



## A WHS Due Diligence Checklist for Supervisors

***Is the organisation providing adequate supervision to workers as part of its primary duty of care?***

Do all supervisors in the organisation:		
➤ ensure that their workers receive appropriate written instructions and training on health and safety matters, policies and procedures to be followed when carrying out work?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
➤ refresh this instruction and training periodically?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
➤ ensure that their workers are complying with the relevant health and safety policies and procedures frequently?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
➤ ensure that their workers comply with legislated safety procedures, such as lockout, machine guarding and confined space entry procedures?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
➤ ensure that their workers receive appropriate protective clothing and equipment (if applicable)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
➤ monitor whether this clothing and equipment is being consistently worn, used, maintained and stored according to the relevant law?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
➤ take responsibility for monitoring and identifying actual and potential hazards (physical or psychological) in all relevant workplaces for their workers?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
➤ implement a system for ensuring that their workers are notified quickly and effectively in relation to these hazards?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
➤ communicate regularly to their workers the procedure for any hazards (actual or potential) in the workplace, and the importance of immediately identifying these hazards?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
➤ take all precautions which are reasonably practicable to protect the health and safety of their workers and others in the workplace?	<input type="checkbox"/> YES	<input type="checkbox"/> NO



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➤ check whether they are complying with the health and safety obligations to consult with their workers?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
➤ ensure that their workers' welfare is being properly provided for (e.g. through access to adequate toilet facilities and drinking water)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
➤ provide closer supervision to workers who may require it (e.g. young and inexperienced workers, workers taking on new roles)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If you answered 'yes' to the majority of the above questions, it is likely that your organisation is providing adequate supervision in fulfilling its primary duty of care. If you answered 'no' to any questions, you should assess whether you need to address any gaps or deficiencies to ensure compliance with health and safety obligations.		

**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**

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