07 Five-point workplace review checklist

WES → WEL | Prepare the review, record the decision

Workplace: _____ Jurisdiction: _____
Reviewer: _____ Review date: _____

1. Identify what is used or generated

List chemicals and relevant process-generated dusts, fumes, gases and other airborne contaminants. Record where and how exposure could occur.

2. Compare the relevant information

Check SDS identity, ingredients and identifiers where available against official WEL information. Record the source and applicable jurisdiction transition.

3. Review the work and its controls

Consult workers and competent advisers. Consider elimination first, then the hierarchy of controls. Arrange competent air monitoring where required, including uncertainty about whether an applicable limit is exceeded.

4. Update responsibilities and documents

Review risk assessments, work procedures, training references and records. Assign a responsible person and due date for each gap.

5. Record and follow through

Record the decision, evidence, unresolved actions and next review date. Verify actions are completed and controls remain effective.

Action / decision	Responsible person	Due / closed
_____	_____	_____
_____	_____	_____
_____	_____	_____

Official references (checked 13 November 2026):
National list: https://www.safeworkaustralia.gov.au/doc/workplace-exposure-limits-airborne-contaminants
Queensland: https://www.worksafe.qld.gov.au/safety-and-prevention/hazards/hazardous-exposures/workplace-exposure-limits
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