

Work Design Checklist

When a SafeWork Inspector Calls or Visits

If a SafeWork NSW Inspector visits or calls, they will be checking that the PCBU and officers are meeting their duties to effectively manage psychosocial hazards and risks. While a SafeWork NSW Inspector will make inquiries, or conduct an investigation, based on the available information and work issues that have been raised, a SafeWork NSW Inspector may consider whether the PCBU and officers are carrying out the following:

1. Managing psychosocial risks and hazards in accordance with legislative obligations
2. Have effective systems in place to identify and assess psychosocial risk and hazards
3. Have taken, or are actively taking, all reasonable steps to design out hazards and risks at the source to eliminate or minimise psychosocial hazards and risks
4. Monitoring the effectiveness of work design and other control measures and, where required, improves the work design
5. Consulting affected workers
6. Consulting, coordinating and cooperating with other duty holders.

SafeWork NSW has prepared a Work Design Checklist to assist a PCBU and Officer to consider the information that may be required by the SafeWork NSW Inspector. However, this Work Design Checklist is for guidance purposes only. Importantly, a SafeWork NSW Inspector may ask a question, or request information, that is not included in the Work Design Checklist below.

PCBU and officers' work design checklist			
If asked by a SafeWork NSW inspector, can you explain and if required, provide evidence that:	Yes	Not sure	No
You know what the serious psychological and physical hazards are for the different teams in your organisation			
You understand why/how psychosocial hazards might cause harm either by themselves or in combination			
You know which workers and other persons may be at most risk and why			
You have consulted with affected workers			
You use effective and systematic processes to review relevant data and information to identify and monitor key psychosocial hazards and risks and decide on actions			
You can explain how the organisation identified/investigated system level issues that create psychosocial hazards and then used work design to address psychosocial risks			
You know what controls measures are used in your workplace and how well (or not) they are working			
You can show that you have designed or redesigned work to eliminate and minimise psychosocial risks so far as reasonably practical			

Notes: If you answered 'not sure' or 'no,' take immediate steps to address the issue so if a SafeWork NSW Inspector visits you can show you are serious about meeting your WHS duties and serious about improving the risk controls in your organisation.

Evidence you could show an inspector may include organisational records and statements from managers and affected workers and HSRs. The SafeWork NSW Inspector may ask to see copies of relevant records and to speak privately with workers and managers.