

**Appendix C. WHSMS Gap Analysis Template**

WHSMS Gap Analysis		
School/Division		Date
WHSMS Handbook Chapter selected for Gap Analysis		
Person conducting the gap analysis		
<b>Gaps identified between local WHS practices and the selected WHSMS Handbook Chapter/s</b>		
<b>Strategies or actions required to address the gaps identified</b>		
<b>Corrective actions assigned</b>		
<i>List the action numbers in Figtree HERE</i>		

Approval Authority – School/Division Directors		
<input type="checkbox"/> I am satisfied and confident that my School/Division is implementing the University WHS Management System using the WHSMS Handbook guidance. <b>OR</b>  <input type="checkbox"/> I am aware that my School/Division is implementing the University WHS Management System using the WHSMS Handbook guidance. However, there are gaps in the implementation. Corrective Actions have been assigned to address problems found during this gap analysis.  <input type="checkbox"/> I am not satisfied with my School/Division's progress in implementing the University WHS Management System using the WHSMS Handbook guidance. I have directed the School/Division to address the issues within the next <u>XX</u> months.		
Name		
Signature		Date

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