

ACC WorkSafe Cycle Review Checklist

A checklist to help review workplace injury prevention systems and practices.

Who should use it?

It is a checklist particularly for:

- Workplaces just starting on workplace health and safety
- small to medium workplaces (50 staff or less)

The Self-Assessment Guide to Workplace Safety Management Practices provides a more comprehensive audit and is suitable particularly for larger employers.

Completing the checklist

Complete this checklist by looking at your health and safety documentation and asking staff about the effectiveness of health and safety in your workplace. It may be useful to also use group discussions and physical inspections of the workplace.

1. Tick one of the symbols in the status column.

No Partly Yes

- No - means that the system is not in place
 - Partly includes where there are written procedures but they are not carried out, or vice versa, where safety procedures are used but they are not written down anywhere.
 - Yes - means the system is in place, written down and is working well.
2. Use the comments column to further explain the status of the system – this is particularly useful where you have ticked partly.

When you have completed the checklist

You may want to summarise your findings in a short report. This could include scoring the number of systems in place and working well. (There are 37 systems on the checklist.)

1. Develop an action plan to fill the gaps highlighted in the completed the checklist.
2. Implement the actions.
3. Evaluate the actions to make sure they have been carried out and that they are effective. You may also want to complete the checklist again to see how many systems (out of 37) you now have in place and working.

WorkSafe Cycle system and practice**Status****Comment**

Commitment		
Injury prevention responsibilities are built into: – policy statements – job descriptions and/or performance objectives	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	
Appropriate resources (people and budget) are available to implement health and safety activities.	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	
Management lead injury prevention by example.	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	

Communication		
Injury prevention issues are included in regular communications at all levels of the organization e.g. meetings, newsletters, emails etc.	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	

Review		
Injury prevention systems and practices are audited periodically.	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	
Hazards (particularly significant hazards) controls are monitored.	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	
Near-hit events, injuries and injury factors are analyzed at regular intervals.	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	

Plan		
There is an annual health and safety improvement plan that specifies goals, measures and targets.	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	

Tick one

No Partly Yes

WorkSafe Cycle system and practice	Status	Comment
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Action: Hazard management		
Hazards/injury factors are identified on a regular basis.	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	
Hazards/injury factors are identified when there are new or changed processes, machinery or equipment.	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	
Staff are involved in hazard identification and know how to report hazards/injury factors.	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	
Hazards/injury factors are assessed to identify significant hazards as defined in the Health and Safety in Employment Act.	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	
There is an action plan to control hazards and injury factors particularly significant hazards.	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	
Remedial action identified in injury investigations is included in controls.	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	
Hazards/injury factor controls are evaluated and monitored to ensure they are in place and effective.	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	
Hazards/injury factors and their controls are written down in a hazard register or similar. This is kept up to date.	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	

Action: Incident investigation		
There are incident/injury registers in all work areas.	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	
Staff know how and when to report early reports, near-hit and injuries.	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	
Injuries are investigated and improvement actions are identified and implemented.	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	
Responsibilities to report to OSH: <ul style="list-style-type: none"> - A person(s) is assigned the function of reporting serious harm - All cases of serious harm are reported to OSH. - All cases of serious harm are investigated in-house. 	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	

Action: Training and supervision		
All staff receive relevant injury prevention information on a regular basis. This includes: <ul style="list-style-type: none"> - Identified hazards and their controls - Safe work procedures - Emergency procedures. 	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	
New staff receive induction that addresses injury prevention.	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	
Staff follow safe work procedures.	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	
Staff are supervised appropriate to the task and their skill level (including new employees whose inexperience could put themselves or others in danger).	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	
Safety information is available to staff and displayed in work areas.	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	

Tick one

No Partly Yes

WorkSafe Cycle system and practice**Status****Comment****Action: Employee participation**

There is a forum (e.g. health and safety committee) that facilitates communication between managers and employees about health and safety matters.

Or alternatively for small workplaces health and safety should be regularly discussed in team meetings.

Staff are actively involved in and consulted on health and safety matters including hazard management, health and safety planning and emergency readiness.

Action: Emergency readiness

Have emergency plans for the specific emergencies likely to arise in your workplace.

Establish and train emergency wardens.

Communicate and train employees in your emergency procedures and keep records of the training.

Practice your evacuation procedures at least 6 monthly and keep records of these drills.

Action: Contractor management

Have an induction process for contractors coming into your workplace so they know about hazards and safe work procedures in your workplace.

Ask contractors to tell you about the hazards they are bringing into your workplace.

Make sure contractors have the right knowledge to undertake the job safely.

Action: Injury management

Staff know how and when to report symptoms of discomfort and injuries.

Supervisors investigate early warning symptoms

Trained first aid assistance is available.

Managers support the early, safe and lasting return to work of injured employees. This includes:

- Regularly contacting employees who are off work
- Providing modified work tasks, gradual or graded return to work and work site assessments if required.

Tick one

No Partly Yes