

Officer WHS Due Diligence - Questions to Consider

Please remember:

Reg 35 of the WHS Regulations states that a duty holder **must eliminate** risks to health and safety first, and if it isn't reasonably practicable to eliminate risks to health and safety then risks are to be **minimised so far as is reasonably practicable** (as per hierarchy of control).

If a risk cannot be eliminated then there must be a **legally defensible reason** as to why it isn't reasonably practicable and clear reasoning as to how the hierarchy of control has been applied (ie: highest level control measures must be applied first).

New projects / changes to organisational structure or workforce

- What are the physical and psychosocial hazards for employees that may come along with this project/change? Have they been considered during the decision making process? How has this been done? What controls need to be implanted to ensure employees are safe?
- What controls will be put in place to ensure these hazards are addressed?
- How will these controls be reviewed to determine if they were appropriate?
- What resources (people, equipment, finances, training, locations) will be required to ensure the safe implementation of this project/change? Do we have enough or do changes need to be made? How will this affect the current employees? Has adequate time, review of current work priorities been given to allow employees to do the project/change appropriately.
- Who will be consulted with to ensure the safe implementation of this project/change (staff, WHS Consultant, architects etc)?
- What is the safety and health feedback from employees regarding this project/change? How has the employees feedback been taken into consideration?
- Do the changes require employees to change priorities mid project? If yes, how is this going to be managed to ensure employees are kept safe?
- Are workers clear on their roles for the project/change? How has this been done to ensure role clarity? Is there conflicting job roles, responsibilities or expectations?

Incidents/Worksafe notices & notifiable incidents

- What are the root causes of this incident? Physical and/or psychosocial?
- External incidents (high risk) - How is the root cause and controls being provided to contractors?
- Internal incidents - do we have processes to ensure that this hazard is controlled and has been communicated to others?
- How has the organisation verified and checked the corrective actions required to be implemented? What was verified and checked?

Goals / Actions / Objectives

- Do these goals/actions/objective affect employees physical or psychosocial health and safety?
- Has consultation/communication taken place with employees regarding the goals/actions/objectives? Consultation may not be about the decision made but the process in which the goal/action/objective will be implemented.
- Communication of the decisions has been completed clearly and transparently?
- Are the goals/actions/objectives clear and consistent? How do employees get told about goals/actions/objectives?

Other Questions

- What is the current consultation processes occurring in the organisation? What are the outcomes? What controls are being implemented to provide feedback back to employees during the consultation process? How is the organisation ensuring that each employee gets the same information?
- Has there been any reports of inappropriate and unreasonable behaviour? How is the organisation ensuring that employees are trained and education in what behaviours/acts are inappropriate and how to report these behaviours?
- How does the organisation fairly and equitably provide reward and recognition to its employees? Is it consistent across the organisation?

