OhS and hr
management systems

Technology-Driven OHS Risk Checklist

Use this checklist whenever you introduce or update **AI tools, automation, robotics, digital systems, apps, or workflow software** in your workplace.

1. Identify the Technology

✓ What new technology is being introduced?

✓ Does it change *how* work is performed?

✓ Does it automate or replace a task previously done by a person?

✓ Does it collect or process worker data (monitoring, tracking, scheduling)?

2. Conduct a OHS Risk Assessment

✓ Has a **specific risk assessment** been completed for the technology? Regulators expect workplaces adopting digital systems to complete OHS risk assessments, including identifying hazards, assessing risks, and documenting controls.

✓ Have potential **physical hazards** been identified?
(e.g., robots, drones, automated machinery, device malfunctions)
✓ Have potential **psychosocial hazards** been identified?
(e.g., stress, low role clarity, digital overwhelm, high or low job demands)
  ✓ Does the technology increase workload, pace, or cognitive demands?
  ✓ Does it create stress, confusion, or fear of monitoring?
  ✓ Does it reduce role clarity or create unrealistic output expectations?
  ✓ Does it reduce job satisfaction?

3. Check for AI-Specific Risks

✓ Could AI systems make unsafe decisions?
(e.g., unsafe scheduling, excessive workloads, unfair task allocation)
✓ Have you put **human oversight** in place to review AI or automated decisions? Regulators expect businesses to maintain appropriate human oversight to prevent unsafe outcomes.
✓ Are workers informed that AI may influence task allocation or monitoring?

4. Apply the Hierarchy of Controls

✓ Can risks be **eliminated** (e.g., removing unnecessary tech features)?

✓ Can risks be **reduced through engineering controls**?

(e.g., automated limits, safety shutoffs, workflow guardrails)

✓ Are **administrative controls** documented?

(e.g., procedures, checklists, role responsibilities, clear escalation steps)

5. Update Policies & Safety Procedures

✓ Have OHS policies been updated to include:
- AI use
- Automation
- Digital workflows
- Data use and monitoring expectations

✓ Are these updates reflected in your OHS Management System?

✓ Have safe-use procedures been written for new devices or software?

6. Train and Consult with Workers

✓ Have workers received training on:
- How the technology works
- Safety risks
- Reporting issues
- Limits of automated systems

✓ Have roles and responsibilities been clearly explained?

✓ Has worker consultation been documented?

7. Monitor, Review & Improve

✓ Are incidents or near misses related to digital systems being recorded?

✓ Do you regularly review whether the technology creates new hazards?

✓ Are safety controls updated as the technology evolves?

✓ Are workers encouraged to report digital or AI-related safety issues?