



June 2008

ACC / Operate Safe Pilot Programme of Industry Best Practice Guideline (IBPG) tool

Operate Safe encourages members to participate in this important industry-specific trial. The pre-audit process during this pilot will be as follows:

- After ACC has verified the application a letter will be sent confirming the work sites to be audited.
- The employer will submit an application/renewal form to ACC. ACC will provide the standard approval to the employer (with the sites selected for audit) including a list of all of the approved auditors.
- The employer then contacts an approved auditor from the ACC list (see below). NOTE: This is not mandatory but use of one of the ACC-trained and approved auditors will ensure the success of the trial, to the benefit of the whole industry.

Auditors will use their skills and experience to undertake a standard WSMP audit with a particular industry focus. This includes:

1. Systematically viewing all relevant systems and evidence. (The audit tool asks specific questions about workplace safety standards being practiced and gives some suggested options for conformance. The options are not exhaustive and auditors are required to consider equivalent evidence on its merits).
2. Reviewing a number of significant hazards and documenting the identified controls and auditor observation of these controls in action.
3. Doing a site walk-around on each of the selected site(s) to view evidence of health and safety systems in practice. The auditor will visit each of the sites identified in the audit confirmation letter.
4. Undertaking focus group interviews with management and employee representatives to confirm the systems in action.

Unless otherwise requested by the employer, all audits will be undertaken to a tertiary level. All audits will be completed, even when it is clear an employer may be unable to meet the primary level criteria. Application of the 30-day rule remains at the discretion of the auditor (only applicable in WSMP audits).

A standard report will be provided to the employer and ACC in accordance with ACC's standard service expectations. Employers should notify Operate Safe of the standard achieved in an audit by submitting a copy of the audit report. The overall summary of the report should include reference to the fact that the audit was undertaken with an Operate Safe company using the Operate Safe IBPG.

ACC will be using the following auditors in the pilot programme:

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