Work Health and Safety

Due Diligence Framework   
Officer’s Diary

[Insert year]

[Insert Officer’s name]

[Insert position title]

[Insert name of organisation]

About this diary

An Officer must ensure workplace hazards and risks are identified and managed within their organisation. In the Model Work Health and Safety Act (WHS Act) this is called due diligence.

In order to meet his or her due diligence obligations an Officer must take reasonable steps to address six elements:

1. Acquire and maintain up-to-date knowledge of WHS matters
2. Understand the nature of the operations of the PCBU\* including hazards and risks
3. Ensure appropriate resources and processes are in place to manage risks
4. Ensure appropriate processes are in place for reporting WHS issues and responding in a timely manner
5. Ensure the PCBU[[1]](#footnote-1) implements processes for complying with WHS law
6. Verify the provision and use of resources and processes for the management of risks.

This diary has been developed to provide Officers with simple tools and templates to record the actions they take to address each element.

Element 1

Use this template to record the actions you take to meet the requirements of Due Diligence Element 1.

|  |  |
| --- | --- |
| Officer Training and Information | |
| Due Diligence Officers’ Training provided by | Date completed |
|  |  |
| WHS briefing or training attended | Date completed |
|  |  |
|  |  |
|  |  |
| Meetings attended or convened where WHS was discussed | Frequency |
|  |  |
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|  |  |
|  |  |
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| WHS subscriptions (ie newsletters, publications, alerts and updates) | Frequency |
|  |  |
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Element 2

To meet the requirements of Due Diligence Element 2 Officers should conduct regular, informal safety engagements at workplaces. Use these templates to record the details and refer to Appendix A for more information.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Officer Safety Engagement Schedule | | | | |
| Quarter | No. | Date | Site | Completed/ Not Completed |
| Jul-Sep  [Insert Year] | 1 |  |  |  |
| 2 |  |  |  |
| Oct-Dec  [Insert Year] | 1 |  |  |  |
| 2 |  |  |  |
| Jan-Mar  [Insert Year] | 1 |  |  |  |
| 2 |  |  |  |
| Apr-Jun  [Insert Year] | 1 |  |  |  |
| 2 |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Officer Safety Engagement Record | | | |
| Date |  | Time |  |
| Location |  | | |
| Workers Consulted |  | | |
| Other Officers in Attendance |  | | |
| Notes |  | | |
| Issues Identified (including unsafe acts or behaviours) |  | | |
| Actions Taken (including corrections of unsafe acts or behaviours) |  | | |
| Date completed |  | | |
| Signature |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Major/key risks associated with the PCBU’s operations | | | |
| Date Identified | Hazard/Risk | Risk controls  (What is in place to reduce the risk?) | Date Reviewed |
|  |  |  |  |
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Element 3 – 6

To meet the requirements of Due Diligence Elements 3 – 6 Officers must report on the adequacy and performance of all relevant WHS resources and processes. Use this template to record these details.

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| --- | --- |
| Officer Due Diligence Report | |
| Name of organisation |  |
| Department or program |  |
| Report completed by |  |
| Position |  |
| Date |  |

At a minimum, the following performance indicators should be measured.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Positive Performance Indicator | | | | | | |
| Performance Indicator | Level of Performance | | Comments | | | |
| Target | Actual |
| Formal Consultation meetings held |  |  | ie: Are consultation mechanisms working effectively? | | | |
| WHS policies or procedures reviewed/ developed |  |  | ie: Names of policies or procedures reviewed, next review date, etc. | | | |
| WHS training sessions held |  |  | ie: Topics covered, participation rates, future plans. | | | |
| Workplace inspections conducted |  |  | ie: Any issues noted | | | |
| Was preventative and/or scheduled maintenance undertaken? (please tick) | | | Yes |  | No |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| If maintenance was undertaken describe activities. |  | | | | |
| Was an annual internal audit of the WHSMS undertaken against a credible standard? | | Yes |  | No |  |
| If an audit was conducted describe findings. |  | | | | |
| Was a biennial external audit of the WHSMS undertaken against a credible standard? | | Yes |  | No |  |
| If an audit was conducted describe findings. |  | | | | |
| General comments (ie Have lead indicators increased or decreased since the last reporting period) |  | | | | |

|  |  |  |
| --- | --- | --- |
| Incidents / Claims – Level of Performance | | |
|  | Actual | Comments  (note any significant injuries or trends identified and/or actions taken) |
| Lost time injuries incurred |  |  |
| Number of first aid treatments administered |  |  |
| Workers’ compensation claims commenced last quarter |  |  |
| Number of incidents/accidents last quarter |  |  |
| Workers’ compensation claims each quarter year-to-date | | |
| July – September |  |  |
| Oct – December |  |  |
| January – March |  |  |
| April – June |  |  |
| Workers’ compensation claims currently open |  |  |
| Notifiable incidents or enforcement actions taken by the safety regulator in the last reporting period? |  |  |
| Changes in performance since last reporting period |  | |

Please note: A Due Diligence Report should be completed at least every six months, but this may vary depending on the PCBU’s size, complexity and risk. An Officer may delegate responsibility for the Due Diligence Report to another worker but the Officer is responsible for ensuring it is completed.

Appendix A

Safety Engagements

The frequency of safety engagements will depend on the Officer’s role and other factors. The table below shows examples following best practice.

|  |  |
| --- | --- |
| Officer’s Role | Suggested frequency of safety engagements |
| Bishops | Annually |
| Diocesan Business Managers | Biannually |
| Directors of Diocesan Entity | Quarterly |
| Chief Financial Officer | Quarterly |
| Senior Manager of Diocesan Entities | Bimonthly |

The following suggestions may help prompt discussions with workers in a designated work group.

|  |  |
| --- | --- |
| Safety Engagement – sample questions | |
| General | |
|  | Do you understand your WHS responsibilities and the organisation’s responsibilities to you? |
|  | Are you aware of the organisations WHS policies and procedures and how these apply to you? |
|  | Are there adequate resources in your area to address safety issues? |
|  | Do you know who to ask if you need any assistance with WHS issues? |
|  | When was the last time WHS was raised in your area? |
|  | Are there ways that we can be communicating WHS more effectively within your area? |
|  | Do you know what to do in the event of an emergency, i.e. fire, evacuation or lock down? |
|  | When was the last time you received training in WHS? |
|  | How do you report WHS hazards in your area? |
|  | Does the organisation encourage the reporting of unsafe hazards? |

|  |  |
| --- | --- |
|  | What are some examples of typical hazards within your area? |
|  | Are workers held accountable for their safety performance? |
| Contractor Management (applicable to workers that oversee contractors) | |
|  | Are contractors completing their safety inductions? |
|  | Are contractors complying with our safety programs and not putting themselves or our workers/clients/students at risk of harm? |
|  | Are there any problems with our contractors? |
| Volunteer Management | |
|  | Are volunteers involved in any safety inductions and/or training? |
|  | Are volunteers complying with our safety programs and not putting themselves or our workers/clients/students at risk of harm? |
|  | Are there any problems with our volunteers? |
| Offsite Workers | |
|  | What activities are you involved in when you are working offsite? |
|  | Have you ever experienced violence or aggression from clients or others whilst performing your duties? |
|  | Do you check-in and out with the office? |
|  | Do you carry a mobile phone with you? |

1. What is a PCBU?

   A 'person conducting a business or undertaking' (PCBU) is a legal term under WHS laws for individuals, businesses or organisations that are conducting business. A person who performs work for a PCBU is considered a worker. [↑](#footnote-ref-1)