

## Client WHS Systems Checklist (Blue Collar)

Client Details
Client:
Client Site Address:
Client Representative Name & Title:
Date of Assessment:

WHS Systems	Y	N	NA	Comments/Observations
WHS Policies, Procedures & Commitment				
<p>Do you have documented policies and procedures for:</p> <ul style="list-style-type: none"> <li>• Work health and safety;</li> <li>• Prevention and response to bullying, harassment and discrimination;</li> <li>• Prevention and response to violence;</li> <li>• Risk management;</li> <li>• Consultation</li> <li>• Work health and safety issue resolution;</li> <li>• Incident management</li> <li>• Provision of accommodation</li> </ul>				
<p>Is there the potential for workers to work alone, in isolation and/or remotely?</p> <p>If yes, please confirm the following systems of work to ensure the health and safety of workers.</p> <ul style="list-style-type: none"> <li>• Working alone procedure</li> <li>• Working from home procedure</li> <li>• Workers are provided with a personal duress alarm or similar</li> <li>• Provision of communication systems example: mobile phone, monitoring checks</li> </ul>				

WHS Systems	Y	N	NA	Comments/Observations
What site specific hazards will on-hire workers be exposed to? Example: manual tasks, hazardous chemicals, confined spaces, working at heights, plant, equipment and tasks requiring a permit to work				
Explain how site / task specific hazards are controlled? Example: Job Safety Analysis (JSA), Safe Work Method Statement (SWMS), risk assessments, Safe Operating Procedures (SOP) Please provide copies of relevant assessments/procedures.				
Is personal protective equipment (PPE) required to be worn? Do you provide workers with the required PPE?				
How do you ensure workers adhere to the WHS policies and procedures?				
Do you have in place a process to monitor your compliance with legal obligations?				
Do you have a process to periodically monitor health and safety in the workplace? (i.e. to make sure the safety standard doesn't deteriorate)?				
Has the company ever been convicted of a work health and safety offence? If yes, please provide relevant details				
Induction and Training				
Do you have a formal induction process?				
Will our on-hire workers be provided with a workplace induction & task specific training?				
Will our workers been trained in how to correctly use, maintain and store personal protective equipment (PPE)?				

WHS Systems	Y	N	NA	Comments/Observations
Consultation and Communication				
As a shared duty holder, are you aware that we must consult, cooperate and coordinate activities to ensure the health and safety of on-hire workers?				
What consultation processes do you have in place? Example: WHS Committee / Tool box talks.				
If an on-hire worker identifies a WHS issue, who is the contact person within the business to report the issue to?				
Amenities, Emergency Response and First Aid				
Will On-hire workers have access to adequate first aid and other required facilities?				
What are the first aid and emergency arrangements for the site?				
Do you have emergency procedures for the workplace that reflect the types of emergencies you could encounter?				
Do you provide emergency response training?				
Additional Expectations				
Are you aware that you are required to notify us in the event that an on-hire worker is required to perform alternative duties, duties at a different site or when there are significant changes to the current systems or site that have not been agreed to or that we are not aware of?				
Can you confirm that you have assessed the safety of accommodation provided to the on-hire worker as part of their placement?  Including safe access and egress, security and emergency management procedures				

Additional Information / Comments / Observations			
Agreed Action Record			
Details of Issue	Action Required	Date Action Required	Action Status
On-hire firm Name & Signature		Client Representative Name & Signature	