

CHECKLIST

WORK HEALTH AND SAFETY

AUDIT CHECK LIST of YOUR FORMAL WHS POLICES SYSTEMS and PROCEDURES

CLIENT TRADING NAME _____
LOCATION _____ DATE ____ / ____ / ____
NUMBER OF WORKERS _____ OCCUPATION / INDUSTRY _____
CLIENT NAME _____ CLIENT PHONE NO. _____
NAME OF PERSON CONDUCTING THIS AUDIT _____ PHONE NO. _____

Do you have written policies systems and procedures for each of the following?

Tick ✓

Yes or No

WRITTEN POLICIES, SYSTEMS & PROCEDURES

- A Workers Compensation Insurance Policy is in place for all workers.
- Records are maintained for Workers Compensation and Work Health and Safety.
- Wages Records are maintained for a minimum of 7 years.
- A Hazard Identification Report form is available for use by Workers.
- An Incident Notification form is available for use by Workers.
- A Return to Work Programme is in place.
- All accidents are recorded in a Register of Injuries Book.
- The WorkCover poster "IF YOU GET INJURED AT WORK" is displayed at this workplace.
- Where Workers Compensation premium exceeds \$50,000, a trained Rehabilitation Coordinator has been appointed.
- An Injury Management Programme is in place.
- We have a Work Health and Safety Policy on our letterhead which is signed by the business owner.
- A system is currently in place for OHS , or WHS (The OHS Act was replaced by the WHS Act in 2012)
- The PCBU (Person Conducting the Business or Undertaking) has up to date knowledge on WHS.
- The PCBU has facilitated one or more Work Groups with Workers and Consults with Workers.
- Officers (financial controllers, managers, etc) have up to date knowledge on WHS.
- Officers ensure the PCBU complies with the WHS Act 2011, WHS Regulation 2011 and relevant Codes of Practice.
- A Health and Safety Representative (HSR) has been elected by the Workers.
- We have Employment Procedures and Practices which are used in the selection, appointment & training of Workers.
- A First Day Induction is conducted for new Workers.
- Training is provided for Workers. (Eg. Manual Handling)
- There are hazardous machines, operations, tasks or processes at this workplace.
- SOPs (Safe Operating Procedures) forms part of the training with hazardous machines, operations, tasks or processes.
- Workers exercise reasonable care and know their WHS legal duties.
- Officers identify hazards which are recorded in a workplace safety inspection report.
- Workers are issued with appropriate personal protective equipment.
- There are Placard or Manifest quantities of Dangerous Goods at this workplace.
- Workers drive to and/or conduct work at Off-site locations.
- Safe Work Methods are in place for Workers working off-site.
- Sign In - Sign Out, Conditions of Entry and Safe Operating Procedures are in place for Contractors at this workplace.
- Goods are transported using owned or contractor heavy vehicles (4.5 tonne or more when loaded).
- Owned heavy vehicles travel 500km or more per trip.
- Workers work on or enter construction sites.