

WHS

Due Diligence

Accredited Work, Health & Safety
Consultant

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QUICK WHS COMPLIANCE CHECKLIST

for small to medium businesses



WHS MS

(Work, Health & Safety Management System)

Y / N **1.** Does the business have a WHS MS compliant with the current legislation?

Y / N **2.** Are there WHS policies in place? e.g. Bullying, Social Media, Smoking etc.

TRAINING and COMPETENCY

Y / N **3.** Has the business provided WHS induction for officers, managers and workers?

CONSULTATION, REPORTING & RECORDING

Y / N **4.** Has the business provided access to all workers for reporting and discussing safety?

Y / N **5.** Are there regular "toolbox" meetings to discuss safety with all staff?

HAZARD IDENTIFICATION and RISK MANAGEMENT

Y / N **6.** Is there a system for identifying and reporting hazards and managing risks?

Y / N **7.** Is there a system for eliminating or minimising hazards that is accessible to all staff?

EMERGENCY MANAGEMENT PLAN

Y / N **8.** Are there EMP's for potential emergencies? e.g flood, fire, robbery, etc.

Y / N **9.** Does the EMP clearly illustrate the location of fire fighting equipment, emergency exits and assembly points?

Y / N **10.** Is there fire fighting equipment including fire extinguishers, fire hoses and fire blankets in place?

FIRST AID

Y / N **11.** Is there a First Aid policy in place?

Y / N **12.** Is there a First Aid kit in the workplace?

Y / N **13.** Is there a staff member trained in First Aid?

LTI (Lost Time Injury) MANAGEMENT and RTW (Return to Work) POLICY

Y / N **14.** Is there a Return to Work Policy in place?

Y / N **15.** Is there a Workcover injury reporting poster on display in the workplace?

SWMS (Safe Work Method Statement)

Y / N **16.** Are there SWMS's in place?

CONTRACTOR and SUPPLIER MANAGEMENT

Y / N **17.** Is there a log of contractor's qualifications and certificates of currency relevant to insurances, etc?

HAZARDOUS CHEMICALS

Y / N **18.** Is there safe storage for Hazardous Chemicals?

ELECTRICAL

Y / N **19.** Are all electrical equipment and power tools tagged and tested?

MANUAL HANDLING

Y / N **20.** Has Manual Handling training been provided?



Accidents Do Happen!
 Are You Compliant?

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