

Systems and practices checklist

Workplace:

Assessor:

Date:

D	M	Y

System/Practice	Tick	Comment
1. Management commitment and awareness		
• Senior managers have received a high level overview of discomfort, pain and injury		
• Management have displayed commitment		
• Sufficient time and money has been allocated to preventing and managing discomfort, pain and injury		
• Workplace has an active H&S system		
2. Review		
• Early report forms and accident registers are reviewed and trends identified		
• Hazards are well managed and documented		
3. Planning		
• The organisation has a plan for preventing and managing discomfort, pain and injury		
4. Training		
• Staff understand the seven groups of contributory factors for discomfort, pain and injury		
• New staff are given training in early reporting		
5. Hazard Management		
• Discomfort, pain and injury hazards have been identified using contributory factors assessment		
• Control plans have been developed and reviewed periodically		
6. Early Reporting		
• The work climate supports early reporting and action		
• Staff know when and how to report		
• Staff are reporting problems early		
• Supervisors have guidelines and processes to deal with reports		
• Supervisors investigate each report within 24 hours		
7. Injury Management/Stay at Work/Return to Work		
• The company has a range of identified alternative duties for each position		
• Employees are provided with a referral to give the treatment provider		
• Employees off work are contacted regularly and encouraged to visit and keep in touch		
• There is regular liaison with treatment providers and ACC case managers		