

# Health and Safety Tools

---

Copies of these checklists and forms can be downloaded from ACT WorkCover's website:  
[www.workcover.act.gov.au](http://www.workcover.act.gov.au)



# Contents

## **Health and Safety Tools**

My business' health and safety policy  
Record of Safety Discussions  
What to look for – Health & Safety Checklist  
Hazard List & Risk Assessment  
Risk Control Plan  
Workplace Induction Checklist  
Training Plan  
Safe Purchasing – Health & Safety Checklist  
Your Injury Management Checklist  
Hazardous Substance Register  
Incident/Hazard Report  
Training Record  
Safety Improvement Plan

# My business' health and safety POLICY

At \_\_\_\_\_ (name of business) the health, safety and welfare of all employees and visitors is of equal importance to all other operational considerations. The employer, supervisors and employees work together to create a safe working environment and ensure compliance with the *Occupational Health and Safety Act 1989*.

## The employer is responsible for:

---

---

---

---

---

---

---

---

## Manager/supervisor is responsible for:

---

---

---

---

---

---

---

---

## Employees are responsible for:

---

---

---

---

---

---

---

---

## We expect contractors and visitors to:

---

---

---

---

---

---

---

---

## Employer

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Policy review date: \_\_\_\_/\_\_\_\_/\_\_\_\_



# What to look for – Health & Safety Checklist

*This checklist is a guide to help you identify common workplace hazards.  
You will need to add or delete issues relevant to your workplace.*

<b>Manual handling</b>	<b>N/A</b>	<b>YES</b>	<b>NO</b>
Have you identified all tasks involving lifting, pushing, pulling and/or carrying and assessed the risk of injury at your workplace?			
Have your risk assessments taken into account posture, movement, forces, duration, frequency and environmental factors? (Refer to <i>Manual Handling Code of Practice</i> for guidance)			
Are objects handled easy to grasp, have no sharp edges and are not hot, cold, slippery or bulky?			
Is lifting from ground level or above shoulder level avoided?			
Is the work area, equipment and system of work designed to eliminate sideways twisting of the body, excessive bending or reaching?			
Is the work area, equipment and system of work designed to minimise sustained or repetitive movements?			
Are mechanical handling aids provided where possible to make the task safer?			
Is there enough space to allow free movement while doing the task?			
Is training provided about risk factors and the proper technique to do the task?			
<b>Equipment, machinery and tools</b>	<b>N/A</b>	<b>YES</b>	<b>NO</b>
Is the correct equipment always used for each job?			
Are all tools and machinery properly guarded?			
Are stop/start switches clearly marked and positioned within easy reach of the operator?			
Are operators trained to use the tools, equipment and machinery safely?			
Do operators hold current licenses to perform work that requires certification?			
Has provision been made to safely store or dispose waste off-cuts?			
Is there enough work space around machinery?			
Are tools, equipment and machinery regularly maintained (in accordance with manufacturer's instructions)?			
Is there a process to ensure that tools and machinery are switched off before maintenance and cleaning is carried out and cannot be inadvertently started by other staff during maintenance and cleaning?			
Are unsafe or faulty tools, equipment or machinery reported immediately?			
Are unsafe or faulty tools, equipment or machinery removed from use until they are repaired or replaced?			
Are repairs always carried out by authorised and competent persons?			
Are health and safety risks considered before modification or alteration of any tools, equipment or machinery?			
<b>Work environment</b>	<b>N/A</b>	<b>YES</b>	<b>NO</b>
Is the workplace kept clean and tidy? (rubbish bins suitably located and regularly emptied, oily rags and combustible waste kept in covered metal containers)			
Is there good storage for tools, equipment, stock, products? (storage designed to minimise manual handling problems, easy access, shelf racks and pallets in good condition)			

## STEP 3 - Identify Hazards

<b>Work environment</b>	N/A	YES	NO
Have you ensured that things cannot fall onto people? (goods cannot fall from height, shelving securely fixed and not overloaded, stacks cannot fall over, people cannot walk under a suspended load, cargo barriers in vehicles)			
Is adequate ventilation provided to ensure a supply of clean air?			
Is air filtered to remove air-borne contaminants where necessary?			
Are people protected from noise? (noise levels below 85dB(A))			
Is there enough light to perform tasks without eye strain or glare?			
Is the working temperature comfortable?			
Do workers have access to clean and hygienic toilet and eating facilities?			
<b>Moving around</b>	N/A	YES	NO
Have you made sure people cannot slip or trip when they move around? (on oil, grease, water, leads, hoses, cables)			
Have appropriate fall prevention methods been implemented for all tasks that are undertaken at height? (guard rails, scaffolds, harness systems)			
Can traffic and people move safely around the work site? (walkways clearly marked, barriers to separate vehicles from walkways, unobstructed vision at intersections)			
Is it easy to get in and out of the workplace safely? (exits clearly marked and unobstructed)			
Are stairs, ladders and platforms safe? (fixed handrails, ladders secure when in use, anti-slip treads)			
Are vehicle drivers trained and aware of hazards?			
Do vehicle drivers have safe schedules and are all loads secure?			
<b>Chemicals and other hazardous substances</b>	N/A	YES	NO
Is there an up-to-date list of all chemicals used? (cleaning products, paints, solvents, degreasers, petrol, inks, toner, oil, adhesives, acids, acrylics, pesticides)			
Have you obtained Material Safety Data Sheets (MSDS) for all chemicals and made these available to workers for information?			
Have you assessed the risk of exposure (via inhalation, skin contact, ingestion) during transport, storage and use of the chemicals?			
Are containers clearly labelled?			
Are chemicals and other hazardous substances stored safely? (in specific storage rooms or cabinets, separated from other reactive substances, away from ignition sources)			
Are workers trained in the safe use, handling, storage and transport of chemicals they use?			
Is there adequate ventilation and fume extraction?			
Have you ensured that chemicals and hazardous substances cannot spill, leak or otherwise escape into the environment during storage, handling and transport?			
Are gas cylinders stored upright, secure, away from heat and ignition sources, in a ventilated area?			
Is monitoring and health surveillance undertaken if required?			
Are chemicals and hazardous substances disposed of correctly?			
Is appropriate personal protective equipment provided? (gloves, respirators)			
<b>Electricity</b>	N/A	YES	NO
Are electrical leads, plugs, sockets and switches in good condition? (not frayed or damaged)			
Have you ensured there are no electrical leads lying across floors ?			
Have you ensured there are no double adaptors used?			
Have electrical leads and power boards been inspected and tagged as safe?			
Is the location of power lines and cables checked before digging, drilling, using cranes, ladders, erecting scaffolding? (Overhead, underground, behind walls)			
Are portable electrical equipment fitted with residual current devices?			



# Risk **CONTROL** Plan

## Workplace

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Completed by: \_\_\_\_\_

Hazard	Action required to control the hazard	Completion date	Responsible person
--------	---------------------------------------	-----------------	--------------------

### Extreme


### High


### Medium


### Low


# Workplace Induction Checklist

Worker's Name: \_\_\_\_\_ Position / Job Title: \_\_\_\_\_

Employment Start Date: \_\_\_\_\_

Supervisor / Manager: \_\_\_\_\_

## Introduction

*(explain to new employees about...)*

- The industry, nature and structure of your business
- Roles of key people in your business
- Job, tasks and responsibilities

## Other Requirements

*(explain and show your new employee about...)*

- Quality procedures
- Security issues
- Hygiene procedures and facilities

## Job Introduction

- Demonstrate to the worker how to do the job safely
- Provide required information and supervision
- Introduce other employees and the supervisor
- Introduce the first aid officer and show location of first aid supplies
- Explain and demonstrate emergency procedures
- Show location of exits and equipment
- Show the work area, toilet, drinking water & eating facilities
- Show how to safely use, store and maintain tools, machinery and hazardous substances.
- Show where to make phone calls and collect messages

## Employment Conditions

*(explain to your new employee about...)*

- Work times and meal breaks
- Rates of pay and how payment is made
- Superannuation and other deductions
- Leave entitlements
- Notification of sick leave or absences

## Health and Safety

*(explain to your new employee about...)*

- Health and safety policy and safe work procedures (provide a copy)
- Roles and responsibilities of people in the workplace eg. Health and safety representatives
- Hazards in the workplace and how they are controlled
- How to report health and safety issues (including forms)
- How they will be kept informed about health and safety issues
- Workers compensation claims (including showing where forms are)

## Conducted by

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## New Workers

Introducing new staff into a workplace through providing essential initial training is commonly called induction. Inducting your staff will help to make your workplace safer and more productive. These suggestions will help you decide on the best form an induction program should take in your workplace.

- Involve key people in the induction, for example the new worker's supervisor, health and safety representatives and co-workers.
- Pace the induction so you don't overwhelm the new worker with too much information.
- Provide clear instructions and ensure they are understood.
- Show (don't just tell) the new worker how to perform the tasks. Emphasise main points.
- Encourage the new worker to ask questions.
- Don't assume any prior knowledge, training or experience. Your workplace, equipment, tools and work practices may be different. Go over things that may seem 'common sense' despite the new employee's background.
- Consider the language, cultural and literacy needs of the new worker.
- Ensure that they are supervised while they perform the tasks until they demonstrate they are competent. Correct any mistakes immediately.
- Check that the new worker has understood what they have been told or shown.



# Safe Purchasing - Health & Safety Checklist

Issues	Response/Comment
What is the proposed purchase item?	
What safety information has been obtained regarding the item?	
What hazards are associated with the item?	
What health and safety risks will the item introduce?	
What strategies need to be implemented to ensure safety during installation, transport, handling, storage of the item? (changes to work procedures, training)	

## Managing contractors – Health and Safety Checklist

	N/A	YES	NO
Does your OHS policy include contractor responsibilities?			
Is health and safety a key criterion in the selection of contractors?			
Do you take steps to ensure contractors are competent in health and safety?			
Do you discuss and agree the job with contractors? Are your requirements and the contractors' responsibilities for health and safety in writing?			
Are contractors made aware of your safe work procedures in advance?			
Do you ask for a safety method statement?			
Do contractors sign in and out? Do you always know where they are?			
Are contractors given site information before starting the job?			
Do you go through the job before allowing work to start?			
Do you check on progress with the job and that the contractors are working safely?			
Do you take appropriate action if contractors are not working safely?			
Do you check on contractor's arrangements for supervision?			
Do you tell contractors to report all incidents/accidents?			
If the contractor sends different staff will you know?			
When a job is finished, do you review how it went, including the health and safety performance of the contractor?			

# Your Injury Management Checklist

<b>Emergencies</b>	<b>N/A</b>	<b>YES</b>	<b>NO</b>
Have you developed procedures to cover the safety of employees, visitors, customers/clients, children and persons with disabilities who may be at your workplace in the event of an emergency?			
Have those in charge or responsible for specific duties during emergencies been appointed and trained?			
Are evacuation plans and emergency phone numbers on display in a prominent area?			
Are exit and assembly points easy to get to?			
Do exit doors open easily from the inside, including cold store room doors?			
Have all employees practised the emergency procedures?			
Is all emergency equipment in place and functioning? (Smoke or heat detectors, sprinkler systems, fire extinguishers, duress and other alarms, security screens and doors, emergency lighting, eye wash stations and showers)			

## **First Aid**

Have all possible types of injuries been considered in assessing first aid requirements?			
Are first aid supplies and trained first aid officers easily accessible to all employees?			
Do you keep records of any first aid provided?			

## **Injury Recording and Reporting**

Do you keep a <i>Register of Injuries</i> in your workplace that is easily accessible to the workers?			
Are serious injuries and dangerous occurrences reported to ACT WorkCover?			
When something goes wrong, are the causes identified and actions taken to prevent recurrence, even after a near miss or after reports of pain or strain?			

## **Workers Compensation and Workplace Rehabilitation**

Do you have a current workers compensation policy in place with an approved insurer to cover your workers?			
Are all workers aware of the steps involved for making compensation claims?			
Do you have <i>Injury Notices</i> available for the purposes of early notification of an injury to your insurer?			
Are claim forms made available to your workers on request, and are they lodged with your insurer within 7 days?			
Have you developed a <i>Return to Work Program</i> to facilitate an early and safe return to work for injured workers receiving workers compensation?			
Are workers aware of the Return to Work Program, and is a copy displayed at your workplace?			
Is a copy of the <i>Information Summary</i> displayed for your workers to view?			
Do you have access to an ACT approved Rehabilitation Provider?			



# Incident/Hazard Report

## Workplace

Date of Incident: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Time: \_\_\_\_\_ am/pm

Date Reported: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Name of person reporting the incident/hazard: \_\_\_\_\_

- First Aid
- Medical treatment
- Lost time
- Near miss
- Property Damage
- Hazard report

Name of person injured (if applicable): \_\_\_\_\_

Nature of injury: \_\_\_\_\_

Part of body injured: \_\_\_\_\_

Location of the incident: \_\_\_\_\_

Description of Incident or Hazard: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How did the incident occur (contributing factors)?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## Corrective Actions

What needs to happen	By When	Person Responsible

## Sign off

Person Reporting: \_\_\_\_\_

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Manager: \_\_\_\_\_

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_



# Safety Improvement Plan

Activity	Are safety issues addressed?	What needs to be done?	Who is responsible?
<b>Responsibilities</b>			
Policy			
Organising tasks			
Accountability			
<b>Consultation</b>			
<b>Manage risks</b>			
Identify hazards			
Assess risks			
Control risks			
<b>Training</b>			
Induction			
Safe work procedures			
First Aid			
<b>Purchasing</b>			
<b>Managing contractors</b>			
<b>Managing injuries</b>			
Emergency procedures			
First aid			
Incident reporting and investigation			
Compensation			
Rehabilitation			
<b>Record keeping</b>			
Risk assessments			
Maintenance			
Injuries			
Hazardous substances			
Training			





**ACT Government**