

Work Design Checklist

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 control 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 SFARP (so far as reasonably practicable)			

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.