# Simple Steps to Safety Overview

Use this checklist to look at your overall safety systems and practices. Those items where you tick ‘Sometimes’ or ‘Never’ will need action to fix or improve. You will find the documents marked in italics on the SafeWork SA website.

## GETTING STARTED

|  |  |  |  |
| --- | --- | --- | --- |
|  | Always | Sometimes | Never |
| Are safety responsibilities clearly defined and understood by the business, managers and workers |  |  |  |
| Are time and resources allocated to meet safety responsibilities |  |  |  |
| Are the business and managers committed to health and safety as a high priority |  |  |  |
| You have a *WHS Policy* which includes consultation, managing hazards, informing/ training/supervising, maintaining a safe workplace, monitoring and reviewing |  |  |  |
| The WHS policy is easily accessible |  |  |  |
| The WHS policy is regularly updated |  |  |  |

## TALKING WITH YOUR TEAM - CONSULTATION

|  | 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 |  |  |  |
| Workers are encouraged to be involved as you develop and later review your work health and safety policy and procedures |  |  |  |
| You have discussions or consult regularly with workers about health and safety issues |  |  |  |
| Records are kept of meetings, feedback, decisions and action items – see sample *Safety Discussions Record Form* |  |  |  |
| Safety solutions are regularly reviewed for effectiveness |  |  |  |
| You have procedures for resolving issues – see sample *Grievance and Complaint Resolution Procedure* |  |  |  |

## MANAGING HAZARDS

|  | Always | Sometimes | Never |
| --- | --- | --- | --- |
| Hazards are identified and their risks considered |  |  |  |
| Control measures are implemented for all identified hazards |  |  |  |
| Safe work procedures (SWPs) or safe operating procedures (SOPs) are developed – see sample *SWP* |  |  |  |
| Hazard identification, risk assessment and control processes are in place – see sample *Risk Assessment Procedure* |  |  |  |

## INFORMING, TRAINING AND SUPERVISING

|  | 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? |  |  |  |
| You speak to workers about their training needs |  |  |  |
| A *Training Plan* is in place and records are kept of each worker’s training |  |  |  |
| Workers (especially new and young ones) are inducted, trained and supervised to follow safe work procedures and can demonstrate their competency |  |  |  |
| There is a procedure for visitor/contractor sign-in, including an induction process if hazardous areas are to be accessed |  |  |  |

## MAINTAINING A SAFE WORKPLACE

|  | Always | Sometimes | Never |
| --- | --- | --- | --- |
| Regular safety checks/inspections are carried out |  |  |  |
| Tools and equipment are kept in good condition, and regularly serviced and maintained |  |  |  |
| An *Incident and Hazard Report Form* is used to report hazards, accidents, incidents, injuries and near-misses |  |  |  |
| The information on the *Incident and Hazard Report Form* is analysed and actioned where practicable |  |  |  |
| Do you plan and test for emergencies |  |  |  |
| Do you place importance on the health of workers |  |  |  |
| All notifiable incidents are reported to SafeWork SA |  |  |  |

## KEEPING RECORDS

|  | Always | Sometimes | Never |
| --- | --- | --- | --- |
| *Induction Records* are kept for five years from the date of the last entry |  |  |  |
| Worker *Training Records* are kept |  |  |  |
| You maintain a *Hazard Register* |  |  |  |
| You maintain a *Chemical Register* |  |  |  |
| You maintain an *Asbestos Register* in which details are kept and is easily accessible |  |  |  |
| Records are kept of testing, inspection and maintenance of machinery and equipment |  |  |  |
| Records are kept of 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

|  | 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? |  |  |  |

## 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

Phone: 1300 365 255

Email: help.safework@sa.gov.au