



Pre-submission checklist

Use this checklist to make sure that you don't miss anything important during the submission process.

About you

Are you a qualified WorkSafe Plan Assessor?

- You are independent of the organisation being assessed.
- You have current certification as a principal or lead WHS auditor for WHS systems.
- You are qualified and experienced in WHS.
- You have successfully completed the WorkSafe Plan online information session
 - ① *Make sure you have submitted a copy of your current certification as a principal or lead WHS auditor for WHS systems to DMIRS after completing your WorkSafe Plan information session to obtain a WorkSafe Plan Certificate of Completion.*



① *Remember to attach your WorkSafe Plan Certificate of Completion to your first WorkSafe Plan application.*

About the organisation

Prior to undertaking the WorkSafe Plan assessment, you need to have:

- confirmed that the organisation comes under the WorkSafe WA jurisdictional authority
- established the nature of the organisation
- asked the organisation about any serious active or past WHS incidents, WorkSafe investigations and enforcement activity
- determined if the assessment will be for the whole organisation or parts of it
- checked the organisation's LTI/D performance in the past three years.
 - ① *This will help you to ascertain whether the application will be successful.*

Submission checklist

Remember to include the following information and supporting documents in your WorkSafe Plan application.

- Relevant information about the Assessor.
- A clear indication of the award level the organisation is aiming to achieve (e.g. Silver, Gold or Platinum).
- A report on the five element scoring.
 - ① *You may use Appendix 4 as a template.*
- A summary of scores for each WorkSafe Plan element using Appendix 2.
- Details about the organisation using Appendix 3.
- The organisation's LTI/D statistics.
 - ① *You must include the most current workplace statistics available and indicate whether they have been obtained over financial years or calendar years.*
- Any conflicts of interest.
 - ① *Remember to include a written statement to confirm there is no conflict of interest between the Assessor and the organisation.*
- Any other information in support of your application.

