

## WHS Management Checklist

Use this checklist to provide an overview of the status of the WHS management system.

1. WHS policy management	Yes (✓)	No (X)	Notes
1.1 Does the company have a workplace health and safety policy?			
1.2 Does the company have a WHS Management System manual or plan?			
1.3 Does the company conduct internal audits of the WHS Management System on an annual basis?			
1.4 Is the company's WHS Management System audited by an external auditor every two years?			

2. Safe work practices and procedures	Yes (✓)	No (X)	Notes
2.1 Does the company have a complete set of safe operating procedures or specific safety instructions relevant to its operations?			
2.2 Does the company have a documented incident investigation procedure?			
2.3 Does the company have procedures for maintaining, inspecting and assessing the hazards of plant used by the company?			
2.4 Does the company have procedures for storing and handling hazardous substances?			
2.5 Does the company have procedures for identifying, assessing and controlling risks associated with manual handling?			
2.6 Does the company have a documented procedure for the induction of visitors to worksites?			
2.6 Does the company have a documented procedure for the induction of employees?			
2.7 Does the company have a risk management procedure?			
2.8 Does the company have procedures for managing the risks of work in isolated locations?			
2.9 Are effective communication arrangements in place for the worksite?			

3. WHS training	Yes (✓)	No (X)	Notes
3.1 Does the company conduct workplace health and safety training?			
3.2 Are records kept of training and induction programs?			
3.3 Have competency statements or licences been supplied for all the tasks being undertaken (where appropriate)?			
3.4 Have management or operational staff completed accredited WHS training (such as 'Follow OHS procedures' HS Representative' or "Certificate IV in OHS")?			
3.5 Are staff appropriately trained in safe operating procedures?			

4. Workplace Health and Safety inspections	Yes (✓)	No (X)	Notes
4.1 Are WHS inspections carried out regularly at worksites?			
4.2 Are workplace inspection checklists used to conduct WHS inspections?			
4.3 Is there a procedure for employees to report hazards?			
4.4 Is there a workplace health and safety committee?			
4.5 Are employees involved in making decisions relating to WHS issues?			
4.6 Are there employee-elected WHS representatives?			

5. WHS performance monitoring	Yes (✓)	No (X)	Notes
5.1 Is there a system for recording and analysing workplace health and safety performance statistics?			
5.2 Are employees regularly provided with information on company workplace health and safety performance?			
5.3 Has the company ever been convicted of a workplace health and safety offence?			

**Make a plan to action any items checked 'No' on this checklist.**