

WHS SNAPSHOT

How do you rate? Tick the boxes that most apply to your business.

Step 1	Setting up a safe workplace	Step 2	Consulting	Step 3	Managing hazards	Step 4	Informing, training and supervising	Step 5	Maintaining a safe workplace	Step 6	Keeping records	RATING
	<input type="checkbox"/> Manager/s and worker safety responsibilities clearly understood and acted upon <input type="checkbox"/> Sufficient time and money allocated to meet safety responsibilities <input type="checkbox"/> Manager/s promote safety as a high priority <input type="checkbox"/> Manager/s involved in all safety initiatives <input type="checkbox"/> Manager/s lead by example	<input type="checkbox"/> Agreed consultation arrangements are used to discuss safety issues and are working effectively <input type="checkbox"/> Workers are involved in safety decisions and developing procedures <input type="checkbox"/> Workers' views are valued and taken into account	<input type="checkbox"/> All tasks with safety risks have been identified and the risks controlled <input type="checkbox"/> Safe work procedures are developed and implemented for these tasks <input type="checkbox"/> Workers involved in developing safe work procedures <input type="checkbox"/> Procedures followed in day-to-day operations <input type="checkbox"/> Safe work procedures are reviewed	<input type="checkbox"/> All workers inducted <input type="checkbox"/> Workers trained in safe work procedures before starting tasks <input type="checkbox"/> Workers understand procedures and demonstrate they can do the tasks safely <input type="checkbox"/> Workers are supervised to ensure safe work procedures are followed	<input type="checkbox"/> Regular safety checks are carried out <input type="checkbox"/> Workplace tools and equipment maintained <input type="checkbox"/> Workers are provided with easy to understand information and training on how to do their job safely <input type="checkbox"/> There is an incident/injury reporting process <input type="checkbox"/> Plans are in place for emergencies e.g. fire, medical or chemical	<input type="checkbox"/> Procedures for reporting safety issues and incidents are developed and implemented <input type="checkbox"/> Safety issues and incidents are reported and acted upon, including notifications required by law <input type="checkbox"/> Safe work procedures and training reviewed following incident reports	Each tick in the green zone means you are more likely to be working safely. MONITOR AND REVIEW TO CONTINUALLY IMPROVE					
Step 7 Monitoring, reviewing and improving: regularly review and monitor your effectiveness and make adjustments as necessary												
	<input type="checkbox"/> Safety responsibilities identified but not understood or operating effectively <input type="checkbox"/> Insufficient time and money allocated to meet safety responsibilities <input type="checkbox"/> Safety not always a priority <input type="checkbox"/> Limited involvement of manager/s in safety initiatives <input type="checkbox"/> Manager/s do not always lead by example	<input type="checkbox"/> Consultation arrangements in place but not working effectively <input type="checkbox"/> Workers not always involved in safety decisions and developing procedures <input type="checkbox"/> Workers' views not always valued or taken into account	<input type="checkbox"/> Only some of the tasks with safety risks have been addressed <input type="checkbox"/> Limited development and implementation of safe work procedures <input type="checkbox"/> Limited involvement of workers in developing safe work procedures <input type="checkbox"/> Procedures developed but not always followed in day-to-day operations <input type="checkbox"/> Safe work procedures not reviewed	<input type="checkbox"/> Induction and training in safe work procedures is incomplete or inconsistently applied <input type="checkbox"/> Some workers not able to demonstrate they can do the tasks safely <input type="checkbox"/> Supervision does not always result in safe work procedures being followed	<input type="checkbox"/> Safety checks not carried out regularly <input type="checkbox"/> Some workplace tools and equipment are maintained <input type="checkbox"/> Workers not always provided with easy to understand information and training on how to do their job safely <input type="checkbox"/> Incidents and injuries not always reported <input type="checkbox"/> Plans in place for only one type of emergency e.g. fire or medical or chemical	<input type="checkbox"/> Reporting procedures developed but not always followed <input type="checkbox"/> Some incidents reported, but follow-up action limited <input type="checkbox"/> Safe work procedures and training not always reviewed following an incident report	Each tick in the orange zone means you are increasing your level of working safely. YOU STILL HAVE WORK TO DO					
Step 7 Monitoring, reviewing and improving: regularly review and monitor your effectiveness and make adjustments as necessary												
	<input type="checkbox"/> No clear understanding of safety responsibilities <input type="checkbox"/> No time or money allocated to meet safety responsibilities <input type="checkbox"/> Safety not a priority <input type="checkbox"/> No safety initiatives <input type="checkbox"/> Manager/s set a poor safety example	<input type="checkbox"/> No consultation arrangements in place <input type="checkbox"/> Workers not involved in safety issues <input type="checkbox"/> Workers' views not valued nor taken into account	<input type="checkbox"/> Tasks with safety risks not identified nor the risk controlled <input type="checkbox"/> No safe work procedures developed <input type="checkbox"/> Responsibility for doing tasks safely left to workers	<input type="checkbox"/> Workers not inducted <input type="checkbox"/> No safety training provided <input type="checkbox"/> Workers not made aware of safety issues <input type="checkbox"/> Ability of workers to do tasks safely is not checked <input type="checkbox"/> No safety supervision	<input type="checkbox"/> Safety checks not carried out <input type="checkbox"/> Workplace tools and equipment not maintained <input type="checkbox"/> Workers not provided with easy to understand information and training on how to do their job safely <input type="checkbox"/> No incident/injury reporting process <input type="checkbox"/> No emergency plans in place	<input type="checkbox"/> No reporting procedures <input type="checkbox"/> Incidents not reported <input type="checkbox"/> No review of work practices following an incident	Each tick in the red zone means you are less likely to be working safely. ADDRESS THESE AREAS IMMEDIATELY					
Step 7 Monitoring, reviewing and improving: regularly review and monitor your effectiveness and make adjustments as necessary												