SafeWork SA
information ➤ advice ➤ support

Simple steps to safety

Use these steps to:

▷ assess health and safety risks in your workplace

▷ identify areas where you can improve

▷ prepare and implement your action plan

▷ regularly check your progress

Government
of South Australia

SafeWork SA

"Our experienced advisors can help you by providing information advice and support tailored to your workplace.

As a business owner your key work health and safety responsibility is ensuring everyone's physical and psychological health and safety is not put at risk by what your business does.

Follow these practical steps to provide a safe workplace and to meet your legal requirements.

Creating and maintaining good work health and safety practices can be simple and straightforward. It also makes great business sense.

The steps

Getting started

Commit to work health and safety by defining your own responsibilities and those of your workers.

Provide the necessary resources to meet those responsibilities.

Managing hazards

Identify all hazardous tasks or situations that can pose a risk to the people who work in your business as well as your customers, clients and visitors.

Take action to control the risks.

Develop simple and safe work procedures.

Maintaining a safe workplace

Regularly carry out workplace inspections.

Keep tools and equipment in safe working order.

Use hazard, near miss and injury reporting processes.

Plan and test for emergencies.

Talking with your team

Involve the people who work in your business to identify and resolve health and safety issues.

Informing, training and supervising

Provide the people who work in your business with easy to understand information and training on how to do their job safely.

Provide appropriate supervision to ensure that what's taught at training is being followed.

Keeping records

Document what you're doing to maintain and improve your work health and safety.

Monitoring and reviewing to improve

Regularly monitor and review your approach to managing health and safety in your workplace to make sure your system works.

Getting started

Successful safety cultures are led from the top, where your actions and attitudes send a message to the people who work in your business that you are serious about their health and safety.

Effective safety management in a workplace requires an involvement from everyone to make it safe. To do this successfully, people need to understand their responsibilities and how they can meet them.

Your responsibilities

▷ Talk with the people who work in your business about all health and safety-related issues.

▷ Develop and implement safe work procedures.

▷ Train the people who work in your business on your safe work procedures.

▷ Ensure tools and equipment are safe to use and regularly serviced and maintained in good working order.

▷ Develop a process for reporting health and safety issues (hazards, near misses, injuries), and act upon any matters raised.

▷ Supply the people who work in your business with appropriate safety gear where necessary.

Worker responsibilities

▷ Contribute to a safe workplace by taking responsibility for your safety and the physical and psychological safety of people you work with.

▷ Follow all safe work instructions and procedures.

▷ Participate in training.

▷ Report safety issues.

▷ Use safety gear where required.

A simple and practical written policy, developed in consultation with workers, can go a long way towards achieving a positive safety culture.

Visit our website for an example of a simple work health and safety policy.

Getting started quick checklist	Always	Sometimes	Never
Are safety responsibilities clearly defined and understood by you, your managers, workers and contractors?	☐	☐	☐
Are time and resources allocated to meet safety responsibilities?	☐	☐	☐
Are you and your managers committed to health and safety as a high priority?	☐	☐	☐

Talking with your team

Business owners must consult about health and safety issues with the people who work for them.

Effective consultation encourages greater awareness of issues and can lead to improved safety outcomes. Talking with the people who work in your business enables information sharing before making any decisions that may impact on them.

The people who work in your business are often the best people to understand the risks in the workplace.

Seeking their input when making decisions shows them that you take their health and safety seriously. The benefit to your business is that you address potential problems before they escalate.

Consultation can occur through work health and safety committees, staff meetings or even toolbox talks. General work health and safety information can be delivered through noticeboards, emails or newsletters.

Talking with your team checklist	Always	Sometimes	Never
Are safety issues discussed with workers?	☐	☐	☐
Are workers involved in making safety decisions and developing procedures?	☐	☐	☐
Are workers' views valued and taken into account?	☐	☐	☐

Managing hazards

Part of managing health and safety in your workplace is controlling the risks. In order to do this you will need to accurately identify potential hazards.

Ask yourself and the people who work in your business what it is about the situation, job, processes, items of plant or substances you use that could injure or harm someone.

Hazards at work include things that could harm the psychological health of workers, such as excessive work demands, bullying and violence at the workplace.

Having identified potential hazards you'll need to first consider if they can be eliminated. If this is not possible, then consider the risks involved and put reasonably practicable measures in place to control them.

Finding safety solutions can be as simple as asking the people in your business for their ideas, looking at information available from designers or manufacturers, getting help from an association or industry group, or considering relevant Codes of Practice or Australian Standards.

Safe work procedures document the risks associated with a work situation or task and incorporates the appropriate risk control measures.

Safe work procedures are a useful tool for informing and training the people who work in your business. They're most effective when they are developed with the people who perform the task.

Managing quick hazards checklist	Always	Sometimes	Never
Are hazards identified and their risks considered?	☐	☐	☐
Are control measures implemented for all hazards identified?	☐	☐	☐
Are safe work procedures developed with worker input?	☐	☐	☐

Informing, training and supervising

Training, including workplace inductions, is one of the best ways to ensure that the people in your business are safe while at work.

Effective training ensures workers know about issues that will or could affect their health and safety. It provides them with information about the potential risks associated with their work, the safety policies and procedures you have in place, as well as how to work safely and deal with emergencies.

When you provide training, ask the people in your business what they think to help make it relevant and effective.

South Australian legislation requires you to provide your workers with any information, instruction, training and supervision necessary to ensure their health and safety at work.

Informing, training and supervising quick checklist	Always	Sometimes	Never
Are all workers inducted?	☐	☐	☐
Are workers trained in your safe work procedures and can they demonstrate ability to do the tasks safely?	☐	☐	☐
Are workers adequately supervised to ensure safe work procedures are followed?	☐	☐	☐

Maintaining a safe workplace

Maintaining a safe workplace is everyone's responsibility.

This is best achieved by you:

▷ regularly carrying out workplace inspections

▷ ensuring equipment and tools are safe to use, regularly serviced (if required) and maintained in good working condition

▷ providing workers with easy to understand information and training on how to do their job safely

▷ having a hazard, near miss and injury reporting process

▷ talking to your workers about ideas for promoting a healthy workplace

▷ communicating expected workplace behaviours and conduct for the prevention of bullying, harassment and violence

▷ planning and testing emergency procedures

▷ keeping workers informed of any changes, and providing training opportunities when anything new at work is introduced

▷ having an injury notification system, with everyone aware of it so that if something happens the process can be followed

▷ reporting hazards, near misses and injuries, assessing new and emerging hazards and identifying the effectiveness of existing control measures.

Managing a safe workplace checklist	Always	Sometimes	Never
Are regular safety checks carried out?	☐	☐	☐
Are workplace tools and equipment regularly serviced and maintained in good condition?	☐	☐	☐
Do you use a hazard, near miss and injury reporting process?	☐	☐	☐
Do you plan and test for emergencies?	☐	☐	☐
Do you place importance on the health of workers?	☐	☐	☐

SafeWork SA must be advised of all notifiable work-related incidents. An incident notification fact sheet is available at **safework.sa.gov.au**.

You can also call us on 1300 365 255 for information and to report incidents.

Keeping records

Recording your work health and safety activities helps you monitor the performance of your business and meet your legal requirements.

You will need to keep records for:

▷ all notifiable incidents

▷ all hazardous substances (chemicals) and an asbestos register (if these are in your workplace)

▷ plant registration documents

▷ tests and inspection reports for items of plant.

It's also useful to keep records of:

▷ your hazard identification, risk assessment and implemented controls

▷ servicing and maintenance of all items of plant and equipment

▷ workers' induction and any training.

These records can help demonstrate what you have done to manage safety in your workplace. This can be important if an incident occurs requiring investigation.

Keeping records quick checklist	Always	Sometimes	Never
Do you record all reported safety issues and incidents?	☐	☐	☐
Are all reported safety issues and incidents actioned?	☐	☐	☐
Do you keep the required records and monitor your safety performance?	☐	☐	☐

Monitoring and reviewing to improve

Managing and improving health and safety needs to be an ongoing process.

Safety processes and operations evolve with time and workers and equipment come and go, changing the risks in your workplace.

Having established your safety management system you should regularly review and monitor how effective it is, as well as make any necessary adjustments to keep it up-to-date.

Effective safety management requires leadership and commitment. Everyone at work also needs to understand their responsibilities and how they can best meet them. By managing tasks and people with safety front-of-mind, you can achieve good safety outcomes for everyone at work.

When you actively seek to identify hazards, inform, train and supervise your team, you can be confident that you are managing the risks and the people exposed to them.

Monitoring and reviewing quick checklist	Always	Sometimes	Never
Do you regularly review your safety processes with your workers?	☐	☐	☐
Do you investigate all incidents or near misses to identify any safety gaps in your business?	☐	☐	☐
Do you review your safety systems after workplace changes that could impact on the health and safety of staff?	☐	☐	☐

SafeWork SA offers free and tailored advice to your workplace.

Our WHS advisors have no inspector powers so you can feel comfortable asking us for information, advice and support.

More information

Guidance material and templates are available from our website to complement these steps and provide you with more information.

Visit **safework.sa.gov.au** for the latest tips, advice and support to make your workplace safe.

safework.sa.gov.au

1300 365 255

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