



Checklist/action plan

This checklist/action plan is by no means exhaustive and may be adapted to suit the organisation's operations.

Item	Yes	No	Action	Who	When (Review)
Leadership					
Is there a company WHS policy endorsed by the board?					
Is the policy effectively communicated?					
Does the board regularly communicate on WHS matters to employees and other stakeholders?					
Is an officer or a member of the board on the WHS Committee?					
Does the board receive regular reports and recommendations from the WHS Committee?					
Knowledge					
Do all officers and members of the board know their WHS legislative obligations and duties?					
Are different components regularly monitored and reviewed: <ul style="list-style-type: none"> • Training and induction program? • Risk management? • Reporting and investigating? • Prevention activities? 					
Are officers aware of their role when: <ul style="list-style-type: none"> • The risk management process has been completed and a request for resources is put forward? • An incident occurs? • A notice has been issued by a health and safety representative (HSR) or an inspector? • An investigation is being conducted? 					



Responsibility					
Has a member of the board been given overall responsibility for or management of WHS?					
Do all managers have health and safety in their performance measures?					
Are there competent people to advise on WHS?					
Decision-making					
Do recruitment practices include health and safety requirements?					
Do design and purchasing procedures include health and safety requirements?					
Do board decisions take into account health and safety requirements?					
Consultation					
Is there an open and transparent process for: <ul style="list-style-type: none"> employees to raise WHS issues? employees to be consulted on changes to the workplace, practices, processes, etc that will affect WHS? 					
Is it endorsed by the board?					
Reporting & evaluating					
Is WHS included in the corporate report?					
Does the report include lead and lag indicators?					
Does it include future targets?					

This information is based on the *Workplace Health and Safety Act 1995* and should not be considered a legal document or a substitute for the Act. This booklet should be read in conjunction with the Act.

Further information can be obtained at www.worksafe.qld.gov.au including:

- summary of the *Workplace Health and Safety Act 1995*
- information on Zero Harm at Work Leadership Forum members.

