



MK Inc. WHS Policies

This document was prepared for
Mitch Kenny on behalf
of [Your Consultant
Name]





WHS POLICIES

Executive Summary

Name: Mitch Kenny

Date: 02 May 2018



	Total Answer	Possibility Answers	Score		Comments
WHS Policies			65%		
Policy Planning and Management Plans	14	25	56%		Does not meet requirements
Resources, Responsibility & Consultation	9	15	60%		Does not meet requirements
Documentation of Risks & Emergencies	10	20	50%		Does not meet requirements
Monitoring Incidents & Records	16	20	80%		Nearly meets requirements
Audits & Reviews	8	10	80%		Nearly meets requirements



WHS POLICIES

Highlights Report

Name: Mitch Kenny
Date: 02 May 2018
Result: 65%

	Answer	Best Answer	Score		Comments
Policy Planning and Management Plans					
	56%				
WHS Policy	3	5	60 %	✗	Comments addressing the client's level of competence in the WHS Policy
Identification of hazards, assessment and control of risks	2	5	40 %	✗	Discussion on how well the organisation establishes, implements and maintains the documentation and hazard identification
Legal Requirements	4	5	80 %	✓	What are the processes for identifying and accessing legal requirements
Objectives & Targets	2	5	40 %	✗	Comments on to the level the organisation establishes, implements and maintains documentation
WHS Management Plans	3	5	60 %	✗	Discussion on the effectiveness of the WHS management plans and it's ability to achieve objectives and targets
Resources, Responsibility & Consultation					
	60%				
Resources	3	5	60 %	✗	somewhat level of resource allocation
Responsibility & Accountability	2	5	40 %	✗	Poor level of accountability and responsibility being delegated by management staff
Training & Competency	4	5	80 %	✓	Training performed regularly and noticed of expired licenses are recorded in the Health & Safety dashboard
Documentation of Risks & Emergencies					
	50%				
Documentation	3	5	60 %	✗	Adequate level of documentation being held in paper form
Documentation & Data Control	2	5	40 %	✗	Poor level of documentation control
Hazard Identification, Risk Assessment & Control of Risks	2	5	40 %	✗	poor level of hazard identification and control of risks



Emergency Preparedness & Response	3	5	60 %	✗	mediocre emergency action plan, however it is well communicated
Monitoring Incidents & Records 😊		80%			
Monitoring & Measurement	3	5	60 %	✗	adequate level of the organisation documenting and controlling procedures
Health Surveillance	4	5	80 %	✓	Excellent level of health surveillance within specific hazards
Incident Investigation, Corrective and Preventative Action	5	5	100 %	✓	Excellent level of incident reporting and corrective actions
Records & Record Management	4	5	80 %	✓	Yes, very good level
Audits & Reviews 😊		80%			
WHSMS Audit	4	5	80 %	✓	Very good level of audit management internally
Management Review	4	5	80 %	✓	High level of management reviews performed regularly

One Page Snapshot of Results

Your Score **65%**

Policy Planning and Management Plans

56%

WSH Policy
Identification of hazards, assessment and control of risks
Legal Requirements
Objectives & Targets
WSH Management Plans

Resources, Responsibility & Consultation

60%

Resources
Responsibility & Accountability
Training & Competency

Documentation of Risks & Emergencies

50%

Documentation
Documentation & Data Control
Hazard Identification, Risk Assessment & Control of Risks
Emergency Preparedness & Response

Monitoring Incidents & Records

80%

Monitoring & Measurement
Health Surveillance
Incident Investigation, Corrective and Preventative Action
Records & Record Management