

Workplace Safety Health Check

The following are the critical questions you need to answer in regards to workplace safety compliance and good practice.

Do you have	Yes	No
Plain English checklists of all relevant workplace safety legislation		
Licence & history checks for all new employees		
Documented safety inductions for every employee, including casuals		
Documented safety policies & procedures eg safety manual		
Clear site safety standards, including cardinal rules		
Safety training records for every employee		
Regular safety checks for all equipment & work areas		
Written work procedures for all routine tasks		
Job safety analyses (JSA's) prepared for any non routine tasks		
Safety notice board displaying all required information <i>e.g. If you are injured poster (Vic)</i>		
Work injury register and is it up to date		
Return to work plan for any sick or injured employees		
Emergency procedures displayed & employees trained <i>e.g. fire, evacuation, chemical spill</i>		
Hazard reporting system in place		
Permit to work system in place, for any high risk tasks		
Incident reporting & investigation process		
Contractor management system		
Documented OHS consultation & safety issue resolution procedure		
Chemical register & controls per regulations		
Safety precautions for people working alone		
Effective controls for heavy or awkward manual handling		
Effective controls to minimise risk of people slipping or tripping on your premises		
Are you	Yes	No
Compliant with all relevant workplace safety regulations, if so how do you know		
Conducting too many or too few safety checks to ensure your business is safe		
Maintaining all of the required safety records for your business		

If you answer 'NO' to any of the above, call Safety Action (03) 9690 6311 or visit www.safetyaction.com.au for solutions.

Have you thought about	Yes	No
Having an independent safety audit		
Conducting an internal safety review		
Training your key people, who co-ordinate workplace safety		
A safety enquiry helpline to save you time & money to ensure you operate safely		

If so, call Safety Action (03) 9690 6311 for a quote.