



## Due diligence Checklist

### ***Are you taking reasonable steps to exercise due diligence in your capacity as an officer?***

Have you, as an officer in the organisation:		
➤ Maintained an awareness of and carried out all health and safety duties under the relevant law, ensuring that all direct reports also work to this standard?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
➤ Set up a well-documented system for identifying, reporting and responding to all risks and hazards (actual and potential) in the workplace, including regular communication about such hazards?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
➤ Taken appropriate reporting and rectifying steps after an injury or incident?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
➤ Established safe practices, procedures and controls that are specific to the workplace hazards – including from dangerous goods – and that meet (or exceed) the relevant legal requirements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
➤ Provided ongoing instruction and training to all workers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
➤ Allocated adequate time and resources for the health and safety program to be established by everyone in the workplace, including the health and safety committee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
➤ Regularly monitored and audited the overall health and safety management system to ensure that it complies with industry standards and practice?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
➤ Implemented an appropriate governance structure, with appropriately accountable people who properly attend to work health and safety?  <b>Note:</b> A formal structure may not be needed in a small business where the officers will have easy access to the relevant information.	<input type="checkbox"/> Yes	<input type="checkbox"/> No



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<p>➤ Established information-gathering and reporting processes to facilitate the flow of work health and safety information and advice to other officers, to enable them to understand and make appropriate decisions?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>➤ Set up a written register that records decisions that are likely to affect the organisation?</p> <p><b>Note:</b> The register should include a description of the organisation, the subject matter and purpose of the decision, the reasons for the decision, why the decision is thought to affect the organisation, who made the decision and why, and who participated in the decision-making process.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>➤ Reviewed health and safety issues at every board meeting and ensured that the organisation complies with the relevant law?</p> <p><b>Note:</b> This includes ensuring that there are procedures in place for compliance and that there is an active health and safety committee in the workplace.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>➤ Ensured that supervisors report back to directors promptly on the system's operation and safety concerns?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>➤ Reacted personally and immediately upon becoming aware of a system failure?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>➤ Issued instructions promptly in writing to the appropriate person to ensure that any contraventions are addressed and corrected, and followed up to ensure that the instructions have been carried out?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>➤ Kept documentation on file to demonstrate involvement in major health and safety issues?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No



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<p>➤ Ensured that all employees comply with safety procedures, including lockouts, machine guarding and confined space entry procedures?</p>	<p><input type="checkbox"/> Yes</p>	<p><input type="checkbox"/> No</p>
<p>➤ Ensured that appropriate personal protective equipment is available, and used, where the risk of harm cannot be reduced by any other means?</p>	<p><input type="checkbox"/> Yes</p>	<p><input type="checkbox"/> No</p>
<p>If you answered 'yes' to all the above questions, it is likely that you are taking reasonable steps to exercise due diligence in the running of the organisation. If you answered 'no' to any questions you may not be compliant with the act and should assess whether you need to address any gaps or deficiencies.</p> <p><b>Note:</b> This is not an exhaustive list and what is considered 'reasonable' will depend on the particular circumstances.</p>		

**Name**

**Company**

**Email**

**Phone**

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