

Compliance at a glance – How does your business rate?

WORKPLACE HEALTH & SAFETY LEGISLATION

Complete this checklist by ticking the boxes that most apply to your business. Your answers will help you identify what you may need to do to meet health and safety legislative requirements of your workplace.

Management commitment	Consultation	Work procedures	Training and supervision	Safety reporting	RATING
<input type="checkbox"/> All safety responsibilities are clearly understood and acted upon. <input type="checkbox"/> You have allocated time and money to meet your safety responsibilities. <input type="checkbox"/> You (and/or other manager/s) promote safety as a high priority. <input type="checkbox"/> You (and/or other manager/s) are involved in all safety initiatives. <input type="checkbox"/> You (and/or other manager/s) lead by example.	<input type="checkbox"/> Consultation arrangements (agreed upon by workers) are used to discuss safety issues, and are working effectively. <input type="checkbox"/> Workers are involved in safety decisions and development of work procedures. <input type="checkbox"/> Workers views are valued and taken into account when safety decisions are made.	<input type="checkbox"/> All health and safety risks have been identified and controlled. <input type="checkbox"/> Work procedures developed and implemented for these tasks associated with the risks. <input type="checkbox"/> Workers are involved in developing the work procedures. <input type="checkbox"/> Work procedures are followed in day-to-day operations. <input type="checkbox"/> Work procedures are reviewed periodically.	<input type="checkbox"/> All workers have been inducted. <input type="checkbox"/> All workers are trained in work procedures before commencing tasks. <input type="checkbox"/> All workers understand the procedures and are able to demonstrate they can perform the tasks safely. <input type="checkbox"/> All workers are supervised to ensure work procedures are followed.	<input type="checkbox"/> Procedures for reporting safety issues and incidents have been developed and implemented. <input type="checkbox"/> All workers are trained in reporting procedures. <input type="checkbox"/> All safety issues and incidents are reported and acted on. <input type="checkbox"/> Notifications to your regulator are made in accordance with legislative requirements. <input type="checkbox"/> Work procedures and training is reviewed following incident reports.	<p>Each tick in this zone means your business is more likely to be compliant.</p>
<input type="checkbox"/> Safety responsibilities have been identified, but are not understood or working effectively. <input type="checkbox"/> Insufficient time and money has been allocated to meet your safety responsibilities. <input type="checkbox"/> Safety is not always seen as the highest priority. <input type="checkbox"/> You (and/or other manager/s) have limited involvement in safety initiatives. <input type="checkbox"/> You (and/or other manager/s) do not always lead by example.	<input type="checkbox"/> Consultation arrangements are in place, but are not working effectively. <input type="checkbox"/> Workers are not always involved in safety decisions and development of work procedures. <input type="checkbox"/> Workers views are not always valued or taken into account when safety decisions are made.	<input type="checkbox"/> Only some health and safety risks have been identified and addressed. <input type="checkbox"/> There has been limited development and implementation of work procedures. <input type="checkbox"/> Workers are not always involved in developing work procedures. <input type="checkbox"/> Work procedures have been developed, but are not always followed in day-to-day operations. <input type="checkbox"/> Work procedures are not reviewed once developed.	<input type="checkbox"/> Induction and training in work procedures is incomplete or inconsistently applied. <input type="checkbox"/> Not all workers can demonstrate they can perform the tasks safely. <input type="checkbox"/> Supervision does not always result in work procedures being followed.	<input type="checkbox"/> Reporting procedures have been developed, but are not always followed. <input type="checkbox"/> Not all workers have been trained in report procedures. <input type="checkbox"/> Some incidents are reported, but follow-up action is limited. <input type="checkbox"/> Work procedures and training is not always reviewed after an incident.	<p>Each tick in this zone means you are increasing your level of compliance, but you still have room for improvement.</p>
<input type="checkbox"/> Safety responsibilities are not clearly understood. <input type="checkbox"/> No time or money is allocated to meet your safety responsibilities. <input type="checkbox"/> Safety is not seen as a priority. <input type="checkbox"/> Safety initiatives do not occur, or are not encouraged. <input type="checkbox"/> You (and/or other manager/s) set a poor safety example.	<input type="checkbox"/> Consultation arrangements have not been established. <input type="checkbox"/> Workers are not involved in safety issues. <input type="checkbox"/> Workers views are not seen as valuable, and are not encouraged.	<input type="checkbox"/> Health and safety risks have not been identified and addressed. <input type="checkbox"/> Work procedures have not been developed. <input type="checkbox"/> Work procedures (if any) are not reviewed. <input type="checkbox"/> Responsibility for completing tasks safely is left to your workers.	<input type="checkbox"/> Workers are not inducted. <input type="checkbox"/> Safety training is not provided. <input type="checkbox"/> Workers ability to perform tasks safely is not verified. <input type="checkbox"/> Workers are not supervised.	<input type="checkbox"/> Reporting procedures have not been developed. <input type="checkbox"/> Incidents are not reported. <input type="checkbox"/> Work practices are not reviewed after an incident.	<p>Each tick in this zone means you are less likely to be compliant, and need to address these areas immediately.</p>

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