

WHS DOCUMENTS CHECKLIST

Document	Yes	No
Audit of risks/hazards at the workplace — inventory		
Assessment of risks/hazards at the workplace		
Risk/hazard management plan		
Induction list — WHS issues to emphasise		
Policies and procedures on WHS		
Relevant material safety data sheets		
Accident records, including notifications of accidents to the relevant safety authority (e.g. WorkCover, SafeWork etc)		
Records of near-misses		
Overall WHS training plan		
Confirmation of training (e.g. relevant training documents and training plans)		
Relevant reports from consultants		
Reports from employee representatives, committees and HSRs (if any)		
Reports on consultation and actions arising from these reports		
Workers compensation reports of injuries/claims to insurer		
Rehabilitation report		
Intelligence gathering documents — WHS information particularly relevant to the business		