

Online safety management system digital readiness checklist

Identify your gaps. Understand your risk.
Assess how ready your safety system
is to move from paper to digital.



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Many organisations still rely on paper-based or fragmented systems to manage work health and safety activities. While familiar, these approaches can limit visibility, delay action and increase compliance risk.

This checklist helps you:



Review how your current safety management system operates in practice



Identify gaps associated with paper-based processes



Understand your organisation's readiness to transition to a digital system

There is no pass or fail. The purpose is to highlight risk exposure and inform your next steps.

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How to use this checklist

Work through each section and tick the statements that apply to your organisation today.

Be honest. This checklist is designed as a self-assessment to help you understand:

- Where your safety management system is working well
- Where gaps or inefficiencies exist
- Where reliance on paper-based processes may be creating risk

At the end, follow the scoring guide to determine your **digital readiness** and what it means for your organisation.



1. Organisation & governance

Strong governance relies on clear ownership, accessible information and consistent oversight. Paper-based systems often make this difficult to sustain.

Does your workplace have the structures needed to manage WHS effectively?

We have a documented WHS Policy that is communicated and accessible.

We have clear WHS roles, responsibilities, and accountabilities.

We regularly review WHS governance and leadership engagement.

Our safety information is centralised and easy to access.



2. Risk management

Effective risk management depends on current information, consistent methodology and regular verification of controls.

How effectively are you identifying, assessing and controlling risks?

We maintain a current Risk Register.

We systematically identify hazards and assess risks using a consistent methodology.

Risk controls are monitored and verified regularly.

High-risk activities are documented and managed proactively.

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3. Incident & hazard management

Delays in reporting and tracking can reduce learning, increase repeat incidents and weaken preventative action.

Workers can easily report incidents & hazards anytime/anywhere.

We track investigations and corrective actions through to completion.

We analyse trends over time.

We have a clear escalation and notification process.



4. Training, competency & inductions

Effective safety systems rely on people understanding their roles, responsibilities and risks. Paper-based training records can make it difficult to confirm competency, currency and coverage across the organisation.

All workers complete a structured induction process.

Training records are up to date and easy to retrieve.

Competency assessments are recorded and monitored.

We can quickly see who is overdue for training.



5. Contractor & supplier management

Managing contractor safety requires visibility of induction, competency and ongoing compliance. Paper-based systems can make it difficult to maintain consistent oversight across multiple contractors or sites.

Contractors are pre-qualified before onboarding.

Licences, insurances and competencies are verified.

We track contractor performance and compliance.

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6. Consultation & communication

Meaningful consultation depends on timely information, clear communication and evidence of engagement. Manual processes can limit participation and make it harder to demonstrate compliance.

We have effective ways to consult workers (HSC, toolbox talks, safety alerts).

Communications are tracked and accessible.

Workers understand how to raise safety concerns.



7. Document & records management

Safety documentation must be current, accessible and consistently used. When documents are stored across folders, emails or hard copies, version control and accessibility become harder to maintain.

Policies, procedures, SWMS/Job Safety Analysis are current and controlled.

Workers always access the latest version.

We maintain compliant records for audits.



8. Monitoring, reporting & continuous improvement

Monitoring and review activities provide assurance that controls remain effective. Without centralised data and reminders, reviews can be missed or completed inconsistently.

We use dashboards or reporting tools for WHS insights.

We review WHS performance at scheduled intervals.

Corrective actions are tracked and verified.

Your digital readiness rating

Your score

Once you have completed the checklist, review how many statements you were able to confidently tick.

Your results indicate your organisation's **level of risk exposure** when relying on paper-based or manual safety management processes.

Lower digital readiness (0-12)

- Greater reliance on paper, spreadsheets or disconnected systems
- Limited visibility of hazards, incidents and corrective actions
- Increased risk of delays, missed actions and compliance gaps
- **Suggested action:** Engage a suitably competent and qualified WHS consultant to provide the business with an understanding of critical risks and guidance on next steps to improve safety management.

Moderate digital readiness (13-20)

- Some structured systems in place
- Gaps in consistency, integration or reporting
- Opportunities to improve control, efficiency and insight
- **Suggested action:** Engage a suitably competent and qualified WHS professional to identify WHS system and compliance gaps and to develop a clear pathway forward to improve WHS compliance.

Higher digital readiness (21-28)

- Strong foundations for managing WHS
- Clear benefits from transitioning to a digital system to improve efficiency, insight and assurance
- **Suggested action:** Explore opportunities to digitise the safety management system. Consider [Australian Industry Group's online safety management system](#).

A lower score does not mean failure. It highlights areas where risk is harder to see and manage using paper-based systems.

What to do next



If your results highlight gaps or areas of higher risk, the next step is to understand what this means for your organisation in practice.

Australian Industry Group WHS consultants can help you:

- Interpret your digital readiness results
- Identify priority risks linked to paper-based systems
- Map practical, staged actions to improve visibility, accountability and safety outcomes

This support is tailored to your organisation's size, risk profile and capability.

Speak with a WHS consultant to review your results and next steps.

Contact us

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Completion of this checklist does not replace the need for a formal WHS document review or gap analysis conducted by a competent WHS professional, nor does it guarantee compliance with relevant WHS legislation, regulations, or standards. Safety management systems and risks can vary significantly between workplaces, and additional factors may need to be considered depending on the nature of your operations, workforce, industry, and regulatory environment.

By using this checklist, you acknowledge that the information collected is for indicative purposes only and may be used to provide you with follow-up insights, recommendations, or services where requested.