

# SMALL BUSINESS SAFETY STARTER KIT



**GUIDE** 2001  
WorkCover NSW Health and Safety Guide

# HOW TO USE THIS KIT

Read and familiarise yourself with the Starter Information on this side of the Kit before you work through the 6 steps opposite.

## STARTER INFORMATION:

This section of your kit provides general information about:

1. Background
2. WorkCover NSW
3. OHS law
4. Six simple steps to safety
5. Planning to work safely
6. Contacts for further assistance

### Disclaimer

This Guide contains industry recommended action for managing small business safety. It includes some of your obligations under the various Works Compensation and Occupation Health and Safety Legislation that WorkCover administers. To ensure you comply with your legal obligations you must refer to the appropriate acts.

© WorkCover NSW

# BACKGROUND

## TO THE WORKCOVER NSW SMALL BUSINESS SAFETY STARTER KIT

### Welcome to WorkCover's Small Business Safety Starter Kit.

This kit has been designed to assist small employers ie those with 20 or less employees, to comply with new OHS legislation in NSW. The kit provides advice on where to start and how to incorporate safety management into business operations.

The *NSW Occupational Health and Safety Act 2000* and the *Occupational Health and Safety Regulation 2001* have requirements that apply to all workplaces. The legislation requires employers to adopt a risk management approach to eliminating and controlling risks to health and safety.

The *Small Business Safety Starter Kit* (Catalogue No. 50) provides six simple steps as a guide to managing risks at work. The starter kit provides a basis from which employers are able to start the process of controlling or eliminating risks and establishing safe systems of work.

The *Small Business Safety Starter Kit* is a good starting point and can be used as a stand-alone guide or in conjunction with other material developed by WorkCover.

Additional practical guidance is available from WorkCover's *Guide to Risk Management at Work*. This Guide provides a simple explanation of 'risk management' and how it can be easily applied to any work activity.

It is a companion document to WorkCover's *Workplace Safety Kit* (Catalogue No. 40). The Safety Kit is the next level up from the Starter kit and provides advice on how a more sophisticated approach to managing safety can be adopted. This kit offers more detailed assistance and has been designed to help employers develop and put in place flexible health and safety systems that comply with legal requirements and fit comfortably with existing business activities.

## What is the role of WorkCover NSW?

WorkCover NSW has two main roles:

- To assist employers and employees to work together to prevent workplace injuries and illness
- To oversee the injury management, return to work and compensation process of injured workers.

WorkCover's priority is to help employers and employees work together for the safest possible workplaces. We do this by providing access to a range of information, advice and specialist services.

WorkCover administers the Workers Compensation Scheme through the licensing of insurance companies and supervision of funds management and related prudential controls.

WorkCover plays a very important preventative role in trying to prevent work related injuries. It does this through the administration of Occupational Health and Safety Legislation. The *OHS Act 2000* and *OHS Regulation 2001* establish rules to protect people from injury and ill health at work.

WorkCover provides a great deal of information and guidance to assist workplaces in understanding and complying with OHS laws. WorkCover's inspectors can help in this regard but are also empowered to take legal action if people are unnecessarily placed at risk while working.

## When do I need a Workers Compensation Policy and how do I get one?

Anybody who operates a trade or business and employs workers must maintain a current workers compensation policy. Policies can be taken out with most major insurers. Simply contact an insurer and request advice on a policy.

If you only employ contractors you should speak to WorkCover or an insurer handling workers compensation, as contractors can sometimes be deemed workers. You must have a workers compensation policy to cover deemed workers.

## How to access information and advice

- Call us on **13 10 50**
- Obtain a list of publications by phoning the WorkCover publications Hotline on: 1300 799 003
- Visit the WorkCover website [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au).

## Workplace health and safety is everyone's responsibility

As an employer, you have a legal responsibility called a "duty of care" to protect the health and safety of people in your workplace. This includes people who work for you casually, part-time, full-time, permanently, as volunteers or as outworkers, plus members of the public while they are in your workplace.

Under the *Occupational Health and Safety Act 2000* and the *Occupational Health and Safety Regulation 2001*, anyone who can affect health and safety in the workplace has a legal responsibility to protect it. This includes manufacturers, suppliers, designers and controllers of work places (including owners) and employees.

## As an employer you must provide:

- a safe workplace and safe ways of working
- equipment, tools and machinery in a safe condition
- safe and hygienic facilities, including toilets, eating areas and first aid
- information, training and supervision to all workers
- a process for consultation with workers and to keep workers informed and involved in decisions that may affect their health and safety
- processes for identifying hazards, assessing risks and controlling risks.

## Occupational health and safety legislation

The legal obligations for all parties in the workplace are set out in the *Occupational Health and Safety Act 2000* and in the *Occupational Health and Safety Regulation 2001*.

The risk management provisions in the Regulation require employers and others to carry out:

- hazard identification
- risk assessment
- elimination or control of risks.

This Starter Kit, including the Six Steps to Safety provides you with the basic information you need to meet your legal obligations in NSW.

# SIX SIMPLE STEPS TO SAFETY

All businesses should take these simple steps to improve the way they manage health and safety in the workplace. By using these steps as a guide and applying them to suit your business, you will be off to a good start. A more detailed explanation of these steps can be found in WorkCover's *Guide to Risk Management at Work* (Catalogue No. 425). However, simply completing these steps will not necessarily ensure you have met all the legal requirements that may apply to your business. Refer to the parts of the *Occupational Health and Safety Regulation 2001* that apply to your business. You can also seek more advice from any of the organisations listed on the "Contacts" sheet of this kit.

Legislation and other information can be downloaded from the WorkCover NSW Internet site

[www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au).

## STEP 1 – Responsibilities for workplace safety

The first place to start is to find out the occupational health and safety requirements that apply to your business. Be aware of who has a specific responsibility. This can form the basis of your safety policy. The health and safety responsibilities documented in the Six Steps to Safety section will help you to do this.

## STEP 2 – Plan to work safely

This step is about planning. Safety at work involves thinking about what activities happen in your workplace. You can then identify the tasks and procedures which will control the risks arising from those activities. This will allow you to plan safety into each work activity. More detailed information on Planning to Work Safely is in this kit.

## STEP 3 – Involve your employees

This important step involves consultation. Talk to your employees and set up ways for them to be involved and contribute to decisions that may affect health and safety in the workplace. For example, raise health and safety issues with your staff and display health and safety information in your workplace.

## STEP 4 – Develop procedures

This step is designed to assist you in starting the process of identifying the hazards in your workplace and assessing any risks to health and safety associated with them. If you find you need further information, WorkCover's *Guide to Risk Management at Work* (Catalogue No. 425) may be of assistance.

## STEP 5 – Inform and train your employees

In this step you use the procedures developed in steps 3 and 4 to inform employees about hazards in their job and workplace. The outcomes of the previous steps along with safe work procedures can be used as a training tool. Provide employees, particularly those who are new to the workplace or job, with information, training and supervision. A very simple training checklist is provided.

## STEP 6 – Monitor and review

Review the steps you have taken to manage health and safety in your workplace. Adjust your program to address any workplace or legislative changes. See the Health and Safety Program Review Sheet in this kit.

## Don't stop there

Managing health and safety is an ongoing process that should form part of the way you do business. Your processes, operation and staff may change over time and so may the risks. Make sure you continually review your program to ensure it still addresses any workplace or legislative changes.

If you would like to take your six steps further, obtain a copy of WorkCover's *Workplace Safety Kit* (Catalogue No. 40). This is a more detailed approach to setting up a safety management system.

# PLAN TO WORK SAFELY

It is better to deal with safety issues before they arise rather than after an incident. To do this you need to have a planned approach to safety. In order to plan to work safely you should:

- identify all the activities that your workplace undertakes that may involve safety issues
- adopt a Risk Management approach to address these issues.

## Identify Activities

If you think about your workplace there are a number of activities which can involve safety issues. These will include:

- **Purchasing**  
The chemicals or equipment you buy to run your business may introduce safety issues
- **Work tasks**  
In carrying out work tasks employees may be working with chemicals or equipment, which place them at risk. They can also be exposed to manual handling risks
- **Contractors**  
Other workers who come into our workplace as contractors can be at risk or place your other employees at risk.

**There are other activities you need to consider as part of your safety planning. They are:**

- **Reporting OHS problems**  
As soon as a safety problem is noticed it should be reported so that the problem can be addressed before causing harm
- **Investigating incidents**  
If something does go wrong procedures need to be reviewed to ensure it will not happen again
- **Emergency procedures**  
The workplace should have a plan for what to do in case of a fire or other emergencies.

## Adopting a Risk Management approach

In addressing OHS issues you should adopt a risk management approach. This involves:

- **Hazard identification**  
Identifying all the things which may cause illness or injuries. This can involve machinery and chemicals used, the physical demands of the task and aspects of the work environment such as noise or air quality
- **Risk assessment**  
Determining how likely and how serious the effects will be on people in the workplace being exposed to the hazard
- **Risk control**  
Deciding and implementing what needs to be done to eliminate or control the risks to health and safety.



# PLAN TO WORK SAFELY continued

The risk management process should be built into all the workplace activities that can give rise to safety issues. For example, before you purchase a piece of equipment or a new chemical you should identify the hazards associated with the purchase, assess the risks and decide what you need to do to control the risk. Good risk management requires you to identify all the available information about hazards and risks and by adopting a hierarchy of controls to manage the risk.

## Hazard and Risk Information

There are a number of sources of information you need to consider to help you identify hazards and control risks. These include:

- Walking around, looking at your workplace and talking to employees about the safety issues in their roles
- Reviewing any information you have on a piece of equipment (manufacturer's manual) or chemical MSDS (Material Safety Data Sheet)
- Looking at past accidents and injuries
- Considering available guidance information from such bodies as WorkCover and industry associations.

## Hierarchy of Controls

The best way to correct a safety problem is to eliminate the hazard. For example, replace faulty wiring or remove dangerous machinery. If you can't eliminate the hazard, here is a list of options, starting with the best option:

- **Substitution**  
Replace the hazardous substance, machine or tasks with a safe one
- **Engineering**  
Modify tools or equipment, enclose equipment, and put guards in place
- **Administration**  
Develop and implement safe procedures and training for hazardous jobs
- **Personal protective equipment**  
Equipment such as safety glasses, footwear and hearing protection can be important, but should be a last resort.

In step 4: **Develop Procedures** – You will see how you can incorporate the risk management approach into such activities as purchasing and work procedures.



# USEFUL CONTACTS

## WORKCOVER OFFICES HEAD OFFICE

Office Hours  
8:30am-5:00pm  
Monday to Friday  
92-100 Donnison Street  
GOSFORD NSW 2250  
Phone: (02) 4321 5000  
Fax: (02) 4325 4145  
Postal Address  
WorkCover NSW  
Locked Bag 2906  
LISAROW NSW 2252

## WorkCover Assistance Service

Office Hours  
8:30am-5:00pm  
Monday to Friday  
Phone: 13 10 50

## REGIONAL and LOCAL OFFICES

Office Hours:  
8:30am-4:30pm  
Monday to Friday

## REGIONAL OFFICES

### Newcastle

Level 1, Suite C  
Cnr Fitzroy & Cowper Street  
CARRINGTON NSW 2294  
Phone: (02) 4921 2900  
Fax: (02) 4940 8558

### Wollongong

106 Market Street  
WOLLONGONG NSW 2500  
Phone: (02) 4222 7333  
Fax: (02) 4226 9087

## LOCAL OFFICES

### Albury

Suite 5, 1st Floor  
429 Swift Street  
ALBURY NSW 2640  
Phone: (02) 6042 4600  
Fax: (02) 6041 2580

### Ballina

11 Grant Street  
BALLINA NSW 2478  
Phone: (02) 6620 6900  
Fax: (02) 6681 6100

### Bega

6/248 Carp Street  
BEGA NSW 2550  
Phone: (02) 6491 6600  
Fax: (02) 6494 7151

### Blacktown

Level 3, 22 Main Street  
BLACKTOWN NSW 2148  
Phone: (02) 8882 4200  
Fax: (02) 9831 8246

### City – CBD South

Level 10, Centennial Plaza  
Building C  
300 Elizabeth Street  
SYDNEY NSW 2000  
Phone: (02) 8260 5877  
Fax: (02) 9281 9633

### Chatswood

Suite 1101, Level 11  
67 Albert Avenue  
CHATSWOOD NSW 2067  
Phone: (02) 9406 3800  
Fax: (02) 9413 1190

### Coffs Harbour

Suite 33 Jetty Village  
Shopping Centre  
361 Harbour Drive  
COFFS HARBOUR NSW 2450  
Phone: (02) 6659 1700  
Fax: (02) 6652 8213

### Dubbo

Level 2, 1 Church Street  
DUBBO NSW 2830  
Phone: (02) 6841 7900  
Fax: (02) 6884 2808

### Goulburn

Lower Ground Floor  
159 Auburn Street  
GOULBURN NSW 2580  
Phone: (02) 4824 1500  
Fax: (02) 4822 1242

### Griffith

Suites G06 & G07  
Government Office Block  
104-110 Banna Avenue  
GRIFFITH NSW 2680  
Phone: (02) 6962 8900  
Fax: (02) 6964 1738

### Hurstville

Level 2, 12 Butler Road  
HURSTVILLE NSW 2220  
Phone: (02) 9598 3366  
Fax: (02) 9585 0261

### Liverpool

Level 3, 33 Moore Street  
LIVERPOOL NSW 2170  
Phone: (02) 9827 8600  
Fax: (02) 9824 0348

### Maitland

Suite 7C, 19 Mitchell Drive  
GREEN HILLS NSW 2323  
Phone: (02) 4931 6800  
Fax: (02) 9287 4796

### Narrabri

Suite 6, Level 1  
100 Maitland Street  
NARRABRI NSW 2390  
Phone: (02) 6792 8720  
Fax: (02) 6792 3532

# USEFUL CONTACTS Continued

## **Nowra**

Level 1  
5 O'Keefe Avenue  
NOWRA NSW 2541  
Phone: (02) 4428 6700  
Fax: (02) 4422 4997

## **Orange**

74 McNamara Street  
ORANGE NSW 2800  
Phone: (02) 6392 7600  
Fax: (02) 6362 8820

## **Parramatta**

Level 4  
128 Marsden Street  
PARRAMATTA NSW 2150  
Phone: (02) 9841 8550  
Fax: (02) 9891 3349

## **Port Macquarie**

Suite 5, 53 Lord Street  
PORT MACQUARIE  
NSW 2444  
Phone: (02) 6588 7000  
Fax: (02) 6584 1788

## **Tamworth**

126 Marius Street  
TAMWORTH NSW 2340  
Phone: (02) 6767 2500  
Fax: (02) 6766 4972

## **Tweed Heads**

Units 25 & 26  
Corporate House  
8 Corporation Circuit  
TWEED HEADS SOUTH  
NSW 2486  
Phone: (07) 5506 1400  
Fax: (07) 5524 6300

## **Wagga Wagga**

Level 2  
72-76 Morgan Street  
WAGGA WAGGA NSW 2650  
Phone: (02) 6933 6500  
Fax: (02) 6937 3616

## **OTHER CONTACTS**

### **NSW Office of Industrial Relations**

McKell Building  
2-24 Rawson Place  
SYDNEY NSW 2000  
Phone: 13 16 28  
Fax: (02) 9020 4700  
[www.industrialrelations.nsw.gov.au](http://www.industrialrelations.nsw.gov.au)

## **Australian Business Limited**

140 Arthur Street  
NORTH SYDNEY NSW  
2060  
Phone: 13 26 96  
Fax: 1300 655 277  
[www.australianbusiness.com.au](http://www.australianbusiness.com.au)

### **Australian Retailers Association**

Level 11  
45 Market Street  
SYDNEY NSW 2000  
Phone: 1300 368 041  
Fax: (02) 9290 7180  
[www.retail.org.au](http://www.retail.org.au)

## **Australian Industry Group**

51 Walker Street  
NORTH SYDNEY NSW 2060  
Phone: (02) 9466 5566  
Fax: (02) 9466 5599  
[www.aigroup.com.au](http://www.aigroup.com.au)

### **Australian Federation of Employers & Industries**

313 Sussex Street  
SYDNEY NSW 2000  
Phone: (02) 9264 2000  
Fax: (02) 9264 5699  
[www.afei.org.au](http://www.afei.org.au)

## **NSW Farmers' Association**

Level 25  
66 Goulburn Street  
SYDNEY NSW 2000  
Phone: (02) 8251 1700  
Fax: (02) 8251 1750  
[www.nswfarmers.org.au](http://www.nswfarmers.org.au)

## **Labor Council of NSW**

Level 10  
377 Sussex Street  
SYDNEY NSW 2000  
Phone: (02) 9264 1691  
Fax: (02) 9261 3505  
[www.council.labor.net.au](http://www.council.labor.net.au)

# SIX STEPS TO SAFETY

This section of your kit provides you with the health and safety forms that will help you take the six steps to safety. Each form helps you to understand what needs to be done to build safety into your workplace.

## THE SIX STEPS INVOLVE:

- Step 1:** Assigning responsibilities as the basis of an OHS Policy
- Step 2:** Completing a checklist to help your planning for safety
- Step 3:** Involving employees
- Step 4:** Developing safety procedures
- Step 5:** Informing and training staff
- Step 6:** Reviewing your safety system



# MY BUSINESS' HEALTH AND SAFETY RESPONSIBILITIES

PLEASE TURN OVER FOR A GUIDE TO IDENTIFYING HEALTH & SAFETY RESPONSIBILITIES –  
YOU SHOULD READ THIS MATERIAL BEFORE YOU COMPLETE THIS FORM

This document can form the basis of your OHS Policy At \_\_\_\_\_  
(Name of Business), the health, safety and welfare of all employees and visits

(Refer to Tool No. 3 – OHS Policy Tool in the WorkCover NSW publication, Workplace Safety Kit).

Employer (Responsible Officer) is responsible for:

Supervisor (Team Leader) is responsible for:

Employees are responsible for:

We expect contractors and visitors to:

Responsible Officer

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

Staff Representative

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

Policy Review Date: \_\_\_\_\_ Signature: \_\_\_\_\_

# A GUIDE

## TO IDENTIFYING HEALTH AND SAFETY RESPONSIBILITIES AT WORK

This guide helps you in identifying who has particular health and safety responsibilities in your workplace.

### Consider the following employer responsibilities:

- Ensuring compliance with occupational health and safety legal requirements
- Taking reasonable steps to provide a safe workplace and safe ways of working
- Providing ways for employees to be informed about and involved in health and safety issues at work
- Ensuring this document and all safe work procedures are kept up-to-date.

### If you employ a supervisor (team leader) consider the following responsibilities:

- Day to day management of health and safety issues
- Ensuring new employees receive information, training and supervision
- Ensuring employees receive training prior to commencing new tasks or when using new equipment
- Supervising employees to ensure their health and safety is maintained.

### Consider the following employee responsibilities:

- Following reasonable instructions and using equipment provided by the employer to protect their health and safety while at work
- Identifying and reporting any workplace incidents or hazards to their supervisor
- Being involved in the discussion of a resolution of occupational health and safety issues
- Protecting their health and safety and that of others by not working while under the influence of alcohol or other drugs
- Not interfering with, or removing any safety guards, safety devices or protective equipment provided by the employer.

### Contractors and visitors

Clearly state what you expect of any contractors and visitors to your business. In general this would include that they abide by occupational health and safety legal responsibilities, and follow any reasonable instructions and advice while in your workplace.

The development of support documentation using these guidelines can form the basis of your OHS Policy. By clearly stating responsibilities and expectations you have simply and easily produced your workplace OHS Policy. Remember, working out responsibilities is best done in consultation with your workers.

For more guidance in this area you may want to refer to WorkCover's *Code of Practice: OHS Consultation* (Catalogue No. 311).

### Reviewing your policy

State how often you will review the policy eg once a year, to ensure it remains compliant with any legislative or business changes.

# PLANNING

FOR SAFETY CHECKLIST

ACTIVITY	WHO IS RESPONSIBLE?	ARE SAFETY ISSUES ADDRESSED?		HOW?	WHAT NEEDS TO BE DONE?
		YES	NO		
PURCHASING					
ORGANISING/ CHALLENGING TASKS					
FIXING HAZARDS					
INVESTIGATING ACCIDENTS/ INCIDENTS					
MANAGING INJURIES					
MANAGING CONTRACTORS					
TRAINING					

# INVOLVING EMPLOYEES

## Involving employees

When considering all of the tasks to be undertaken at work it is important to involve the employees in any decisions that may affect their health and safety. Often, the people doing the job are best positioned to offer advice on the type of hazards involved and the way to work safely. Consulting with employees makes good business sense. In fact it is a legal requirement in NSW.

## A simple process

The *Occupational Health and Safety (OHS) Act 2000* requires employers to consult with employees. Consultation between employers and employees should not be difficult. For most small businesses this can be as easy as having direct discussions, sometimes referred to as a 'toolbox meeting'. Direct discussions through a simple safety meeting might involve the following:

- Gathering employees at the start of work
- Inviting employees to raise any OHS issues they may have
- Reporting actions taken since the last meeting
- Discussing with employees any planned changes that may have implications for their health and safety
- Discussing with employees any new hazards and possible safety measures
- Conducting a 'walk around' safety inspection
- Asking employees for feedback.

This type of consultation is referred to as Other Agreed Arrangements in the Act. It recognises the need for flexibility and for small businesses in particular to work out arrangements for consultation that best suit both the employer and the employees.

The Act also allows for consultation through an OHS Committee or OHS Representative. The mechanisms for establishing a Committee and OHS Representatives is outlined in the *OHS Regulation 2001*.

Further guidance and advice on consultation can be obtained from WorkCover's *Code of Practice OHS Consultation* (Catalogue No. 311).

## Workplace induction

Most businesses acknowledge that meaningful consultation is important. A good place to start is when a new employee commences work. This can be done through an induction into the workplace. Existing employees should have some input into developing an induction package.

After all, they were first starters once and will have a good idea about what a new starter needs to know. So why not start your consultation with an induction checklist? This checklist can be the basis for future consultation. An induction checklist is provided overpage.



# INDUCTION

## CHECKLIST FOR MY EMPLOYEES

Employee's Name: \_\_\_\_\_

Position/Job Title: \_\_\_\_\_

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

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

### Introduction

Explain to your new employee about...

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

### Job Introduction

Explain to your new employee about...

- ☐ Demonstrate to the employee 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 and 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
- ☐ Taxation (including filling out required forms)
- ☐ Superannuation and other deductions
- ☐ Leave entitlements
- ☐ Notification of sick leave or absences

### Other Requirements

Explain to and show your new employee about...

- ☐ Quality procedures
- ☐ Security issues
- ☐ Hygiene procedures and facilities

### 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: \_\_\_\_\_

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

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

# DEVELOPING PROCEDURES

Two areas of workplace activities that can raise significant health and safety issues are purchasing and job tasks. Through purchasing, hazards and risks can be introduced to the workplace. The tasks that people do can also pose significant risks. Therefore purchasing and safe work procedures are important priorities for managing the workplace safety.

## Purchasing Procedures

When you purchase equipment or chemicals you probably consider such issues as cost, how it does the job and how available are spare parts. To introduce risk management into your purchasing procedure you need to consider:

- What hazards are associated with the purchase?
- What risks will the purchase introduce?
- What strategies need to be implemented to control risks?

You can do this using the Safe Purchasing Checklist below whenever you consider a purchasing decision.

ISSUES	RESPONSE/COMMENT
1. What is the proposed purchase item?	
2. What safety information has been obtained regarding the item?	<div><input type="checkbox"/> Equipment manual</div> <div><input type="checkbox"/> MSDS</div> <div><input type="checkbox"/> Australian Standards</div> <div><input type="checkbox"/> Other safety information</div>
3. Which employees and work processes are affected by the purchase?	
4. Have the affected employees been consulted? When?	
5. What are the health and safety risks relevant to the purchase?	
6. How will the purchase help manage the risks?	
7. What has to be done to ensure the use, storage and transport of the purchase is safe?	
8. What change will need to be made to Safe Work Procedures?	
9. What training will be required before the use of the purchase?	

# DEVELOPING PROCEDURES Continued

## Safe Work Procedures

The tasks and jobs people do can expose them to hazards and place their health and safety at risk. These can arise from the equipment and chemicals that are used in the workplace or the physical natures of the tasks. Therefore safe work procedures should be developed for those tasks that are likely to put the health and safety of employees at risk.

These procedures should be developed or reviewed when:

- New tasks are introduced
- New chemicals and equipment is purchased
- Reviewing tasks after an incident or when a health and safety issue is identified.

In this process you should involve the employees who will undertake the task. The following checklist should help you develop Safe Work Procedures.

You should consult “Plan to Work Safely” in the starter information section of this Kit for further information on

- Identifying hazards and assessing risk
- Hierarchy of controls.

## Safe Work Procedures

1. Hazard Identification	2. Risk Assessment	3. Risk Control
What does the job involve?	What safety problems arise from the hazards and how likely are they to occur?	What can be done to make the job safe?
Manual Handling		
Chemicals		
Equipment		

# INFORMING AND TRAINING STAFF CHECKLIST

Here are some basic questions to answer in helping you to identify the training needs for your business. If you answer 'No' to any question you have immediately identified gaps in your training requirements of corrective action that is needed.

	YES	NO
1. Do you have a staff induction program?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you identified all of the work activities to be undertaken by workers?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you assigned/identified who is responsible for work tasks and/or supervising staff?	<input type="checkbox"/>	<input type="checkbox"/>
4. Have the supervisors been advised of their responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>
5. Have the supervisors been appropriately trained to supervise staff?	<input type="checkbox"/>	<input type="checkbox"/>
6. Does the supervisor have access to information on safe work procedures?	<input type="checkbox"/>	<input type="checkbox"/>
7. Have safe work procedures been developed for each task?	<input type="checkbox"/>	<input type="checkbox"/>
8. Have the workers been trained in the safe work procedures?	<input type="checkbox"/>	<input type="checkbox"/>
9. Is a program in place to provide "top up" or refresher training?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do workers have access to all relevant safety information including equipment manuals and MSDS (Material Safety Data Sheets)?	<input type="checkbox"/>	<input type="checkbox"/>
11. Do you have a training policy?	<input type="checkbox"/>	<input type="checkbox"/>
12. Have employees been consulted on training needs?	<input type="checkbox"/>	<input type="checkbox"/>
13. When you introduce new equipment or chemicals do you train your employees on new work procedures?	<input type="checkbox"/>	<input type="checkbox"/>

# REVIEWING YOUR SAFETY SYSTEM

After you have worked through this Kit, it is time to review what steps you have taken to improve the way your business manages workplace health and safety. Fill in this review by ticking the boxes as you complete the required actions. The review will help you identify areas you may still need to address.

**My program review checklist:**

- ☐ I started this health and safety program on \_\_\_\_/\_\_\_\_/\_\_\_\_
- ☐ I understand my legal responsibilities for health and safety in my business
- ☐ I know where to get free health and safety information and advice
- ☐ People in my workplace are aware of our health and safety policy
- ☐ My employees understand their responsibilities for health and safety at work
- ☐ We talk about health and safety issues at work
- ☐ My employees are involved in decisions that may affect their health and safety. I will next review our health and safety program on \_\_\_\_/\_\_\_\_/\_\_\_\_
- ☐ We have identified hazards in our workplace
- ☐ I have a copy of the *Occupational Health and Safety Regulation 2001* to help address specific hazards
- ☐ We have assessed the risks and prioritised the hazards we identified
- ☐ We have taken action to control the risks of the hazards we identified
- ☐ In the event someone is injured or made ill at work, it is recorded
- ☐ We have first aid facilities and emergency procedures for our workplace
- ☐ I will review our next health and safety program on \_\_\_\_/\_\_\_\_/\_\_\_\_.

For further information on monitoring and reviewing your health and safety program you can refer to either WorkCover's *Risk Management at Work Safety Guide* (Catalogue No. 425) and/or the *Workplace Safety Kit* (Catalogue No. 40).

Catalogue No. **WC00050** WorkCover Publications Hotline **1300 799 003**



**WorkCover NSW** 92-100 Donnison Street Gosford NSW 2250  
Locked Bag 2906 Lisarow NSW 2252 WorkCover Assistance Service **13 10 50**  
Website **[www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au)**

ISBN 1 876995 55 6 ©Copyright WorkCover NSW 0509