

# Occupational Health & Safety News

By now you should all be familiar with media advertisements by WorkSafe AUST. illustrating the impact of workplace accidents. These accidents cause great costs to industry but fade into insignificance to the personal costs to the victims and their families.

The construction industry is rated number two in incidents of death and traumatic injury, and as employers, we must be working toward reducing this statistic by providing a safe place of work for our employees. To assist you in understanding your obligation as an employer under the act, the following checklist can be used. This is a guide only and should not be seen as a complete list of OH & S requirements.

Sample Questionnaire: Ask yourself even one NO could have you in trouble YES--NO

Does the organisation have Health & Safety Policy?

Have appropriate individuals been assigned OH & S responsibilities?

Has the organisation obtained health & safety advice from competent persons?

Have employees been consulted on health & safety issues?

Do employees know who the health & safety representative/s are (if required)?

Are there procedures in place to deal with health & safety issues/disputes?

Are employees aware of the procedures for dealing with health & safety issues/disputes?

Are regular hazard inspections carried out?

Are safety devices regularly inspected and tested?

Where employees are exposed to specific hazards, eg noise, dust etc, is their health monitored?

Do employees understand accident reporting/recording procedures?

Are incidents investigated?

Are the organisation's labelling of substance clear and adequate?

Is relevant health & safety information readily available?

Are appropriate systems in place for health & safety records?

Are employees trained in health & safety and are personal records kept?

Does Management understand their health & safety obligations?

Have hazard identification, risk assessments and control procedures been completed and developed?

## OH & S CHECKLIST . .

. Cont'd Yes No

Are safety legislation, codes of practice and standards accessible by employees

Is health & safety information distributed to employees?

Where the organisation is required to provide services at the customers workplace, health & safety issues affecting employees shall be identified, assessed and controlled?

Is technical data/information relevant to health & safety examined prior to the purchase of any goods?

Does any plant or chemical substance purchased comply with relevant health & safety legislations and standards?

Have hazards associated with work processes been identified, risks assessed and control measures implemented?

Are permits to work systems in place for high risk tasks?

Have you supplied appropriate Personal Protective Equipment (P.P.E.)?

Are the appropriate supervisory arrangements in place?

Are the employee/s trained and competent for the tasks?

Do employees have the correct Certificates of Competence for plant/equipment? eg Forklift, Scaffolding, etc.

Is there sufficient security for restricted access areas?

Do the organisation's facilities & amenities conform to minimum standards, legislation or codes of practice?

Is the appropriate safety signage that conforms to legislation, standards and codes of practice?

Do you have records of maintenance/ repairs/ alteration for plant/equipment?

Is your plant/equipment requiring registration, registered?

Does the organisation have isolation procedures for unsafe plant & equipment?

Have emergency situations been identified and control procedures implemented including employee communication?

Are the employees trained in emergency evacuation?

Do the First Aid requirements meet legislation workplace standards and codes of practice?