



Do you have a compliant workplace Health and Safety approach?

	Yes	No
Does the business ensure, as far as is reasonably practicable, the health and safety of all of its workers?	<input type="checkbox"/>	<input type="checkbox"/>
Does the business ensure the health and safety of all of its workers, including volunteers?	<input type="checkbox"/>	<input type="checkbox"/>
Does the protection cover the physical safety and mental health of all workers, including volunteers?	<input type="checkbox"/>	<input type="checkbox"/>
Does the business do what is reasonably able to be done to ensure health and safety?	<input type="checkbox"/>	<input type="checkbox"/>
Does the business owner:		
Provide and maintain a work environment without risks to health and safety?	<input type="checkbox"/>	<input type="checkbox"/>
Provide and maintain safe plant and structures?	<input type="checkbox"/>	<input type="checkbox"/>
Provide and maintain safe systems of work?	<input type="checkbox"/>	<input type="checkbox"/>
Insist on safe use, handling and storage of plant, structures and substances?	<input type="checkbox"/>	<input type="checkbox"/>
Provide and maintain adequate facilities for the welfare of workers?	<input type="checkbox"/>	<input type="checkbox"/>
Provide information, training and instruction or supervision that is necessary to protect all persons?	<input type="checkbox"/>	<input type="checkbox"/>
Does the business manage health and safety risks?	<input type="checkbox"/>	<input type="checkbox"/>
Does the business do whatever is reasonably practicable to eliminate or minimise the health and safety risks?	<input type="checkbox"/>	<input type="checkbox"/>

Does this risk management include:

Identifying hazards?

Yes No

<input type="checkbox"/>	<input type="checkbox"/>
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Assessing the risks?

<input type="checkbox"/>	<input type="checkbox"/>
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Controlling the risks?

<input type="checkbox"/>	<input type="checkbox"/>
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Reviewing control measures?

<input type="checkbox"/>	<input type="checkbox"/>
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Does the business provide WH&S information, training and instruction to volunteers?

<input type="checkbox"/>	<input type="checkbox"/>
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Does the business talk about health and safety with its workers and volunteers?

<input type="checkbox"/>	<input type="checkbox"/>
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Does the business, together with its workers and volunteers:

Write policies and safe operating procedures and develop accompanying forms?

<input type="checkbox"/>	<input type="checkbox"/>
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Perform hazard inspections and determine risk assessments and controls?

<input type="checkbox"/>	<input type="checkbox"/>
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Write regular newsletters, mail or email which feature work health and safety news, information and updates?

<input type="checkbox"/>	<input type="checkbox"/>
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Regularly update a notice board or website with information, including its latest safe work policies and procedures?

<input type="checkbox"/>	<input type="checkbox"/>
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Have a 'suggestions' email box for workers, including volunteers to send suggestions about ways to work safely and other matters?

<input type="checkbox"/>	<input type="checkbox"/>
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Hold regular meetings to talk about the work they do and how to do it in the safest way?

<input type="checkbox"/>	<input type="checkbox"/>
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Hold short 'toolbox talks' where specific health and safety topics are discussed, and Health and Safety Representatives (HSRs)?

<input type="checkbox"/>	<input type="checkbox"/>
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Does the business notify serious incidents to its State safety regulatory authority?

<input type="checkbox"/>	<input type="checkbox"/>
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Does the business resolve safety issues effectively?

Does the business follow the issue resolution process set up in the work health and safety (WHS) laws?

If you have answered 'No' to any of these you are either in breach of your legal compliance or alternatively not following 'best practice' employee relations. You should seek further qualified advice.