



# WHS Act - Self Audit Checklist

This document is designed to help you conduct a brief self-audit of your compliance with certain key employer obligations legislated in the WHS Act 2011.

**The questions below do not constitute a full WHS audit**

If you answer "NO" to any of the following, your business practices may be in breach of the law and you and your business exposed to penalties up to \$3 million or jail. HR Tactics therefore strongly advise you have a full WHS Audit of your practices conducted and swiftly remedy any areas of non-compliance.

## Management Commitment

1. Are you aware what insurances you are required to have as an Employer and do you hold current policies in these?  
 Yes  
 No
2. Do you have a WHS policy that has been developed or reviewed, in the last 12 months?  
 Yes  
 No
3. If you needed to, could you present indisputable evidence that managers/supervisors in the organisation, are committed to worker health and well-being (eg. documentation, third-party accounts, resource allocations)?  
 Yes  
 No
4. Are you aware of the legal obligations and responsibilities both management and workers have under the WHS Act 2011?  
 Yes  
 No

## Consultation

5. Are you aware what evidence of ongoing WHS consultation you are required to keep under the Act?  
 YES  
 NO
6. Are you aware of your obligations to consult with Contractors on WHS prior to and during their engagement?  
 N/A, I don't use Contractors  
 YES  
 NO
7. Has someone been assigned responsibility for carrying out key WHS activities in the organisation?  
 YES  
 NO



## Risk Management

8. If you needed to, would you be able to produce evidence that the organisation has a proactive approach in place for identifying hazards and assessing risks in the workplace?
- YES  
 NO
9. Are WHS safety inspections and fire drills conducted regularly and records of these been kept?
- YES  
 NO
10. Are you aware whether your emergency signage and evacuation procedures are fully compliant?
- YES  
 NO

## Supervision, Education & Training

11. Are you aware what WHS training for workers is required in your organisation under the WHS Act?
- YES  
 NO
12. Could you produce evidence that managers/supervisors in the organisation actively ensure that workers are following safe work procedures?
- YES  
 NO

## Reporting and Evaluation

13. Are you aware what formalised WHS procedures and processes the WHS Act requires an organisation to have in place (eg. for reporting workplace hazards, incidents, illnesses and injuries)?
- Yes  
 NO
14. Are you aware what actions are legally required of you following any workplace incident?
- Yes  
 NO
15. Could you produce evidence that the results of past incident investigations have been used to plan future WHS improvement strategies?
- YES  
 NO

If you answered "NO" to any of the above questions, you may be in contravention of your workplace obligations. HR Tactics therefore strongly advise you have a full WHS Audit of your practices, documentation and premises conducted and swiftly remedy any areas of non-compliance.

**HR Tactics specialises in conducting WHS Audits and offering WHS advice to employers.**

**Contact us for a confidential discussion if you have any queries or concerns regarding the above or wish to book a full WHS Audit.**

**Contact us:**

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