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WORKSAFE ACT

MAKING YOUR SMALL BUSINESS
SAFER & HEALTHIER



Disclaimer

This Guide provides general information about the obligations of persons conducting a business or undertaking and/or persons in control of premises and workers under the Work Health and Safety Act 2011. The Guide gives some suggestions for complying with these obligations. However, this Guide is not intended to represent a comprehensive statement of the law as it applies to particular problems or to individuals or as a substitute for legal advice. Full details of legal obligations and responsibilities are set out in the Work Health and Safety Act 2011 referred to in this Guide. If you refer to the legislation you should take care to ensure that you use the most up-to-date version, available from www.legislation.act.gov.au. You should seek legal advice if you need assistance on the application of the law to your situation.

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WHY HAVE A SAFE AND HEALTHY WORKPLACE?

As a small business operator facing the day-to-day pressures of running a business, a workplace accident is probably the furthest thing from your mind. Although an injury to a worker can have an impact on any business, for a small business it can sometimes have devastating consequences. Clearly this is a risk that needs to be managed – just like any other risk to your business.

While no person in control of a business or undertaking wants to see their workers injured, the thought of having a system in place to manage health and safety can seem overwhelming — and easy to ignore. A safe and healthy workplace, however, is something that can't be ignored — it's the law.

This guide aims to help you make your business safer and healthier by providing practical information and tools that are useful to a small business.

There are also examples of real-life workplace accidents that have happened in small businesses elsewhere in Australia. These people thought an accident wouldn't happen to them.

By following the steps in this guide and applying them to your business, you'll be off to a good start to a safer and healthier workplace.

Important note

The information in this guide is for guidance only and is not to be taken as an expression of the law. It should be read in conjunction with the Work Health and Safety Act 2011. Copies of all relevant legislation can be found online at www.worksafe.act.gov.au

Tip:

This guide provides information and sample checklists and charts you can use in your workplace. Copies of these checklists and charts, and further information about specific health and safety issues, can be found online at www.worksafe.act.gov.au.

1 WRITE DOWN YOUR COMMITMENT TO SAFETY

Writing down your commitment to safety shows that you are serious about the health and safety of those in your workplace. Simply putting that commitment on paper becomes your health and safety policy.

Your policy shows that as the manager of the business, you have certain expectations about health and safety in your workplace. While you have overall responsibility for safety in your workplace, as manager you can delegate health and safety tasks to others. This includes your supervisors, your WHS committee, and your elected health and safety representatives.

Your policy should state the responsibilities of everyone in the workplace and set the rules and standards you expect of everyone. This reinforces the message that while managers have the primary responsibility, everyone has some responsibility when it comes to safety.

What to do

Read the two sample policies provided on pages 11 and 12 of this guide.

Using one of the sample policies as a guide, prepare a policy to suit your own workplace.

Download a copy of one of the sample policies from the website (www.worksafe.act.gov.au) and use it as a template for your policy.

Pauline hurt her back when she lifted a too-heavy bucket of water. Pauline was off work for three months, in constant pain and unable to do much around the home or with her young family. The too-heavy weight of the bucket, and lack of training in lifting methods, contributed to Pauline's injury.

Jim was working in a workshop on a hot day. He drank from a fruit juice bottle on a nearby shelf. However, a detergent containing sodium hydroxide had been put into the unlabelled bottle, not juice. Jim was taken to hospital with serious internal injuries.

2 MAKE SURE YOUR WORKERS HAVE THE SKILLS FOR THE JOB

Now that you have let everyone know you are committed to a safer workplace, you need to ensure that your workers are trained to safely undertake the work expected of them. This is the second step to a safe and healthy workplace.

Introducing your new workers to the workplace

When you have a new worker, you probably already show them around and tell them what they need to know, including: the facilities, their fellow workers, work times and meal breaks. This is called an induction. In an induction you must also tell your workers how to work safely and how to report a problem, incident or injury.

It's a good idea to formalise your inductions and structure them in a way you can keep track of.

The sample induction checklist in this guide shows how you can keep track of your worker inductions. You can adapt this checklist to suit your own needs.

Training

You also need to find out what skills and experience your workers already have, and how you can build on these.

You need to make sure that your workers maintain the skills and knowledge they need to work safely; if the work tasks change, you need to consider what additional training is required.

Workers who are elected as health and safety representatives need special training to perform this role, too.

A training register helps you record what training your workers have done and what additional training they need. A training register also allows you to keep track of the skills your workers have in specific areas.

What to do

Using the induction checklist on page 13 as a starting point, prepare one that suits your own workplace.

Look at the sample training register and competency register provided on pages 16 and 17 of this guide.

You can either photocopy the register that is most useful for your workplace, or download a copy from the website (www.worksafe.act.gov.au).

Ted was refueling a kerosene heater that hadn't cooled down. As a result, he suffered major external and internal burns and needed to be in hospital for a prolonged period.

3 ENCOURAGE YOUR WORKERS TO SPEAK UP ABOUT SAFETY PROBLEMS

Person in control of a business or undertaking have a responsibility to consult with their workers. One of the primary reasons for this is in order to identify and manage risks to health and safety in the workplace.

As part of your commitment to safety, you should encourage your workers to report any safety or health problems as soon as they notice them. It's appropriate that a written record is kept, so it's a good idea to keep a notebook that everyone can use to write down:

- the problem
- the date it was found
- how it will be fixed
- when it is fixed (signed off by you that the problem is fixed).

Make sure others in your workplace (including your health and safety committee and elected health and safety representatives) are aware of these issues. 'Near misses' should also be recorded and followed up. Near misses give you a second chance to stop a severe accident, so treat them seriously. Find out what went wrong, and why. This may help prevent a bigger accident or incident from happening in your workplace.

It is important to know that if an incident occurs where someone is killed, suffers a serious injury or illness — or where someone could have been killed or suffered a serious injury or illness — you must notify WorkSafe ACT by the quickest means possible.

The quickest way to do this is by phoning the details to WorkSafe ACT on 6207 3000 or faxing a copy of the proper Report Form (see below under What to do) to 6205 0336.

You can also mail the form to:

WorkSafe ACT,
PO Box 158,
Civic Square, ACT, 2608.

You must keep a copy of any Injury and Dangerous Occurrence Report Form that you send to WorkSafe ACT.

What to do

Download a Serious Event Report form from WorkSafe ACT website – www.worksafe.act.gov.au

Petra worked at the local convenience store on the weekends. She would lift the customers' heavy bags over to them instead of sliding them or bagging the goods into smaller and lighter loads. Over time, Petra repeated the strain so much that her lower back was injured. The heavy and unwieldy lifting, with few breaks, led to her injury.

4 FIND THE SAFETY PROBLEMS AND FIX THEM

The best way to prevent injuries or illness in your workplace is to find the hazards that could injure your workers, and fix them. This is known as risk management.

You can do this by following four simple steps. These steps can be easily remembered by the word SAFE, which stands for:

Practical tools have been included in this guide to help you follow the SAFE steps and make your workplace safer and healthier.

The risk assessment sheet at the end of this guide will help you record your progress through these steps.

There's a 'What to do' box at the end of each step that will help you take action on each one.

When do you do this?

You should consider conducting a risk assessment:

before you buy any new equipment or chemicals (get as much information from suppliers and manufacturers as possible to ensure you won't 'buy in' new risks to your workplace)

before you re-order the equipment or chemicals you already use in your workplace

when you are about to introduce a new work task or procedure

when you get new information about your work tasks, procedures, equipment or chemicals.

This is more effective in terms of safety and costs.

The SAFE Risk Management Model

S	Spot the hazard
A	Assess the risk
F	Fix the problem
E	Evaluate the results

Note: An alternative to the SAFE Risk Management Model is outlined in the publication '6 Steps to Risk Management' which can be accessed via the Work Safety Commissioner's website (www.worksafe.act.gov.au).

Stefano worked in a chrome-plating workshop. He was splashed in the face with caustic acid and was rushed to hospital in severe pain. There were unsafe work practices in his workplace, and a lack of supervision and training. Stefano was not wearing appropriate protection.



Spot the Hazard

The first step is to walk around your workplace and find the obvious things that could put the health or safety of anyone in your workplace in danger.

A hazard is anything that has the potential to cause injury, illness or damage to your health.

Some of the hazards you'll be able to fix straight away — picking up a lead that may cause someone to trip, cleaning up a spill on the floor or moving a frequently used item onto a lower shelf. Others you'll need to deal with more systematically, following these steps.

There are a number of other ways to find hazards in your workplace, including:

Look at the Tasks

Look at each task your workers do. Look for any hazards associated with these tasks.

Talk to Your Workers

The people who do the job regularly are the best people to tell you about any hazards associated with their work. Ask workers which tasks cause problems or make them concerned. Workers may also tell you about minor injuries that were not previously reported. Supervisors and elected health and

safety representatives may also have had reports from workers about particular tasks they've had problems with, but not passed these on to you.

Use The Safety Checklists In This Guide

The safety checklists starting on page 18 will help you identify some of the common hazards that can be found in small business. Please note that these checklists are generic and should be adapted to suit your own workplace.

Review Manufacturers' Information

Review the information available from designers or manufacturers, including material safety data sheets (MSDS) and product labels.

Check Injury Records and Incident Reports

By looking at your injury records, you'll be able to get a good idea of what's causing your workers' injuries.

You should also check your register of health and safety problems and records of near-misses as well.

What to do:

Copy a risk assessment sheet from the one provided on page 30 of this book.

Under the 'Spot the hazard' column, write down the name of the task you're reviewing in the 'Identify the work task or activity' column. You may even want to break down each of these work tasks into the steps involved in it, from start to end. If you decide to do this, identify all the steps involved by asking 'What happens first?' and then 'What do you do next?'.

In the 'What are the hazards associated with each activity' column, write down all the hazards you can find by using either the checklists in the back of this booklet or by using the other ways (identified above) to find hazards.

To help you complete the 'Spot the hazard' column, a completed example is provided on page 31 of this book.



Assess the Risk

Now you've found the hazards, you need to work out their level of risk.

A risk is the likelihood of a hazard causing injury, illness or damage to your health.

Your list of hazards may be surprisingly long, with some hazards posing more safety risks than others. That's why you need to work out which hazards are more serious than others, so you can start dealing with these ones first.

How do you assess the risk?

To assess the risk associated with each hazard, ask these questions:

What is the potential impact of the hazard?

How severe could an injury or illness be?

- What's the worst possible damage the hazard could cause to someone's health?
- Would it require simple first aid only? Or cause permanent ill health or disability? Or could it kill?

How likely is the hazard to cause someone harm?

- Could it happen at any time or would it be a rare event?
- How frequently are workers exposed to the hazard?

Answering these questions will help you assess the risk level of the hazard: whether it is a low risk, moderate risk, significant risk or high risk.

There are tools available to help you with this process. The publication '6 Steps to Risk Management' provides a simple Risk Assessment Matrix that can be useful in this regard.

What to do:

Go back to your risk assessment sheet.

Work through each hazard you identified and estimate the risk of each hazard causing harm. Do this by answering the questions above.

Write down the risk level in the 'Assess the risk' column of the risk assessment sheet.

To help you complete the 'Assess the risk' column, a completed example is provided on page 31 of this book.

Clare who worked in a takeaway shop, was killed while she was cleaning behind the shop's fridge. A cord attached to the fridge had become worn and Clare died when she came into contact with the exposed wires on the cord.



Fix the Problem

Once you've spotted the hazards and assessed their risk, you need to develop ways to fix them. This is known as risk control. This is the third SAFE step — 'Fix the problem'.

You should always aim to remove a hazard completely from your workplace. Where this isn't practical, you should work through the other alternatives systematically. Working through hazards in this way is known as the hierarchy of control.

Sometimes more than one control measure should be used to reduce the exposure to hazards.

Finding safety solutions

There are many ways to find safety solutions; here are some ideas to get you started:

Ask your workers for their ideas. They may already see safer ways to do things.

Look at the information available from designers or manufacturers, including material safety data sheets (MSDS) and product labels.

Consider any code of practice or Australian Standard relevant to your industry. Go to www.standards.com.au where you can either purchase a standard, or subscribe to read one. Some libraries (including the Workplace Standards library) may carry a selection of Australian Standards

Talk to others in the same line of work as you. Get help from any associations or groups related to your industry. Chances are they've seen the problem before and know how to fix it.

Consult a professional WHS specialist.

Visit either the WorkSafe ACT website (www.worksafe.act.gov.au) or any other relevant website for further sources of practical guidance or assistance.

Hierarchy of controls

1	Eliminate the hazard — remove it completely from your workplace.	If this isn't practical, then...
2	Substitute the hazard — with a safer alternative.	If this isn't practical, then...
3	Isolate the hazard — as much as possible away from workers.	If this isn't practical, then...
4	Use engineering controls — adapt tools or equipment to reduce the risk.	If this isn't practical, then...
5	Use administrative controls — change work practices and organisation.	If this isn't practical, then...
6	Use personal protective equipment (PPE) — this should be the last option after you have considered all the other options for your workplace.	If this isn't practical, then...

What to do:

Go back to your risk assessment sheet where you've identified the hazards and assessed their risk.

In the 'Fix the problem' column, write down what action will be taken to fix the hazard, the name of the person who will do it and the date it will be done by.

When considering solutions, consult with the workers involved in the task.

To help you complete the 'Fix the problem' column, a completed example is included on page 31 of this book.



Evaluate Results

Congratulations on taking action to fix the safety problems you've found in your workplace. Remember though that risk management is not a one-off event — it's an ongoing process. Once you've identified the hazards, assessed their risk and fixed them, you need to follow up with the fourth step of the risk management process — 'Evaluate results'.

What's involved in evaluation?

Evaluation is an important step in the risk management process. After you think that you've fixed the problem, find out whether the changes have been effective. It is useful to think through the SAFE steps again to ensure no new risks have arisen.

Talk to your workers. Ask these questions:

- Are the changes making a difference to work?
- What do your workers think?
- Will the solutions reduce risks and prevent injury or illness in your workplace?
- Do they create new hazards or increase the risk of existing ones?

Perhaps you and your workers can even see ways to make further improvements.

Re-evaluation

Set a date to re-evaluate the task, choosing a timeframe appropriate to the task and the risk involved. This could be anywhere between a week and a few years.

What to do:

Go back to your risk assessment sheet where you've identified the hazards, assessed their risk and noted what you have done to fix the problem.

In the 'Evaluate results' column, write down the revised risk and make sure that the risk is now at an acceptable level.

Note the date in your diary or calendar for when you will re-evaluate the task.

When the re-evaluation is due, get a new risk assessment sheet and start the process again.

Maria was trying to adjust the out-feed side of a bread-slicing machine while it was operating, when her hand touched the machine's moving blades. The blades amputated one of her fingers. The safety guard — which would have prevented Maria's hand from making contact with the blades — was not fitted to the machine. Maria hadn't received adequate training, nor was she supervised.

WHERE CAN YOU FIND MORE INFORMATION?

WorkSafe ACT

WorkSafe ACT, which incorporates the regulatory functions from the organisation previously known as ACT WorkCover, is responsible for ensuring there is compliance with the ACT's health and safety legislation.

As part of the administration and enforcement of the ACT's health and safety, dangerous substances, workers' compensation and labour regulations, WorkSafe ACT conducts audits and inspections, issues licenses and investigates injuries, illnesses, fatalities and complaints. The Office also provides information, advice and assistance to groups such as industry, employees and the public.

Further information about WorkSafe ACT can be found online at www.ors.act.gov.au or by phoning 6207 3000.

Employer Organisations

Employer representative bodies, such as the ACT & Region Chamber of Commerce and Industry or the Canberra Business Council, provide health and safety advice and/or assistance to small businesses.

Consider accessing your local body for further information on what may be available in the ACT.

Employee Organisations

Employee representative bodies, such as UnionsACT, as well as specific unions, provide health and safety advice and/or assistance to their members. Consider accessing your local union for further information on what may be available in the ACT.

Publications

WorkSafe ACT produces a number of publications aimed at helping small businesses maintain a safer workplace. Some of these are:

- WHSACT HB 0003 - A Quick Guide to the Act
- WHSACT HB0031-Small Business Toolkit
- WHSACT HB 0002 - 6 Steps to Risk Management
- WHSACT HB0034 A Guide to Manual Tasks
- WHSACT HB 0029 - Workplace Violence
- WHSACT HB 0026 - Office Safety
- WHSACT HB 0019 - Bullying - Preventing and Responding to Bullying at Work
- Office Safety Poster

These and other publications can be obtained by contacting WorkSafe ACT.

The Law

For more information about the ACT's *Work Health and Safety Act 2011* and any other relevant legislation. You can read the WorkSafe ACT's A Quick Guide to the ACT's health and safety laws or WorkSafe ACT's publication, WSACT HB 0003 - A Quick Guide to the Act. You can also download the Act, Regulations and other relevant documents for yourself from www.worksafe.act.gov.au.

Other sources of information

On page 9, we've listed some of the ways you can find safety solutions for your workplace.

Acknowledgements

Making your small business safer and healthier is based on a publication developed by Workplace Standards Tasmania.

WorkSafe ACT gratefully acknowledges the support of Workplace Standards Tasmania in making this material available for use in the ACT.

HEALTH AND SAFETY POLICY 1

(Your business name)

Workplace Health and Safety Policy

Goals

This policy:

- shows the commitment of (your business name)'s management and workers to health and safety in this workplace
- aims to remove or reduce the risks to the health, safety and welfare of all workers, contractors and visitors to this workplace, and anyone else who may be affected by our business operations
- aims to ensure all work activities are done safely.

Responsibilities

Management (the person in control of a business or undertaking, supervisor and / or manager) is responsible for providing and maintaining:

- a safe working environment
- safe systems of work
- plant and substances in safe condition
- facilities for the welfare of all workers
- any information, instruction, training and supervision needed to make sure that all workers are safe from injury and risks to their health.
- you might also want to list other specific health and safety duties that management has.

Workers are responsible for:

- ensuring their own personal health and safety, and that of others in the workplace
- complying with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management that relates to health and safety
- you might also want to list other specific health and safety duties that workers have.

We expect visitors and contractors to:

- note how these people should comply with this policy and the procedures you have that ensure health and safety at your workplace.

Date:

Signed:

Date to be reviewed:

HEALTH AND SAFETY POLICY 2

(YOUR BUSINESS NAME)

OCCUPATIONAL HEALTH AND SAFETY POLICY

Obligations

Management is firmly committed to a policy enabling all work activities to be carried out safely, and with all possible measures taken to remove (or at least reduce) risks to the health, safety and welfare of workers, contractors, authorised visitors, and anyone else who may be affected by our operations.

We are committed to ensuring we comply with the *Work Health and Safety Act 2011* and any other relevant legislation, applicable codes of practice and Australian Standards as far as possible.

Responsibilities

Management:

Will provide and maintain as far as possible:

a safe working environment

safe systems of work

plant and substances in safe condition

facilities for the welfare of workers

information, instruction, training and supervision that is reasonably necessary to ensure that each worker is safe from injury and risks to health

a commitment to consult and co-operate with workers in all matters relating to health and safety in the workplace

a commitment to continually improve

our performance through effective safety management.

Workers:

Each worker has an obligation to:

comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment

take reasonable care of their own health and safety and the health and safety of others

wear personal protective equipment and clothing where necessary

comply with any direction given by management in relation to health and safety

not misuse or interfere with anything provided in the interest of health and safety

report all accidents and incidents on the job immediately, no matter how trivial

report all known or observed hazards to their supervisor or manager.

Application of this policy

We seek the co-operation of all workers, customers and visitors. We encourage suggestions in realising our health and safety objectives to create a safe working environment with a zero accident rate.

This policy applies to all business operations and functions, including those situations where workers are required to work off-site.

Policy authorised by:

Date:

INDUCTION CHECKLIST

Worker's Name:

Employment Start Date:

Position / Job:

Manager / Supervisor:

Department:

Section:

Explain your company:

- the structure
- the type of work

List and introduce your key people and their roles:

- manager / owner / person in control of a business or undertaking
- supervisor
- co-workers
- health and safety representative

Explain their employment conditions:

- job description and responsibilities
- leave entitlements
- notification of sick leave or absences
- out of hours enquiries and emergency procedures
- time recording procedures
- work times and meal breaks

Explain their pay:

- name of award or agreement (if relevant) and award conditions
- pay arrangements
- rates of pay and allowances
- superannuation
- taxation and any other deductions (including completing the required forms)
- union membership and award conditions

Explain your workplace health and safety:

- consultative and communication processes, including the worker's health and safety representative
- incident reporting procedures, including where to find reporting forms
- policy and procedures
- roles and responsibilities
- workers compensation claims process and rehabilitation

Show your work environment:

- car parking
- eating facilities
- locker and change rooms
- phone calls and message collecting system
- wash and toilet facilities
- work station, tools, machinery and equipment used for job

Explain your policies and procedures on:

- equal employment opportunity
- quality management
- sexual harassment
- violence and bullying
- drug and alcohol misuse

Show your workplace health and safety environment:

- emergency procedures, exits and fire extinguishers
- first aid facilities such as the first aid kit and room
- information on workplace hazards and controls
- safe use and storage of hazardous substances, including material safety data sheets
- safe use and storage of personal protective equipment

Conduct a follow-up review:

- answer and ask questions
- repeat any training required or provide additional training if needed
- review work practices and procedures with the worker

Explain your training:

- first aid, fire safety and emergency procedures training
- hazard-specific training (eg manual handling, hazardous substances)
- on the job training in safe work procedures
- job-specific training (eg if a license or permit is required)

Explain your security:

- cash
- for each worker and for their personal belongings
- procedures for the workplace buildings

Conducted by – (Name): Date:

Signature: Date:

Position / Job:

Worker's Signature:

Notes:

CHEMICAL REGISTER

Name of product						
Dangerous goods class						
What is the product used for?						
Where is the product stored?						
Do you have an MSDS*?						
What is the maximum quantity held on site?						
Quantity used/date						
Balance of quantity						

* Material safety data sheet. This can be obtained from your supplier/manufacturer.

Keep copies of this chemical register up to date.

Keep the copies in each of your chemical stores, and in the same place you keep your MSDS.

TRAINING REGISTER

Name of worker	Training required	Who will deliver training and how	Scheduled date	Complete



COMPETENCY REGISTER

		Competencies							
Name of worker									

Notes:

1. Write the names of the workers in the 'name of worker' area.
2. Write the name of the skill required in the 'competencies columns' — for example, manual handling, cash handling, chemicals.
3. Shade in the square that corresponds to the worker and the competency for an easy reference to which worker holds which competency (see example right).

		Competencies			
		Manual Handling	ATVs	Cash Handling	Chemicals
Name of worker	Bob				
	Elena				
	Jill				
	Eric				
	Neil				

SLIPS, TRIPS AND FALLS CHECKLIST

Slips, trips and falls account for nearly a quarter of workplace injuries. You must ensure that your workplace is kept free of hazards that cause these injuries, and this checklist will help you do that. You should involve your workers in filling out this checklist.

If you mark any NO box on the checklist, you need to take action to make your workplace safer.

Date checklist completed:	
Date checklist to be reviewed: (annually or when there is a change or addition to procedures or workplace set-up)	
Name of person who completed checklist:	
Position title:	Company/workplace:
Floors	
Are floors free of water, ice, oil or other fluids?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are floor surfaces even (eg no loose tiles or carpet that is torn or has ridges or holes)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are ramps designed to prevent slips and falls?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Housekeeping	
Are walkways and doorways clear of boxes, extension cords and litter?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are spills cleaned up immediately?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are the responsibilities for cleaning floors, clearing work areas and walkways clearly specified?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Stairs	
Are stairways kept clear of boxes, extension cords and litter?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the tread on stairs adequate to minimise slipping?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the tread on each stair adequate?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are hand-rails adequate?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Lighting	
Are work areas, walkways and stairs well lit?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the lighting enable workers to move between indoor and outdoor tasks safely?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Footwear	
Is the footwear worn by workers suitable for the workplace?	Yes <input type="checkbox"/> No <input type="checkbox"/>

EMERGENCY PROCEDURES CHECKLIST

As part of your responsibility to ensure the safety of people in your workplace, you must make arrangements for a safe and rapid evacuation in case of an emergency. This checklist will help you develop emergency procedures. You should involve your workers in developing these procedures. If you share your workplace or worksite with other person in control of a business or undertaking, you can use the checklist to co-ordinate your emergency response with them.

If you mark any NO box on the checklist, you need to take action to make your workplace safer.

Date checklist completed:	
Date checklist to be reviewed: (annually or when there is a change to the workplace)	
Name of person who completed checklist:	
Position title:	Company/workplace:
Identifying emergencies	
Have you identified emergencies that may require an evacuation (eg fire, explosion, chemical spills, bomb threat)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Responsibility	
Have you nominated someone to be responsible for managing an evacuation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Signals to evacuate	
Do you have a process in place for signalling an emergency evacuation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Evacuation procedure	
Have you identified how people should evacuate the workplace, including how and where to?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have an assembly place after evacuation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you identified how people should be accounted for?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you established an "all-clear" signal and re-entry procedures?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Your emergency procedures	
Are emergency procedures prominently displayed in your workplace?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are all workers aware of and trained in emergency procedures?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are regular evacuation drills carried out?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are emergency exits marked and clear of obstructions?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Emergency and first aid equipment	
Are fire extinguishers clearly marked and regularly checked and maintained?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are first aid provisions (including appropriately-trained first aid staff) available?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are workers aware of where first aid provisions are kept and who first aid staff are?	Yes <input type="checkbox"/> No <input type="checkbox"/>

ELECTRICAL CHECKLIST

Electricity has the potential to seriously injure and kill. As electricity is invisible, it is even more dangerous. As the manager of a small business, you are responsible for ensuring the electrical fittings and electrical equipment in your workplace is safe, and inspected and maintained regularly. You should involve your workers in filling out the checklist.

If you mark any NO box on the checklist, you need to take action to make your workplace safer.

Date checklist completed:	
Date checklist to be reviewed: (annually or when there is a change in the electrical equipment or an electrical incident)	
Name of person who completed checklist:	
Position title:	Company/workplace:
Electrical switchboards and equipment	
Are switchboards and electrical equipment in a safe condition?*	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is everything on the switchboard clearly labelled?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have safety switches (residual current devices) been fitted to all circuits?*	Yes <input type="checkbox"/> No <input type="checkbox"/>
Power points, light fittings and switches	
Are all power points, light fittings and switches in a safe place and free from obvious defects (eg loose covers or wires, broken or damaged fittings, signs of overheating)?*	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are isolating switches clearly labelled and accessible?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Power tools, flexible leads and power boards	
Is portable electrical equipment protected by safety switches?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are all power tools, extension leads and power boards maintained in a safe operating condition (check for damaged insulation, water leaks, burn marks, bent or loose pins or fittings)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are extension leads and power boards located in a safe position to prevent mechanical or other damage (including trips)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Inspecting and maintaining electrical equipment	
Are all electrical fittings and electrical equipment, including portable power tools, regularly inspected and maintained?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have all power leads been inspected and tagged?	Yes <input type="checkbox"/> No <input type="checkbox"/>

*For specialised advice about electrical safety, contact a licensed electrical contractor.

CHEMICALS CHECKLIST

Many chemicals used in work tasks are hazardous. To manage hazardous chemicals, the first step to take is to check with your supplier if any chemicals you use are hazardous. If a chemical is a hazardous substance, your supplier must provide a Material Safety Data Sheet (MSDS) if you ask for it. This provides information on safety risks and how to manage them. The MSDS must be made available to your workers. You need to maintain a register listing the hazardous substances you use. You must also train your workers in the safe use of a hazardous substance. You should involve your workers in filling out this checklist.

If you mark any NO box on the checklist, you need to take action to make your workplace safer.

Date checklist completed:		
Date checklist to be reviewed: (annually or when there is a change to the workplace)		
Name of person who completed checklist:		
Position title:		Company/workplace:
Are chemicals used in the workplace?	Yes <input type="checkbox"/> If yes, please go to the next question	No <input type="checkbox"/> If no, there is no need to complete the checklist
Storage and labelling		
Are chemicals safely stored?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you comply with any licensing requirements for the quantities of chemicals (or other dangerous goods) stored at your workplace?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are chemicals clearly labelled?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Material Safety Data Sheets (MSDS)		
Do you have MSDS for all chemicals in the workplace?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do workers know about and understand MSDS and have access to them?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Training		
Have workers been trained in storage, use, disposal and emergency procedures relating to the chemicals?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
First aid and emergency procedures		
Do you have first aid facilities to deal with splashes or other chemical emergencies (eg deluge showers, eye washes)?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you have equipment to deal with accidental release of chemicals (eg containment barriers, absorption material)?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Personal protective equipment (PPE)		
Do you provide adequate PPE (eg gloves, eye protection) as required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you and your workers maintain PPE in accordance with the manufacturers' instructions?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

MACHINERY AND EQUIPMENT CHECKLIST

Machinery and equipment, known as plant, are major sources of hazards and workplace injuries. You must ensure all machinery and equipment in your workplace is safe, used properly and maintained in good repair. This checklist will help you address some common safety issues involving machinery and equipment. You should involve your workers in filling out this checklist.

If you mark any NO box on the checklist, you need to take action to make your workplace safer.

Date checklist completed:	
Date checklist to be reviewed: (annually or when there is a change or addition to machinery and equipment used in the workplace)	
Name of person who completed checklist:	
Position title:	Company/workplace:
Safety devices	
Are machine guards in place on all operating equipment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are belts, pulleys and other rotating parts properly guarded?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are emergency stop buttons clearly marked and operational?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Work areas	
Is there sufficient clearance space around all plant?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are machinery and equipment areas kept clean and free from obstructions?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the ventilation adequate?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are steps taken to reduce machinery noise (eg isolating the plant, mufflers, baffles)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are tools and portable equipment stored safely?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Safe operation	
Are workers trained to operate machinery safely?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do they hold any necessary certificates of competency (eg forklift)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your higher hazardous plant registered (eg boilers, vehicles hoists)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are workers supervised to ensure correct procedures are followed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is machinery and equipment regularly inspected for damage or wear?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is machinery and equipment maintained according to the manufacturers' instructions?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Personal protective equipment (PPE)	
Do you provide adequate PPE (eg safety footwear, eye protection, hearing protection) as required?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you and your workers maintain PPE in accordance with the manufacturers' instructions?	Yes <input type="checkbox"/> No <input type="checkbox"/>

MANUAL HANDLING CHECKLIST

Manual handling is a component of many work tasks. It may involve repetitive movements, lifting and carrying loads or even sedentary tasks such as using a computer. Manual handling is a major factor in workplace injuries. This checklist will help you address the manual handling issues in your workplace and reduce the risk of injuries due to manual handling. You should involve your workers in filling out the checklist.

If you mark any NO box on the checklist, you need to take action to make your workplace safer.

Date checklist completed:	
Date checklist to be reviewed: (annually or when there is a change to the workplace)	
Name of person who completed checklist:	
Position title:	Company/workplace:
Work tasks	
Can all materials be lifted and carried easily?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are mechanical aids (such as trolleys and hoists) available and used?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are workers trained in manual handling techniques and the use of mechanical aids?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Work equipment	
Are work benches a comfortable height?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are chair backs and seat heights adjustable?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is office equipment (such as computer keyboards and screens) adjusted to avoid body strain?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are storage shelves organised to minimise bending and stretching?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Work organisation	
Are tasks rotated to avoid repetitive work?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is work planned to balance out periods of high and low demand?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are workers able to take adequate breaks?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Work area	
Do workers have adequate space to enable ease of movement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are items that are regularly-used within easy reach?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there sufficient area around machines or equipment to enable access for maintenance and repair?	Yes <input type="checkbox"/> No <input type="checkbox"/>

WORKING ALONE, WITH MONEY, WITH THE PUBLIC CHECKLIST

Small businesses operate across a wide range of industries, and people in small business may work with money, work with the public, and work alone. This may mean that small businesses are exposed to hazards such as robberies or threats such as violence. This checklist will help you address these hazards in your workplace and reduce the risk of incidents or injuries. You should involve your workers in filling out the checklist.

If you mark any NO box on the checklist, you need to take action to make your workplace safer.

Date checklist completed:	
Date checklist to be reviewed: (annually or when there is a change to the workplace)	
Name of person who completed checklist:	
Position title:	Company/workplace:
Working with money	
Is there a safe process for counting, storing, handling and transferring money?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are registers cleared regularly to maintain a small cash float?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are credit card and EFTPOS facilities offered to reduce the amount of cash taken?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is banking done by more than one person and/or at different times of day?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are all workers trained in cash handling procedures?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are all workers trained in what they should do in the event of a robbery?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Working during higher risk times and working alone	
Are there safe processes for opening and closing times (and working at night)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are rosters arranged so that more than one person is working at once if possible?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is public access to your business restricted if workers are working alone?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there special safety procedures in place if workers are working alone?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do workers always have a way of quickly and easily contacting management?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are all workers trained in these procedures?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Systems	
Do you have a surveillance or security system?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have an electronic sensor system to alert workers of clients in the premises?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do workers have access to personal duress alarms or panic buttons?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you publicised the safety and security procedures and systems you have?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Design	
Do you have good internal and external lighting?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do workers have a safe area they can retreat to in the case of a robbery or other threat?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are counters and floor spaces designed to reduce the risk of physical violence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have other design issues been considered (eg solid exterior doors, internal mirrors, window bars or grills, secured rear access)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

RISK ASSESSMENT SHEET

Workplace location:	
Name of person conducting assessment:	
Date:	

S	Spot the hazard	A	Assess the risk	F	Fix the problem	E	Evaluate results
	Identify the work task or activity	What are the hazards associated with each activity or the steps in each activity	Is the risk associated with the hazard low, moderate, significant or high?	If the risk is deemed unacceptable for the task, what will be done to reduce or remove the risk?	By whom? By when?	Go through the first 3 steps again to ensure risk levels are now at an acceptable level Revised risk level	

RISK ASSESSMENT SHEET: COMPLETED EXAMPLE

Workplace location:	<i>Jones & Co Grocers</i>						
Name of person conducting assessment:	<i>Sally Jones</i>						
Date:	<i>10 April</i>						
S	Spot the hazard	A	Assess the risk	F	Fix the problem	E	Evaluate results
	Identify the work task or activity	What are the hazards associated with each activity or the steps in each activity	Is the risk associated with the hazard low, moderate, significant or high?	If the risk is deemed unacceptable for the task, what will be done to reduce or remove the risk?	By whom?	By when?	Go through the first 3 steps again to ensure risk levels are now at an acceptable level Revised risk level
	<i>Operating a mincing machine</i>	<i>Repetitive movement</i>	<i>Moderate</i>	<i>Rotate the operators to shorten the length of time they are doing the job</i>	<i>Sally Jones</i>	<i>10 May</i>	<i>Low</i>
	<i>"</i>	<i>"</i>	<i>"</i>	<i>Maintain the machine to its best operating condition</i>	<i>Joe Verdi</i>	<i>7 July</i>	<i>Low</i>
	<i>"</i>	<i>Getting hand and/or fingers caught</i>	<i>Significant</i>	<i>Attach an effective guard</i>	<i>Joe Verdi</i>	<i>14 April</i>	<i>Low</i>
	<i>Stacking heavy products onto shelves</i>	<i>Body strain</i>	<i>Significant</i>	<i>Use a hydraulic trolley to allow products to be placed at the level of the shelf. Products can be slid across.</i>	<i>Mary Smith</i>	<i>3 May</i>	<i>Low</i>



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