

ACTIVE MANAGEMENT COMMITMENT

Is there a policy in writing that reflects the employer's commitment to the health and safety of employees and others?

Yes No

Criteria

- Outlines responsibilities.
- Widely distributed and known by staff.
- Policy is current, i.e. dated.

Are annual health and safety goals set by senior management?

Yes No

Criteria

- Based on an analysis of the strengths and weaknesses of current health and safety programme.
- Goals are action orientated with established time frames.

Have health and safety responsibilities been assigned?

Yes No

Criteria

- Built into job descriptions.
- People at all levels fully understand their responsibilities.
- Managers' and supervisors' health and safety performance assessed.
- Recognition given for positive performance, corrective action taken as appropriate.

Is a regular review of the workplace being conducted to ensure hazard controls are effective, and to identify new hazards?

Yes No

Criteria

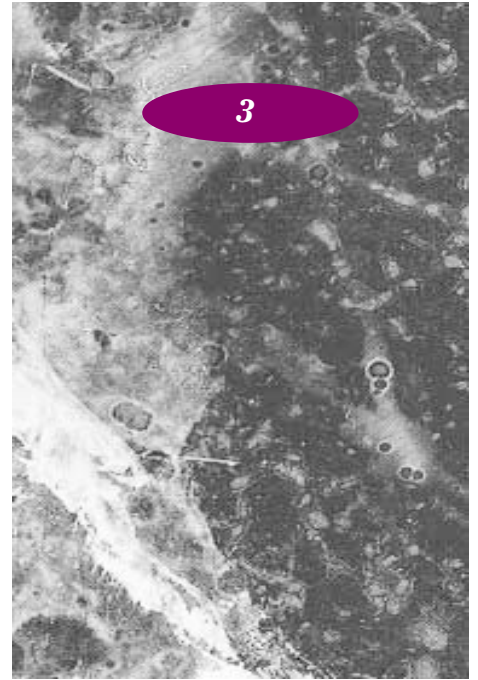
- Review process includes planned inspections.
- Activities in place to encourage and enable employees to report new and existing hazards, and make suggestions for improvements.

Completing this assessment

Complete this assessment by answering with a “yes” or a “no” all of the questions in each section. In doing this, it will help you to arrive at your answers if you consider each of the *criteria* listed beneath the questions — they frequently relate to specific legislative requirements.

You should also briefly describe the systems/ activities in place — in the space provided, or on a separate sheet if required.

HAZARD IDENTIFICATION AND CONTROL



A HAZARD IDENTIFICATION

Have all hazards been identified in a systematic manner with employees involved in the process?

Yes No

Criteria

- All employees had the opportunity to be fully involved.
- Identification was comprehensive and included all areas, processes, tasks and occupations.
- Where necessary, specialist advice has been obtained to ensure hazards have not been missed.

Have significant hazards been determined following the hazard identification exercise?

Yes No

Criteria

- Hazards determined in line with the Health and Safety in Employment Act definition of “significant”.
- All possible risks to the health and safety of employees and others were considered.

B HAZARD CONTROL

Have appropriate controls been identified and developed for each significant hazard?

Yes No

Criteria

- All practicable steps have been taken to firstly eliminate and, if not practicable, to isolate, before minimising likelihood of injury.
- “Minimising” includes use of appropriate protective clothing and equipment, monitoring exposure and, where appropriate, obtaining consent to health monitoring.

INFORMATION, TRAINING AND SUPERVISION

Are employees being provided with information on significant hazards to which they are exposed, or which they may create?

Yes No

Criteria

- Specific individual health and safety information needs have been identified.
- Information to employees comprehensive in relation to hazards faced, including what to do if an emergency arises.
- All individuals have received and understand this information.

Have training needs been identified and analysed, to ensure that all employees are adequately trained in the safe use of all plant, equipment and protective clothing they may use or handle?

Yes No

Criteria

- Tasks analysed to ascertain specific health and safety hazards and associated training needs.

Is appropriate training provided where individuals do not have the necessary skills?

Yes No

Criteria

- Training provided by person with appropriate knowledge and skills.
- Training content and language is able to be understood by employees.
- Follow up action taken to ensure work is performed correctly.
- Training records maintained.

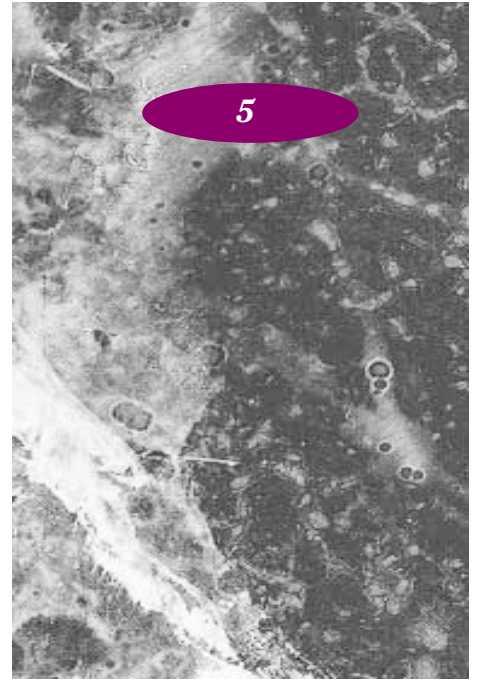
Are all employees who do not have the knowledge and experience required to perform a job or task adequately supervised by someone who does?

Yes No

Criteria

- Clear decisions made as to the degree of supervision required for individual employees, based on their knowledge and experience.

ACCIDENT REPORTING, RECORDING AND INVESTIGATION



Is a register of accidents and serious harm being maintained?

Yes No

Criteria

● Register contains the prescribed information. ● Incidents that harmed or might have harmed any employee or other person, as well as serious harm, are being recorded.

[Redacted area]

Are all instances of *serious harm* reported to the Occupational Safety and Health Service?

Yes No

Criteria

● Notified as soon as possible after the event, with formal notice in the prescribed form within 7 days.

[Redacted area]

Are all accidents that harmed, or might have harmed, any employee investigated to determine whether they arose from or were caused by a significant hazard?

Yes No

Criteria

● If a significant hazard is identified, a review is made to determine if controls are in place and/or existing controls are adequate. ● Corrective action is being taken.

[Redacted area]

Is a periodic review made of the accident and serious harm register, and accident investigation reports, to identify accident and injury trends?

Yes No

Criteria

● Information is made available to managers, supervisors and employees and tabled at management and/or team meetings.

[Redacted area]

EMERGENCY PROCEDURES

Are employees involved in the development of procedures for dealing with emergencies?

Yes No

Criterion

• Employees have had the opportunity to contribute ideas and suggestions on possible emergencies, and procedures for dealing with them.

Does the emergency plan clearly identify responsibilities and procedures to be followed?

Yes No

Criteria

• Emergency plan in writing. • All likely emergency conditions have been identified. • A co-ordinator has been appointed. • All persons on site, including visitors, will be accounted for.

Have all staff received training in emergency procedures?

Yes No

Criteria

• Training includes emergency first-aid and resuscitation. • Emergency procedures are prominently displayed.

Have emergency drills been carried out within the last 12 months?

Yes No

Criterion

• Combined with at least an annual review of overall emergency procedures.

PRINCIPALS, CONTRACTORS AND SUBCONTRACTORS

Does the employer fully understand the term “principal”, and associated duties?

Yes No

Criterion

- An identification has been made of situations where this relationship applies.

Have all practicable steps been taken to determine that no employee of a contractor or sub-contractor or, if an individual, contractor or sub-contractor, is harmed?

Yes No

Criteria

- Health and safety performance requirements written into contracts.
- Criteria for the selection of contractors and sub-contractors includes past health and safety performance.
- Contractors submit a plan on how they intend to manage health and safety in line with the Health and Safety in Employment Act, i.e. incorporating key responsibilities.
- There is a planned induction of all contractors and sub-contractors.
- The principal has activities in place to monitor the health and safety performance of contractors, and standards are enforced.

