WHS Documents Checklist



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| Document | Yes | No |
| Audit of risks/hazards at the workplace — inventory |   |   |
| Assessment of risks/hazards at the workplace |   |   |
| Risk/hazard management plan |   |   |
| Induction list — WHS issues to emphasise |   |   |
| Policies and procedures on WHS |   |   |
| Relevant material safety data sheets |   |   |
| Accident records, including notifications of accidents to the relevant safety authority (e.g. WorkCover, SafeWork etc) |   |   |
| Records of near-misses |   |   |
| Overall WHS training plan |   |   |
| Confirmation of training (e.g. relevant training documents and training plans) |   |   |
| Relevant reports from consultants |   |   |
| Reports from employee representatives, committees and HSRs (if any) |   |   |
| Reports on consultation and actions arising from these reports |   |   |
| Workers compensation reports of injuries/claims to insurer |   |   |
| Rehabilitation report |   |   |
| Intelligence gathering documents — WHS information particularly relevant to the business |   |   |