COMPLIANCE CHECKLIST

Below is a list of some of the mandatory compliance requirements that apply to all workplaces / venues. Having these systems in place not only helps prevent injury to your team, but also protects you and your venue from prosecution.

- WHS Policy & Procedures, staff consultation, training and communication. Incident and hazard reporting. Regular workplace / hazard inspections. Staff are inducted

- Risk Register for your workplace and operations and safe work procedures for tasks and equipment. Includes physical and mental health hazards.

- Fire & Emergency Plan (reviewed and updated annually), evacuation diagrams displayed. Training scheduled for new staff plus annual refresher training for all. Warden training in place.

- Anti-money Laundering & Counter Terrorism Financing Compliance Program, Compliance Officer appointed, venue is enrolled with AUSTRAC, training, reporting & risk assessment. Applies if you have electronic gaming machines / TAB.

- Food Safety Plan and forms for recording temperatures, wastage & incoming food inspections. Trained staff.

- Smoking Management Plan, reviewed annually. DOSA complies with requirements and staff trained.

- Workers compensation insurance & rehabilitation / return to work procedures. Injury reporting to WorkCover. Employees know how to submit a claim.

For advice on the above, contact Michelle Bates
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