

## ***How does an Officer meet due diligence requirements?***

As a member of the Church Council you may be deemed to be an Officer as defined in Section 4 of the WHS Act 2011. The health and safety duty of an officer requires them to exercise due diligence to ensure that the Person Conducting Business or Undertaking (PCBU) meets its health and safety obligations.

Due Diligence requires an officer to concentrate on managing the work health and safety (WHS) risks. The reasonable steps officers must take to ensure they are exercising due diligence includes, but is not limited to:

- acquiring and keeping up to date with knowledge of WHS matters
- gaining an understanding of the PCBU's business operations and the associated hazards and risks
- ensuring the PCBU has available for use, and uses, the appropriate resources and processes to eliminate or minimise risks to health and safety
- ensuring the PCBU has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information
- ensuring the PCBU implements processes for complying with any duty or obligation under the WHS Act
- verifying the provision and use of resources and processes required for compliance.

Further information on meeting the requirements of an Officer under the WHS Act 2011 are available from Safe Work Australia website:

<http://www.safeworkaustralia.gov.au/sites/swa/about/publications/pages/interpretive-guideline-section-27>