

## Checklist: How to comply with your WHS obligations as an officer

If you can answer yes to all of the following you are well on your way to meeting your obligation. If not, you remain at risk of prosecution.

- Do you have the appropriate policies, procedures and reporting structures in place within your PCBU?
- Do your policies, procedures and reporting structures capture all major hazards and risks within your business?
- Are you, as an officer, aware of the major hazards and risks within your business?
- Are you aware of the specific controls that prevent those hazards from injuring or causing illness to workers?
- Does your reporting structure:
  - advise you of past injuries;
  - advise you of near misses;
  - provide analysis that identifies areas of risk;
  - manage performance;
  - identify serious risks of injury or death; and
  - identify the success of health and safety controls that have been put into place after a workplace incident and investigation?
- Does your reporting structure advise you that the necessary training and inspections, supervision and audits are being conducted, gaps analysed and solutions implemented in a timely manner?
- Do you understand the entire operation of your business? If not, you must gain knowledge of your business, including the high-level risks within the business and the appropriate controls in respect of those risks.
- Do you have a governance structure in place?
- Do you have a consulting system in your PCBU allowing:
  - an assessment of hazards and risks within your business;
  - consultation around how this can be solved;
  - consultation around content in your policies and procedures; and
  - engagement in safety in general?
- Are all workers involved in regular safety toolbox discussions?
- Is there discussion around each incident when injury has, or could have, occurred so that all workers gain an understanding of the hazard, its level of risk and how it was appropriately controlled?
- Are you satisfied that all your workers are competent in your safety system?
- Does your reporting system advise you in relation to training, supervision and other aspects of your safety system, and inform you that the people who are trained, supervising or inspecting are competent in that area?

Source *OH&S Handbook Chapter D1*