**WHS Duty of Care Checklist for Coordinators**

* Familiarise yourself with the school’s WHS Policy and WHS Management System and your personal responsibility for WHS within your area of delegated authority.
* Ensure the health, safety and wellbeing of staff, students and visitors in your workplaces and ensure that WHS risks relating to all activities undertaken are properly identified, assessed and controlled.
* Demonstrate active and visible leadership in WHS risk management.
* Set goals to improve WHS in your area of delegated authority in the form of action plans.
* Include WHS risk management as the first agenda item of Faculty, Studies & Student Team meetings. Use this as an opportunity to:  
  - review and respond to incident reports, inspection reports, WHS audit reports etc  
  - consider WHS aspects of new projects, purchases, refurbishments etc  
  - check progress towards achievement of goals in WHS action plans
* Ensure that hazards or WHS risks associated with different jobs, tasks and projects are being formally identified and assessed for risks to the health and safety of those involved. Risk identification and assessment should be done in consultation with those involved or affected.
* Ensure that suitable risk controls are chosen and established within agreed timeframes. These may include competency based training, adequate supervision and adoption of safe operating procedures. Risk controls should be chosen in consultation with those involved or affected.
* Inform staff, students, visitors and contractors of WHS requirements and expectations, directing them to relevant information and risk control resources available. This may include local WHS induction (refer to WHS Induction Checklist), on-the-job instruction and specific WHS training.
* Promptly address WHS issues that are brought to your attention in consultation with those involved or affected.
* Refer WHS issues that are beyond your control to a member of the Executive or to the relevant Health & Safety Representative (HSR) for their attention, but ensure that interim action is taken to reduce the risks in a practical way.