

NSW Industrial-Manslaughter Audit-Readiness Checklist

Twelve things to have ready before SafeWork knocks. Plain language — no legal citations, no jargon. Work down the list for one active site.

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- ☐ 01 **Today's site roster, on demand.**
Can you produce who is on site right now — workers, subbies, visitors — without ringing the site supervisor? After an incident, this is the first question asked.
 - ☐ 02 **Sign-on history, by day and time.**
For any day in the last twelve months: who was on site, when they signed on, when they signed off. "The whiteboard got wiped" is not an answer.
 - ☐ 03 **Induction records for every worker.**
Every person on site inducted before starting work — with a record of what they were shown and when they acknowledged it.
 - ☐ 04 **Site-specific content, not a generic template.**
Your induction covers this site's hazards and rules — not a document written for a different job and never updated.
 - ☐ 05 **SWMS for high-risk work, acknowledged by the crew.**
Safe work method statements exist for the high-risk work on this site, and the workers doing that work acknowledged them before the work started — not after.
 - ☐ 06 **Credentials checked, expiry tracked.**
Licences and tickets — white cards, trade licences, plant tickets — recorded, with expiry dates someone is actually watching.



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Visitors documented.

Visitors sign in, are shown what they need to know, and acknowledge it. A visitor hurt on site triggers the same questions a worker does.



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The subcontractor chain, visible.

For every worker on site, you can show which employer they work for — and who engaged that employer.



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Records that survive scrutiny.

Your records show when they were created and can't be quietly edited afterwards. Paperwork reconstructed later reads as exactly that.



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Retention you can rely on.

Records kept for the full period required — not lost when a site closes, a laptop dies, or a folder gets "tidied up."



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Privacy handled.

Workers are told what's collected and why; records are stored securely; access is limited to the people who need it.



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The 30-minute drill.

Pick one site. Pull a complete evidence pack — roster history, inductions, SWMS acknowledgements, credentials — for the last month. Time it. If it takes days, that's the gap.

What now?

Work the list on one live site this week. The items you can't produce inside half an hour are the gap.

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