



# Employee Matters

## Do you have a compliant Workplace Health and Safety approach?



- Does the business ensure, as far as is reasonably practicable, the health and safety of all of its workers?
- Does the business ensure the health and safety of all of its workers, including volunteers?
- Does the protection cover the physical safety and mental health of all workers, including volunteers?
- Does the business do what is reasonably able to be done to ensure health and safety?

### Does the business owner:

- Provide and maintain a work environment without risks to health and safety?
- Provide and maintain safe plant and structures?
- Provide and maintain safe systems of work?
- Insist on safe use, handling and storage of plant, structures and substances?
- Provide and maintain adequate facilities for the welfare of workers?
- Provide information, training and instruction or supervision that is necessary to protect all persons?
- Does the business manage health and safety risks?
- Does the business do whatever is reasonably practicable to eliminate or minimise the health and safety risks?

### Does the risk management include:

- Identifying hazards?



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Assessing the risks?

Controlling the risks?

Reviewing control measures?

Does the business provide WH&S information, training and instruction to volunteers?

Does the business talk about health and safety with its workers and volunteers?

## **Does the business, together with its workers and volunteers:**

Write policies and safe operating procedures and develop accompanying forms?

Perform hazard inspections and determine risk assessments and controls?

Write regular newsletters, mail or email which feature work health and safety news, information and updates?

Regularly update a notice board or website with information, including its latest safe work policies and procedures?

Have a 'suggestions' email box for workers, including volunteers to send suggestions about ways to work safely and other matters?

Hold regular meetings to talk about the work they do and how to do it in the safest way?

Hold short 'toolbox talks' where specific health and safety topics are discussed, and Health and Safety Representatives (HSRs)?

Does the business notify serious incidents to its State safety regulatory authority?

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.