

RISK AUDIT TOOL

A must for every organisation

Workplace behaviour legislation has changed significantly over three sets of requirements:

1. Work Health & Safety (WHS)
2. Equal Employment Opportunity (EEO)
3. Positive Duty under Sex Discrimination Law

Are you sure your organisation is compliant?

Use this Risk Audit Tool to identify compliance gaps before they become risks



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WHS Requirements	EEO Requirements	Positive Duty Guidelines
Directors/Officers must exercise due diligence		Leadership
Culture		Culture
Risk Management		Risk Management
Policies & Procedures	Policies & Procedures	Knowledge: Policies & Procedures
Communication via notices	Notices and posters	Knowledge: Notices and posters
	Induction training	Knowledge: Induction training
Communication via emails and team meetings	Regular communication with employees via email and team meetings	Knowledge: Ongoing regular communication with employees - toolbox talks, emails, fact sheets
Training all employees	Regular training of all employees	Knowledge: Compulsory regular training
Leadership that models appropriate behaviours, trained to prevent and respond to inappropriate behaviours as soon as they become aware of them	Regular training of managers and supervisors	Knowledge: Targeted training for leaders and managers
	Contact Officer/ Employee Assistance Program (EAP)	Support such as Contact Officers, Peer Support Officers, Wellbeing Officers, Safety Reps, EAP
Informal/Formal investigation options follow natural justice	Grievance Officer or external investigator follows natural justice	Reporting and response options: Fair, consistent, clear, simple, person centered, trauma informed, clearly communicated
Follow up action		Monitoring, evaluation & transparency: Collect, assess and use data
Consultation with employees		One of four guiding principles
Work design which focuses on reducing the risk of inappropriate/unlawful behaviours such as clearly defined jobs, regular feedback about roles, providing relevant job training, reviewing and monitoring work loads, effective communication during workplace change.		

COMBINED RISK AUDIT TOOL

WHS/EEO/POSITIVE DUTY GUIDELINES	YOUR WORKPLACE
Leadership: Leaders/Directors/Officers must be aware of what is happening in their organisation, allocate sufficient resources, be visible and set the standard.	
Culture: Demonstrate how you foster a culture that is safe, respectful and inclusive, empowers workers to report issues, holds people to account.	
Knowledge: Policies and procedures are up-to-date, clear, comprehensive, outline unlawful behaviours, rights and responsibilities.	
Knowledge: Notices and posters.	
Knowledge: Ongoing regular communication with workers via emails, toolbox talks and fact sheets where key concepts are repeated over time.	
Knowledge: Compulsory regular training, focus on quality, accessible and effective, led by instructors who are experts in the law and in engaging with people, immersive, active participation.	
Knowledge: Targeted training for leaders and managers.	
Support: Contact Officer/Peer Support Officer, Wellbeing Officer, Safety Rep, Employee Assistance Program (EAP).	
Risk management: Identify, assess, eliminate/minimise, monitor and review.	
Reporting and response options: Must follow principles of natural justice, be consistent, clear, simple, person centred and trauma informed, use trained Grievance Officers or external investigators.	
Monitoring, evaluation, and transparency: Collect, assess and use data to inform future practices.	
Consultation with workers: An integral part of the process.	
Work design: Must focus on reducing the risk of inappropriate/unlawful behaviours such as clearly defined jobs, regular feedback about roles, providing relevant job training, reviewing and monitoring work loads, effective communication during workplace change.	

6 Reasons to Partner with EEO Specialists

1

Proven Impact

Over 43,000 leaders and employees have attended our training workshops, and more than 88,000 have completed our online courses successfully.

2

Effective Training

We offer a range of engaging, legally sound, interactive and effective in-person workshops as well as online courses.

3

Interactive Theatre

Our workshops use engaging real-life scenarios acted out by professional actors. Participants don't just listen; they see, feel, and interact with the narrative – which makes the learning stick.

4

Wraparound Service

- We understand the unique circumstances of your organisation
- Review your current policies
- Develop and implement a customised training plan
- Provide ongoing support

5

EEO Compliance Hub

complimentary access to valuable resources such as templates, checklists, toolbox talks, legal updates, videos, webinar recordings, and more.

6

Philanthropy

We donate 40% of online course sales and 10% workshop profits to charities that support vulnerable women and children.

If you identify any compliance gaps via the Risk Audit Tool, or if you'd simply like to strengthen your workplace culture, please call Franca Sala Tenna on 0405 134 187 or email franca@equalopportunitytraining.com.au

LEARNING IMPACT

July 2024 - June 2025

7919
Learners
Transformed

239
Workshops
Delivered

57
Happy
Clients

WHAT OUR LEARNERS SAY

93%

Better
understanding of
unlawful workplace
behaviours

95%

Committed to
being workplace
upstanders

96%

Know options
when facing
inappropriate
behaviours



98%

ACROSS ALL OUR WORKSHOPS
98% believe our facilitators are knowledgeable
and present the information in a clear manner.

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“Working with EEO Specialists has been a valuable partnership. The sessions were tailored to meet the specific needs of our workplace, fostering an inclusive environment where everyone feels respected and empowered.

We are grateful for their support in helping us prioritize workplace respect and safety.”

- Lauren Holliday, Development WA

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