


# Prevention Plan

## CHECKLIST

DATE: \_\_\_\_\_

No	CREATING PREVENTION PLAN	<input checked="" type="checkbox"/>
1	Plan must be made in writing	<input type="checkbox"/>
2	State each identified risk	<input type="checkbox"/>
3	Identify the control measures implemented, or to be implemented, to manage each identified risk	<input type="checkbox"/>
4	Identify the matters considered by the PCBU in determining the control measures, including:	<input type="checkbox"/>
(a)	matters relating to characteristics of the workers (e.g. age, gender, sex, sexual orientation or disability);	<input type="checkbox"/>
(b)	matters relating to characteristics of the workplace; and	<input type="checkbox"/>
(c)	any other matter that is relevant to the determination.	<input type="checkbox"/>
8	Describe the consultation undertaken by the PCBU	<input type="checkbox"/>
9	Set out the procedure for dealing with reports of sexual harassment or sex or gender-based harassment at work:	<input type="checkbox"/>
(a)	how to make a report;	<input type="checkbox"/>
(b)	how the report will be investigated;	<input type="checkbox"/>
(c)	workers making a report may be represented by a representative;	<input type="checkbox"/>
(d)	how a person will be informed of the results of the investigation; and	<input type="checkbox"/>
(e)	availability of issue resolutions procedures and the dispute resolution process.	<input type="checkbox"/>
10	Plan is readily accessible and understandable	<input type="checkbox"/>

№	<b>IMPLEMENTING PREVENTION PLAN</b>	
1	Reasonable steps taken to ensure workers are made aware of the prevention plan and know how to access it	
2	Review the plan:	
(a)	As soon as practicable after after a report of sexual harassment or sex or gender-based harassment at work is made;	
(b)	As soon as practicable after a request for a review of the plan is made by a health and safety committee for the workplace or a worker's health and safety representative; or	
(c)	otherwise every three (3) years.	