullying and harassment, on the ADA federal website here: [www.ada.org.au/services/hr-service/policies](http://www.ada.org.au/services/hr-service/policies), accessible with ADA member log-in. Sexual harassment in the workplace now carries a positive duty to protect workers. The policy has been updated to reflect this change.

The OHS (WHS) Manual template applies to all states and includes a **risk matrix** on page 23, which you can use to assess the severity of risks.

A **General Incident Report** to document any workplace incidents, including OVA incidents and near misses, in the OH&S (WHS) Manual template p.43. You can also download an Incident Register App [www.safetyculture.com/spotlight/](http://www.safetyculture.com/spotlight/) or in the practice accreditation resources available on registration.

## Practice Accreditation

Consider undertaking dental practice accreditation to access safety and quality resources. Register here [www.ada.org.au/services/practice-accreditation/introductory-practice-accreditation/register](http://www.ada.org.au/services/practice-accreditation/introductory-practice-accreditation/register)

## WorkSafe Resources

[WorkSafe WorkWell Toolkit](#) and the WorkSafe Victoria [OHS Essentials program](#), offers free workplace safety consultations for small businesses.

WorkSafe Victoria’s ‘If you are injured at work’ poster is displayed in the staff area. The poster can be downloaded for WorkSafe Victoria [www.worksafe.vic.gov.au/if-you-are-injured-work-posters](http://www.worksafe.vic.gov.au/if-you-are-injured-work-posters)

## Mental Health First Aid

Train to become a Mental Health First Aider and learn how to provide initial support to someone experiencing a mental health crisis or struggling with mental health issues. ADAVB will soon offer this training, so stay tuned for updates on the ADAVB website here [www.adavb.org/events](http://www.adavb.org/events)

## Occupational Violence and Aggression (OVA) policy

An Occupational Violence and Aggression (OVA) policy in place. There is an OVA policy and a checklist available on the ADAVB website here [www.adavb.org/resources/for-dental-professionals/safety-and-quality](http://www.adavb.org/resources/for-dental-professionals/safety-and-quality)

## First Aid Kit

Ensure your first aid kit is up-to-date and is correctly identified.

Information for first aid and kits can be found at WorkSafe Victoria- First Aid in The Workplace - Compliance Code [www.worksafe.vic.gov.au/resources/compliance-code-first-aid-workplace](http://www.worksafe.vic.gov.au/resources/compliance-code-first-aid-workplace)

## Emergency Management Plan

Emergency Management Plan in place. Display the exit plan and meeting points diagram in the waiting area.

Emergency Management- Developing A Plan for A Small Organisation can be found at WorkSafe Victoria [www.worksafe.vic.gov.au/safety-alerts/effective-emergency-response-plans](http://www.worksafe.vic.gov.au/safety-alerts/effective-emergency-response-plans)

Practice Plus provides resources on how to develop a plan – Fire Safety and Emergency Management Plan (Victoria) is available at the ADAVB website here [www.adavb.org/resources/for-dental-professionals/safety-and-quality](http://www.adavb.org/resources/for-dental-professionals/safety-and-quality) under OH&S, Policies and procedures.

# Reporting to insurer

Guild Professional Indemnity Insurer concurs that a random audit does not need notification – but a call to action does.

Therefore, if WorkSafe indicates action is to be taken but considers that no further intervention is required, you are not required to notify the insurer.

If WorkSafe considers further interventions necessary – then notify the insurer.