General WHS Compliance Checklist

SAFETY POLICIES & PROCEDURES

- ☐ WHS policies documented and aligned with WHS Act 2011.
- ☐ Procedures for hazard identification and incident reporting.
- ☐ Policies communicated to all staff.

RISK MANAGEMENT

- ☐ Regular risk assessments conducted.
- ☐ Risk Register maintained with control measures.
- ☐ Hierarchy of controls applied.

TRAINING & COMPETENCY

- ☐ Mandatory WHS induction completed.
- ☐ Training records maintained.
- ☐ High-risk work licenses verified.

INCIDENT REPORTING & INVESTIGATION

- ☐ System for reporting near misses and injuries.
- ☐ Prompt incident investigations documented.
- ☐ Notifiable incidents reported to regulator.

General WHS Compliance Checklist

EMERGENCY PREPAREDNESS

☐ Emergency Response Plans developed and tested.
☐ Evacuation drills conducted.
☐ Emergency equipment acessible and maintained.

WORKPLACE INSPECTIONS

☐ Routine inspections scheduled.
☐ Inspection checklist used.
☐ Corrective actions documented.

SPILL MANAGEMENT

☐ Spill kits are available, clearly labeled, and regularly inspected.
☐ Staff are trained in spill response procedures and PPE usage.
☐ Spill containment measures are in place for hazardous substances.
☐ Spill incidents are reported, documented, and reviewed for improvement.

CONSULTATION & COMMUNICATION

☐ WHS committees or HSRs established.
☐ Regular safety meetings held.
☐ Employee feedback encouraged.

General WHS Compliance Checklist

CONTRACTOR & VISITOR SAFETY

☐ Contractors inducted and compliant.
☐ Visitor logs maintained.
☐ Contractor activities monitored.

RECORDKEEPING & DOCUMENTATION

☐ Records of assessments, training, and adults kept.
☐ Documentation accessible and secure.
☐ Annual review of records.