

# Information Workshop

## WHS Due Diligence

### for Managers and Supervisors

**WHS Legislation means Due Diligence is mandatory ...**  
**Are you aware of your responsibilities?**

**Background:** Under federal and South Australian WHS legislation, officers, managers and supervisors of corporations and government bodies are required to:

1. Acquire and maintain work health and safety knowledge relevant to their workplace.
2. Understand the workplace's operation and associated hazards and risks.
3. Ensure that resources and processes are available to eliminate or minimise health and safety risks.
4. Ensure there are appropriate processes for receiving, considering and responding to information about incidents, hazards and risks.
5. Ensure that the organisation has, uses and maintains processes for complying with their legal responsibilities, such as notifications, consultation and training.
6. Verify the provision and use of the resources and processes referred to above.

**Penalties for reckless conduct under the WHS Act are up to \$3mil. For corporations/ government bodies and up to \$600 000 and/or 5 years imprisonment for individual managers and supervisors.**

**Timing:** 2.5 hour workshop

**Who should attend:**  
The course is aimed at Officers, Managers, and Directors of organisations who want an overview of Workplace Health and Safety Legislation and their personal responsibilities.

**Workshop Overview:**  
This course provides information on key elements of the WHS Act to persons conducting a business or undertaking (PCBU's) and their officers, with particular emphasis on the mandatory duty to exercise Due Diligence.  
Topics covered include: Where to start, and what does it mean to you, Description of key definitions, duties of parties according to the WHS Act, Guidance for Officers in exercising due diligence, Duty of Care and Responsibility of Managers, Understanding hazards and risks, Consultation and Risk Management, developing a safety culture to protect our fellow workers.

*Questions and scenarios*

**Provider:** Paragon Work Health Safety  
Member of Safety Institute of Australia

**Facilitator:** Peter McWhinnie  
Qualifications: Graduate Diploma of Organisational Safety Management (UniSA), Cert IV in Transport, Warehousing and Logistics, Diploma of Occupational Health and Safety, Diploma of Quality Auditing, Nationally accredited workplace trainer and assessor (Cert IV TAE), Diploma of Business, Diploma of Management.  
Experience: transport fleet manager, truck driver for MC, heavy machinery operator, parks and gardens maintenance, workplace trainer and assessor.

