DOCUMENT CHECKLIST

Please find below a list of documents that may be required for the onsite Psychological Gap Analysis

- [ ] WHS and related Policies
  - Bullying and Harassment Policy and Procedure
  - Social Media Policy
  - Health & Wellbeing Policy
  - Lone Worker Policy
  - Fatigue Management Policy
  - Privacy Policy
  - Surveillance Policy and Procedure
- [ ] Return to Work Program
- [ ] Injured workers files
- [ ] Health and Wellbeing Strategy
- [ ] Employee Induction
- [ ] Sample of Position Descriptions and KPI's
- [ ] Performance Appraisals Review Policy and Procedure
- [ ] Work Schedules/Rosters
- [ ] Risk Register
- [ ] Completed Risk Assessments
- [ ] WHS Committee Meetings Minutes
- [ ] Any reports of hazards made by employees
- [ ] Training Needs Analysis and Training Matrix
- [ ] Performance Appraisals Review - Professional Development
- [ ] Any past Job Satisfaction surveys
- [ ] Organisational Surveys
- [ ] Staff Turnover numbers past 12 months
- [ ] Business's Strategic Plan next 5 years
- [ ] Toolbox Talk Calendar or Schedule

Please note: This is a guide only