



Primary Duty of Care Checklist

1. General obligations under the primary duty of care

So far as is reasonably practicable, have you ensured:		
➤ the provision and maintenance of a work environment that is without risk to health and safety?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
➤ the provision and maintenance of safe plant and structures?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
➤ the provision and maintenance of safe systems of work?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
➤ the safe use, handling, and storage of plant, structures and substances?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
➤ the provision of adequate welfare facilities for workers, including access to those facilities?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
➤ that a system for monitoring the health of workers and workplace conditions is in place?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
➤ that you will uphold your primary duty of care wherever a work activity takes place outside the workplace?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
➤ that this duty is upheld at all times during working hours?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

2. Specific obligations under the primary duty of care

Have you:		
➤ considered the physical layout of the workplace, including entrances and exits?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
➤ ensured that there is sufficient space in the workplace to allow free and unobstructed movement?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
➤ considered whether workplace floors and surfaces might pose a risk to worker safety by being	<input type="checkbox"/> YES	<input type="checkbox"/> NO



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uneven, slippery, too narrow or too steep, and taken steps to control those risks?		
➤ ensured that all areas of the workplace are adequately lit?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
➤ ensured that the workplace is adequately ventilated?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
➤ controlled the temperature of the workplace to suit working conditions?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
➤ ensured the provision and maintenance of, and reasonable access to, toilet facilities?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
➤ ensured the provision of and reasonable access to drinking water?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
➤ ensured the provision and maintenance of, and reasonable access to, washing facilities?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
➤ ensured the provision and maintenance of, and reasonable access to, eating facilities?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If you answered 'no' to any of the above questions, you are likely to be in breach of your primary duty of care.		

3. To whom do I owe the duty?

So far as is reasonably practicable, have you ensured the health and safety of:		
➤ employees?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
➤ contractors?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
➤ subcontractors?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
➤ employees of a labour-hire company assigned to your business or undertaking?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
➤ outworkers?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
➤ apprentices or trainees?	<input type="checkbox"/> YES	<input type="checkbox"/> NO



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➤ a student gaining work experience?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
➤ a volunteer?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
➤ a volunteer association?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
➤ other people outside your organisation, such as customers or visitors?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

4. Worker accommodation

If you provide worker accommodation, have you:		
➤ ensured that a worker occupies accommodation that is owned by you or under your management or control?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
➤ ensured that the occupancy is necessary for the purposes of the worker's engagement because other accommodation is not reasonably available?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
➤ so far as is reasonably practicable, maintained the premises so that the worker occupying the premises is not exposed to risks to health and safety?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Note: This checklist is a guide only and not a comprehensive list of WHS obligations as detailed in the safety legislation. For more guidance on WHS requirements in each state, reach out to VitalShield Health & Safety

Name

Company

Email

Phone

Press SEND to email this form to Info@vitalshieldhsw.com.au