



Assess your Partnership Programme Audit Preparedness

Safety Management Practices	Yes	No	Unsure
Do you have a clearly documented health and safety policy that meets the standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your policy outline your commitment to safety management practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is everyone made aware of the policy (including visitors and contractors)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have effective health and safety planning, review and evaluation processes in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have hazard identification, assessment and management procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have incident and injury reporting, recording and investigation procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have documented processes for employee participation in health and safety management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have emergency plans in place for all potential emergencies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have evidence that these plans have been practiced and employees trained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have procedures in place that protect employees from on-site work undertaken by contractors and subcontractors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have evidence that all these 'contractor' procedures have been implemented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you provide health and safety information, training and supervision to your employees, contractors and visitors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have evidence that the information, training and supervision has been provided to employees, visitors and contractors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Injury Management	Yes	No	Unsure
Do you have procedures that ensure a systematic approach to claims administration and case management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have the required forms, letters and documents that demonstrate that the above procedures have been followed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Claims Management and Administration	Yes	No	Unsure
Do you have evidence that shows that cover decisions meet with ACC requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have evidence that shows that entitlements meet with ACC requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your file management comply with minimum ACC requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your claims administration and reporting comply with ACC requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an effective disputes management process in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the disputes management process communicated to all claimants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Case Management and Rehabilitation	Yes	No	Unsure
Do you have in place effective rehabilitation policies and procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have effective procedures for assessing claimant's rehabilitation needs (medical, vocational, social)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can you demonstrate that the rehabilitation outcomes are for injured employees meets the minimum ACC standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>