Due Diligence Evidence Checklist

OHSInsider

MEMBER WORKING TOOL

Due Diligence Actions and Evidence Checklist

Review one hazard, task or corrective action. Check the work and the evidence behind it.

Organization / site _____ Reviewer _____

Hazard / task under review _____

Jurisdiction(s) _____ Review date _____

People exposed / work conditions _____

For each item, mark one status and record evidence or its location. Use "Verify" when facts are unknown. Record gaps in the action register below. If an item does not apply, explain why in the evidence space.

C = Confirmed G = Gap V = Verify

Confirmed means the practice has been checked and supporting evidence located.

1 Review the actions and evidence

#	Review item (and examples of evidence)	C	G	V	Evidence / record location
01	**Was the hazard assessed for the people and conditions involved?** Examples: assessment, worker input, site observations.	☐	☐	☐	
02	**Were applicable requirements identified and reviewed?** Examples: requirements register, review notes, advice.	☐	☐	☐	
03	**Were suitable controls selected, put in place and explained?** Examples: control decisions, procedures, field checks.	☐	☐	☐	
04	**Were affected workers instructed on the task and controls?** Examples: content covered, dates, attendance records.	☐	☐	☐	
05	**Was the ability to perform the task safely verified?** Examples: observation, practical checks, assessor notes.	☐	☐	☐	
06	**Did supervision confirm that controls were being followed?** Examples: supervisor observations, coaching, follow-up.	☐	☐	☐	
07	**Were relevant inspections and maintenance completed?** Examples: inspection logs, service records, defect reports.	☐	☐	☐	
08	**Were hazards, near misses and incidents reported and addressed?** Examples: reports, investigation findings, assigned actions.	☐	☐	☐	
09	**Were corrective actions completed and checked for effectiveness?** Examples: closeout evidence, follow-up observations.	☐	☐	☐	
10	**Was the assessment reviewed when conditions or controls changed?** Examples: change reviews, revised assessments, new instructions.	☐	☐	☐	

2 Assign and verify the follow-through

Reference the review item number. Address immediate hazards through workplace procedures now.

Item / gap	Action / interim control	Owner	Due date	Completion evidence / verification

3 Challenge the record

- ☐ Does the record describe what happened, when, and who was responsible?
- ☐ Does workplace practice match the written procedure?
- ☐ Can we show that completed actions were effective?
- ☐ Have unresolved gaps and interim controls been communicated?

Outstanding issues / escalation _____

Next review date _____ Reviewed with _____

Reviewer details record the review, not a certification of compliance.

General review tool only. Completing this checklist does not establish compliance or a legal due diligence defence. Requirements and appropriate precautions depend on the jurisdiction and circumstances. Obtain qualified advice where needed.