

OHS Duty of Care Compliance Checklist (Victoria)

Is Your Business Meeting Workplace Safety Obligations? – here are some key items to consider

Tick each item you can confidently say is in place in your business. If you answer NO or UNSURE, you may have a compliance gap.

1. Management & Legal Awareness

- Management understands OHS legal obligations in Victoria
- Responsibilities for health and safety are clearly defined
- You keep up to date with changes to OHS laws and regulations
- You would feel confident during a WorkSafe inspection

2. Hazard Identification & Risk Management

- Workplace hazards have been identified (Physical and Psychological)
- Risk assessments have been conducted
- Control measures are implemented and reviewed
- High-risk activities are clearly documented and controlled

3. Policies & Procedures

- You have a current Health and Safety Policy
- Procedures for incident reporting and investigation
- Procedures for hazard identification and risk control
- Contractor management procedures
- Policies are regularly reviewed and updated

4. Incident Management

- Staff know how to report incidents and hazards
- Incidents are investigated and corrective actions implemented
- You understand notifiable incidents and reporting requirements
- You are aware of penalties for failing to report incidents
- Workers Compensation Insurance is in place and information provided to employees (ie WorkSafe If you are injured poster)

5. Consultation & Communication

- You consult with employees on OHS matters
- Staff are involved in identifying hazards and solutions
- Health and Safety information is clearly communicated
- Contractors are included in safety processes

6. Training & Competency

- Staff receive OHS induction training
- Role-specific safety training is provided
- Training records are maintained
- Refresher training is scheduled and tracked

7. Psychosocial Hazards & Workplace Behaviour

- Policies covering bullying, harassment, and discrimination
- Psychosocial hazards (e.g. workload, stress) are identified and controlled
- Staff understand expected behaviours and reporting processes
- Managers are trained in handling workplace behaviour issues

8. Emergency Preparedness

- Emergency management plans are in place
- Fire wardens or responsible persons are appointed and trained
- Emergency equipment is available and maintained
- Evacuation drills are conducted regularly