**WHS Duty of Care Checklist for the Principal and School Executive**

* Acquire knowledge and keep up-to-date with work health and safety (WHS) matters.
* Understand the nature of school operations and the associated hazards and risks.
* Ensure there are appropriate resources and processes to ensure that hazards are identified and risks are eliminated or minimised.
* Ensure there are processes for receiving and considering information about incidents, hazards and risks in a timely way.
* Ensure there are processes for compliance.
* Inform staff, students, visitors and contractors of WHS requirements and expectations, directing them to relevant information and risk control resources available. This may include local WHS induction (refer to WHS Induction Checklist), on-the-job instruction and specific WHS training.
* Verify the provision and use of resources and processes.