

"TRI SAFE"
MANAGEMENT
SYSTEMS
AUDIT



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WORKPLACE MANAGEMENT AUDITOR INSTRUCTIONS

BACKGROUND

Government, industry and the wider community need to make a continued and significant commitment to further controlling death, injury and disease exposure in Queensland workplaces. Industry must take greater responsibility, in partnership with government, to drive improvement at the workplace level.

The goal of the Workplace Health and Safety Program is simple and outcome-focused: to reduce the risk of work-related death, injury and disease.

Objectives available to achieve this overall goal include assisting employers to establish and maintain effective systems to manage risks to the health and safety of workers and others arising from the nature of work performed, equipment, materials and substances used, and the work environment.

One fundamental strategy to achieve this objective is the use of Systems Management Audits. This type of audit is carried out by suitably qualified auditors at enterprise or workplace level and will measure the effectiveness of management systems by workplace outcomes. The auditor chosen should have studied or possess qualifications in OHAS or have extensive experience in the application of management systems and work processes used in the industry concerned.

OPERATIONAL REQUIREMENTS OF THE AUDIT

Overview

The audit program consists of 10 categories which form the health and safety management systems framework. Within each category are criteria which detail the standard applied by the auditor

The audit is conducted at three levels within the workplace: first the employer, second the line manager and lastly the worker. At the employer level a quantitative score is allocated to each criteria. This score must be supported by the auditor's written notes compiled during the three levels of investigation. No score is required for the line manager or worker audit. A qualitative assessment at these levels will confirm or otherwise the score allocated at the employer level.

Provision for recording notes is made at the end of the Employer questionnaire

How to conduct an audit and tools available for use

General Approach

Prior to the audit an opening meeting is held with workplace management. At this meeting the auditor explains how the audit is to be conducted, the aim of the audit and how the results will be communicated to management. At the conclusion of the audit a closing meeting is held to advise of preliminary findings and conclusions and provide a final opportunity for management to present additional evidence. The emphasis is on management methods and behaviour and not on individual personality, attitude or performance. The questions used to assess the organisation are based on the ten criteria looked for in a workplace health and safety 'best practice' organisation and the implementation and effectiveness of those criteria at the 3 different levels within the organisation.

A comments page is provided at the end of each of the three sections in the package

The Audit Process

▶ Employer Questionnaire

The ten criteria considered are:-

1. Health and Safety Policy Communication
2. Allocation of Responsibility/Accountability
3. Suppliers, Sub-contractors and Purchasing Controls
4. Health and Safety Consultation
5. Hazard Identification, Evaluation and Control
6. Provision of Information
7. Training
8. Workplace Specific Issues
9. Reporting and Investigation
10. Emergency Planning

Scoring

Within each of the ten criteria are 5 possible levels of achievement. The auditor must address each of the questions contained in each section and assess (from answers and evidence supplied by management) what level applies to that organisation for that criteria. It is possible to award half marks. The scoring is from 0 to 4 with level "E" attracting a score of zero and level "A" attracting a score of 4. To assist in assessing the score the auditor should consider the intent statements located at the commencement of each criteria. In addition the following table details the evidence required by the auditor to gain the various levels possible in the scoring scale:

Level No Within Each Category	Score	What the score means
E	0	Criterion has not been considered, or is non-existent
D	1	A strategy or control has been developed and a plan for implementation is in place.
C	2	Plan has been implemented in most areas and results or outcomes are being monitored
B	3	Strategy / control is in place in all relevant areas, achieving positive trends, and results of monitoring used to improve the strategy/ control
A	4	The control / strategy is reviewed using external benchmark comparisons and results/outcomes are amongst "best in class" in this field

To assist in arriving at a score the auditor should record comments using the 'note pages' provided for each of the categories. These note pages are located at the end of this audit package (see page 58). Scoring is possible in half mark increments.

► Line Manager Questionnaire

Having completed the employer questionnaire the auditor must now move on to the line manager questionnaire. This document contains questions relating to each of the ten criteria. The purpose of these questions is to validate the evidence collected during the employer interview and consequently verify the score allocated. Once again comments should be recorded in the appropriate section of the 'notes pages'.

► Worker Questionnaire

Having completed the line manager questionnaire the auditor must now move onto the worker questionnaire. This document contains questions relating to each of the ten criteria. The purpose of these questions is to validate the evidence collected during the employer interview and consequently verify the score allocated. Once again comments should be recorded in the appropriate section of the 'notes pages'.

 Weighted Scoring

The following chart demonstrates how to calculate your total score

Category	Max Score	Weighting	Total Max Score
1	4	3	12
2	4	3	12
3	4	5	20
4	4	6	24
5	4	12	48
6	4	7	28
7	4	8	32
8	4	12	48
9	4	8	32
10	4	8	32
Total Maximum Score			288

In order to demonstrate that a minimum management standard exists an organisation must achieve a total score **equal to or exceeding 155 (53%)**.

In order to demonstrate that a moderate management standard exists an organisation must achieve a total score **equal to or exceeding 176 (61%)**.

In order to demonstrate that an excellent management standard exists an organisation must achieve a total score **equal to or exceeding 233 (81%)**.

The following chart may be filled in to arrive at your total score:

Category	Your Score	Weighting	Total Max Score (multiply your score for each category by the weighting)
1		3	
2		3	
3		5	
4		6	
5		12	
6		7	
7		8	
8		12	
9		8	
10		8	
Your Total Score			

Reporting Suggestions

The report should include:

- a) a total score
- b) a comparison graph across the ten categories
- c) assessment for each criteria highlighting any evidence collected during the line manager and worker audit which resulted in the auditor revising the initial score awarded after the employer audit.
- d) an overall assessment (executive summary) of the organisation's performance in relation to workplace health and safety management systems and areas requiring immediate improvement. In arriving at an over all assessment have regard to the importance of each category. The skilled and experienced auditor will consider that in certain circumstances a poor result with respect to category five (Hazard Identification, Evaluation and Control) for example may still result in a poor assessment even if many of the other categories receive a good score.
- e) allocation of the appropriate level depending on the score

TRI SAFE
EMPLOYER
EVALUATION



The intent of this category is to cover:

- The actual existence and communication of objectives in the area of Health and Safety as part of a company's operations.
- The actual existence of a written policy statement which deals with communicating an employer's goals and undertakings.
- Whether such undertakings are integrated with induction materials and incorporated in duty statements, procedure manuals or job descriptions.
- Whether such undertakings appear as a policy statement for posting around the workplace.
- Whether all such material is subject to review and if so how often
- Whether evidence of executive management commitment and effective communication of that health and safety policy exists, eg. specific policy statements referring to accident/incident reporting, contractor and purchasing controls, training etc

E **Has management identified a need for a company Health and Safety Policy?**
(A written policy is preferable but not essential.)

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D **Does the Policy include the following objectives?**

Protection of employees and others

Expectations of managers and employees, and

General statement of management's response to accidents/incidents in the workplace

(Must have all three elements)

C **Does management communicate the policy objectives to all employees and others at this workplace?** For example:

Written statement issued to all employees





C

- Written statement issued to all visitors
- Included in induction training
- Included in procedure manuals
- Included in Health and Safety promotions
- Included in contract documents
- Displayed on notice boards
- Discussed at group meetings
- Verbally by supervisors

B

Does management evaluate the effectiveness of communicating the policy objectives? For example do you:

- Check that it is fully understood by all employees
- Ensure that it is translated to other languages where needed
- Ensure that it accommodates hearing impaired and other special needs
- Check notice boards
- Attend Health and Safety meetings
- Visit training sessions
- Informal discussions with employees eg. tool box meetings

A

Does management have a process that revises and reinforces the policy objectives? For example:

- Planned review of objectives
- Policy statement signed and dated by CEO or Senior Officer at this workplace

Score



2

ALLOCATION OF RESPONSIBILITY ACCOUNTABILITY

The intent of this category is to cover:

- Whether managers have been delegated specific responsibilities in the area of health and safety as part of their management function.
- Whether evidence of this delegation is supported by written documentation.
- Whether where managers have been delegated responsibility, their level of understanding and method/extent of accountability to executive management for discharge of these responsibilities is adequate.
- Whether the demonstration of a manager's ability to carry out these responsibilities is performance based and integrated with other measures of performance, eg. productive, lost time, damage minimisation.
- Whether evidence exists of regular reporting, preferable in written form and to a particular format.
- Whether key performance indicators have been established for health and safety performance in each area of responsibility.
- Whether Workplace Health and Safety Officer has been appointed, trained and resourced as required by legislation.

E

Has management identified the positions responsible for achieving specific Health and Safety objectives?

Yes No

If yes, indicate or refer to the "Responsibility Table"

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D

Are there company standards for the allocation of responsibilities and accountabilities? For example:

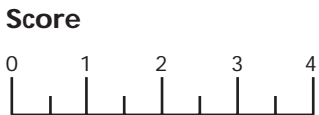
- Legislative requirements
- Reporting requirements
- Level of authority
- Location and number of work sites
- Resources available eg. staff and equipment
- Assessing personal capabilities

C

Does management communicate responsibilities/ accountabilities to line management and others?

For example, by:

- Written duty statements



2

ALLOCATION OF RESPONSIBILITY ACCOUNTABILITY

- C**
- Verbal instruction
 - Training
 - Written position descriptions
 - Reference/Procedure manuals
 - Other
-
-

- B**
- Does management evaluate the effectiveness of the performance of persons with allocated responsibilities?** For example, by:
- Performance appraisal
 - Management meetings
 - Written reports
 - Informal inspections
 - Personal communication
 - Internal Audits
 - Incident frequency and cost analysis
 - Random sampling
 - Property damage analysis
 - Other
-
-

- A**
- Does management have a system which revises the allocation of responsibilities/accountabilities following evaluation?** For example:
- Planned review and rewrite of duty statements and allocation of responsibilities
 - Other
-
-



3

SUPPLIERS, SUB-CONTRACTORS & PURCHASING CONTROLS

The intent of this category is to cover:

- Whether the employer is aware of all obligations pursuant to the Workplace Health and Safety Act 1995 (the "Act")
- Whether in relation to specific obligations pursuant to the Act evidence (preferably in written form) exists of a system requiring contractors/suppliers to conform to the company's workplace health and safety standards and procedures
- Whether evidence (preferably in written form) exists that the purchasing system takes account of these standards and requires appropriate authorisation as a prerequisite to ordering goods and services.
- Whether in relation to specific obligations pursuant to the Act evidence (preferable in written form) exists that where the company is a designer, manufacturer, importer; or, supplier of plant or erector/installer of plant or high risk plant; or, a manufacturer, importer or supplier of substances for use at workplaces that account is taken of the company's workplace health and safety standards and procedures, eg. a company may import chair components and assemble (as original equipment manufacturers) the components as chairs. In this case the company may be deemed to be a designer (as well as a manufacturer) and employer and will be subject to the specific obligations of each of these areas of responsibility pursuant to the Act.

E **Has management identified controls which comply with your established Health and Safety policy?**

Refer to:

- Suppliers' performance
- Purchasing
- Sub-contractor performance

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D **Are there any company standards for prior evaluation and the control of suppliers, sub-contractors and purchasing?** For example:

- Legislative requirements eg. design standards
- Nature of materials/equipment used and work performed
- Risk assessment
- Signed contracts
- Storage and disposal
- Sub-contractor induction training



3

SUPPLIERS,
SUB-CONTRACTORS
& PURCHASING
CONTROLS

C

Has management implemented measures to control new risks associated with products, suppliers or sub-contractors arriving at this workplace? For example:

- Training in the use of new materials and equipment
- Control (check) mechanisms
- Coordination of sub-contractors
- Selection of placarding and signage
- Sighting of maintenance certificates
- Review methods of work
- Delivery of goods
- Security and restricted entry
- Internal communication
- Other

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B

Does management have a system which evaluates the effectiveness of these control measures and items purchased? For example, does this evaluation include the following:

- Supervision
- Periodic Reporting
- Compliance with contract
- Analyse reports/inspection outcomes
- Visual inspection
- Specific checking
- Other

.....

A

Does management have a system which regularly revises and reinforces the company standards pertaining to suppliers, sub-contractors and purchasing controls?

- Yes No

4

HEALTH & SAFETY CONSULTATION

The intent of this category is to cover:

- Whether evidence exists (preferably in written form) of the ability of an employer to consult within its own workforce as part of its management of the health and safety aspects of its operations, eg. the adequacy of the method used to address the information and consultative needs of an employer will depend on the size, complexity or diversity of operations.
- Whether it is appropriate to consider the functions of a Health and Safety Officer, Health and Safety Representatives or Health and Safety Committees.
- Whether evidence (preferable in written form) exists that work processes are being carried out with full knowledge of current information as to health and safety effects of such processes, eg. the use of industry and government data may be appropriate.

E **Has management identified appropriate consultative processes to discuss Health and Safety issues at this workplace?**

Yes No

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.....

D **Is there a company standard for Health and Safety consultation?** For example, does it consider:

- Legislative guidelines
- Workplace specific needs
- Employee requests
- Industry standards
- Award requirements
- Organisation size and complexity
- Frequency of meetings
- Other

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C **Has management implemented consultative processes to address health and safety issues at this workplace?** For example:

- Health and Safety committees
- Election/nomination of WHS representatives by employees



4

HEALTH & SAFETY CONSULTATION

C
Continued

- Use of external consultation
- Toolbox meetings
- Other

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B

Does management evaluate the effectiveness of its health and safety consultative processes? For example, are checks made to ascertain whether the following occur:

- Employee participation is evident
- Meetings are held regularly
- Committee recommendations are implemented
- Senior management is represented on the committees
- Committee minutes circulated and posted
- Other

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A

Does management have a system for regularly revising its health and safety consultative processes? For example:

- Formal committee objectives
- Evidence of formal review systems
- Reports or direction from management
- Replacement process for committee members
- Other

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Score





The intent of this category is to cover:

- Whether in addition to the delegation of the health and safety function to a coordinating position (as discussed at category 3) evidence (preferably in written form) exists of a system which will identify, evaluate and control hazards in and around the workplace.
- Whether identification methods include both proactive and reactive strategies.
- Whether use of planned inspections, hazard reports, job observation and job analysis outcomes are combined with an evaluation of the consequences of previous incidents and accidents and statistics from accident records.
- Whether having identified the hazards, assessment of any potential risk materialising is based on:
 1. Probability - calculated from previous records and knowledge of the work process eg. a falling object risk occurs once per day or week or month;
 2. Frequency - occurrence or exposure of employees by the 'exposure' probability factor eg. 10 employees exposed for 1 week or day gives the frequency;
 3. Severity of outcome - an objective evaluation of 'worst case' outcome eg. loss of life, permanent disablement, lost time or minor injury.
- Whether having carried out an assessment as to the extent of any risk that the identified hazard poses appropriate methods of controlling risks are in place (use the hierarchy listed in '4' below).

E

Has management identified an appropriate system which:

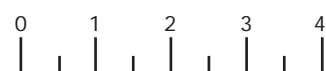
- Identifies hazards
- Evaluates risks
- Controls risks

D

Are there company standards which address hazard IDENTIFICATION? Do they include any of the following criteria:

- Planned inspections
- Critical part inspections
- Review of accident/incident outcomes
- External consultants
- Job analysis
- Job observation
- Internal audit
- Random inspections
- Hazard reporting eg. problem solving teams
- Group meetings
- Other

Score





D
Continued

How do you EVALUATE risks associated with the hazards identified? For example, do you consider:

- Frequency of incidents with respect to persons performing similar tasks
- Duration (the length of time a person may be exposed to the hazard)
- Outcome (the potential severity of injury or disease)
- Problem analysis

What are you preferred methods of CONTROLLING risks?

- Eliminate hazard at source
- Reduce hazard at source
- Remove person from exposure to hazard
- Contain hazard by enclosure or isolation
- Reduce a person's exposure to the hazard
- Utilise protective equipment

C

Have systems for hazard identification, risk evaluation and control been implemented? Evidence (preferably written) that implementation involves a process of:

- Identifying hazards
- Evaluating risks
- Controlling risks according to the hierarchy of controls

(Must have all three elements)

B

Does management evaluate the effectiveness of these systems? Evidence that management regularly reviews:

- Hazard inspection reports
- Risk assessments
- Safety committee minutes
- Accident/Incident reports
- Maintenance reports
- Remedial action

A

Does management have a process that corrects and revises the hazard identification, risk evaluation and control system? Can you quote an example where changes have occurred to a work procedure as a result of a risk assessment highlighting a particular hazard?

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6

PROVISION OF INFORMATION

The intent of this category is to cover:

- Whether the employer is able to demonstrate knowledge of or the ability to acquire knowledge of current workplace health and safety legislative requirements.
- Whether the employer is able to demonstrate knowledge or the ability to acquire knowledge of current manufacturers' and distributors' standards and information pertinent to their processes.
- Whether demonstrated knowledge or the ability to acquire knowledge results from the existence of systems which ensure that the employer is informed of changes as they affect operations.
- Whether evidence (preferably in written form) exists of a system which allows dissemination of 'change' information through the company, eg. the system may include development of new or changed job specifications and duty statements, displays on notice boards or inclusion in training programs.
- Whether evidence (preferably in written form) exists of a system which allows dissemination of relevant information to workplace visitors and that appropriate restrictions are placed on the movement of visitors into and through the workplace.
- Whether evidence (preferably in written form) exists of a system which allows dissemination of relevant information to persons outside the boundaries of the workplace to ensure their health and safety as a result of workplace operations.

E

Does management identify information pertinent to this workplace? For example, does this information include:

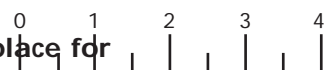
- Legislative requirements
- Codes of Practice
- Australian Standards

Similarly, is information obtained relating to:

- Plant
- Work processes
- Manufacturing standards
- Workplace specific issues
- Equipment
- Hazardous substances
- Placarding
- Other

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Score



D

Are there company standards/procedures at this workplace for the following:

- Collecting information

6

PROVISION OF INFORMATION

D Continued

- Regularly updating information
- Literacy and language considerations
- Maintaining information
- Disseminating information to appropriate persons
- Source eg. Government Department & Industry Association

C

- Does management provide relevant information at this workplace?** For example:
- Procedure manuals
 - Maintenance manuals
 - Procedures for high risk jobs
 - Notice boards
 - Risk Management manuals
 - MSDS Reference manuals
 - Group meetings
 - Personal communications
 - Other
-

B

- Does management evaluate the effectiveness of the information provided?** For example:
- Testing awareness
 - Job observations
 - Quality of information
 - Informal inspections
 - Records review eg. Training manuals, Procedure manuals
 - Other

A

Does management have a process for revising and correcting this system? Can you provide some examples of changes to work practices or manuals that have occurred following the collection of new information?

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The intent of this category is to cover:

- Whether evidence (preferably in written form) exists that new workers are trained as part of a program. This may include company conditions and standards and deal with specific workplace risk controls and contingency measures, eg. emergency evacuation.
- Whether the written evidence takes account of the health and safety training needs of workers as they carry out their day to day activities.
- Whether such training includes newly created or changed jobs and takes into account job analysis outcomes and control measures developed as a result of hazard identification and assessment.
- Whether evidence (preferably in written form) exists to demonstrate that persons with designated responsibilities in the health and safety program receive and successfully complete structured competency based training enabling them to discharge their responsibilities, eg. accident investigation strategies and supervisory techniques.
- Whether evidence (preferably in written form) exists to demonstrate that a system is in place to ensure that appropriate training is undertaken and recorded.
- Whether evidence (preferably in written form) exists to demonstrate that the employer evaluates the effectiveness of any training program.

E

Has management identified training needs of all persons within this workplace? The following must have been considered:

- Types of occupations
- Health and Safety issues
- Tasks within occupations
- Critical tasks within occupations

D

Are there company standards for the training program which include:

- Training requirements of particular occupations
- What tasks within occupations require training
- What critical tasks within occupations require training
- Selection of trainer/training
- Attendance records
- Documentation of training
- Sub-Contractor induction



7

TRAINING

C **Does management ensure the implementation of the company training program?** The auditor will look for evidence that the training is being implemented with reference to the following:

- Procedure manuals
- Maintenance manuals
- Procedures for high risk jobs
- Notice boards
- Risk Management manuals
- MSDS Reference manuals
- Group meetings
- Personal communications
- Other

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B **Does management evaluate the effectiveness of the information provided?** For example:

- Testing awareness
- Job observations
- Quality of information
- Informal inspections
- Records review eg. Training manuals, Procedure manuals
- Other

A **Does management have a process for revising and correcting this system? Can you provide some examples of changes to work practices or manuals that have occurred following the collection of new information?**

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The intent of this category is to cover:

- Whether evidence (preferably in written form) exists that a system is in place to ensure that current legislative requirements as they impact on workplace specific operations are met, eg. a workplace where industrial lift trucks and cranes are used requires that the plant operators are duly certificated. Evidence is sought of a system which monitors the requirements and assures the necessary training and certificate are provided by and to the operator.
- Whether where plant is involved evidence (preferably in written form) exists of programmed maintenance, inspection and records of maintenance standards. Where contract maintenance is involved, the evidence must show that a system of verification of contract undertaking with defined standards is in place.
- Whether where personal protective equipment is utilised evidence (preferable in written form) exists to support the selection process. Such a process will take account of the risks associated with a particular job when selecting the appropriate personal protective equipment and must include training on correct wearing and maintenance requirements.
- In relation to hazardous substances whether the employer has evidence (preferably in written form) to support the existence of systems to ensure any or all of the following requirements where required by current legislation:
 - risk assessment;
 - competent staff, expert advice;
 - register of hazardous substances and dangerous goods on site;
 - storage;
 - material safety data sheets (MSDS);
 - appropriate signage.
- In addition to hazardous substances whether the employer has evidence (preferably in written form) of a system designed to identify and deal with health and safety risks associated with all other hazards listed in category 8.

E

Has management identified the health and safety issues specific to this workplace, with reference to:

- Certificates of Competency including prescribed occupations
- Design, installation and maintenance of plant and equipment (as applicable)
- Any of the specific issues listed below which may be applicable at your workplaces

PHYSICAL HAZARDS

- Noise
- Electrical - shock, burns
- Radiation - ultra violet, lasers, x-rays etc
- Thermal - heat, cold
- Lighting - adequate illumination

Score



E

- Vibration - whole body and hand-arm
- Gravity - falling objects, falls of people
- Kinetic energy - projectiles, penetrating objects
- Mechanical energy - caught between, struck by or against

SUBSTANCE/CHEMICAL HAZARDS

Airborne

- Dusts - eg. wood, asbestos, silica
- Gases - eg. carbon monoxide
- Fumes - eg. metal fume (welding, smelting)
- Vapours - eg. solvents
- Mists - eg. acid, solvent

Skin Contact

- Absorption - eg. pesticides
- Corrosive - eg. acid, alkali
- Defatting - eg. solvents
- Photosensitisation - eg. Creosote affected skin exposed to sunlight
- Allergic - eg. nickel, epoxy

BIOLOGICAL HAZARDS

- Bacterial
- Fungal
- Viral
- Parasitic

OTHER HAZARDS

- Ergonomics - fatigue, shiftwork, workplace design, stress, job variety
- Manual handling - lifting
- Alcohol and drug use
- Environmental - effect of neighbour activities
- Workplace violence and security
- Other

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Score



8

WORKPLACE SPECIFIC ISSUES

D

Are standards set which address those specific issues which are present at your workplace? For example:

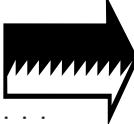
- Legislative requirements
- Australian Standards
- Codes of Practice
- Industry Information
- Union bulletins
- National Exposure Standards
- Operator/maintenance requirements for plant and equipment
- Consultant's reports
- Information sheets
- Media sources
- Manufacturer's specifications
- Employee input
- Compatible job placement with respect to workplace specific issues
- Other

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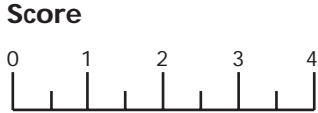


(Note: Items on inspection checklists for plant must be qualified by appropriate standards such as: Manufacturer's specifications, Australian Standards, Codes of Practice and/or developed specifications.)

C

Does management implement these company standards within the workplace? For example, by:

- Safe work procedures
- Allocation of resources/responsibilities
- Maintenance/replacement program
- Appropriate job placement eg. pre-placement job specific medical qualifications
- Training





C

Use of consultants

Other

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B

Does management evaluate the effectiveness of the systems? For example, have the following been provided:

Accident/illness data

First aid information

Local changed circumstances

Hygiene monitoring (environmental/air)

External consultants

Health and Safety Representatives/Officer

Formal surveys

Medical monitoring

Employee feedback

Workplace inspections

Health and Safety committees

Programmed inspections of plant, equipment and applicable records

Other

A

Does management have a system to revise and correct the process of controlling identified workplace specific issues?

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9

REPORTING & INVESTIGATION

The intent of this category is to cover:

- Whether evidence (preferably in written form) exists that any training and information systems include the requirements for reporting incidents and accidents by all workers to nominated persons.
- Whether evidence (preferably in written form) exists of a system to ensure that required records (Incident Record/Report) are maintained and investigation is undertaken in every case.
- Whether evidence (preferably in written form) exists to measure the employer's level of knowledge of activities in the business, eg. a review of the reporting responsibilities of managers or a sampling of incident investigation and corrective action taken may indicate the employer's ability to discharge their obligation.

E **Does management have a system for investigating and recording accidents/incidents, dangerous occurrences and work related illnesses?**

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D **Is there a company standard for investigating and reporting of accidents/incidents?** Does this consider:

Legislative requirements

What types of incidents are to be reported

Appropriate levels of investigation

Employees' awareness of the procedures

Deadlines for actions have been set

Appropriate forms

Other

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C Does management implement these requirements for investigating and reporting accidents/incidents at this workplace? Do you consider any of the following:

- Positions nominated for recording/reporting
- Position/s nominated for investigation
- Other

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B Does management evaluate the effectiveness of the investigation and reporting systems? For example:

- Report outcomes are analysed
- Random checks on compliance with systems
- Safety committee feedback
- Management checks the quality of information from investigations
- Feedback received regarding corrective action
- Other

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A Does management have a process which revises the investigation and reporting systems? Does this process consider:

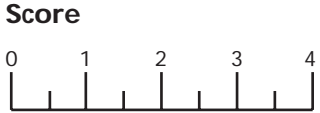
- Conformity with current legislation
- Changes made to company standards as a result of evaluation

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10

EMERGENCY PLANNING

The intent of this category is to cover:

- Whether evidence (preferably in written form) exists that a formalised emergency evacuation plan has been developed taking into account the operational and geographical factors of each workplace.
- Whether evidence (preferably in written form) exists that any emergency evacuation plan contains procedures aimed at accounting for persons such as contractors and visitors to the workplace as well as workers.
- Whether evidence exists that appropriate equipment for emergency use is available, eg. fire extinguishers and special plant and equipment in case of toxic spills.
- Whether evidence (preferably in written form) exists of procedures which ensure review and upgrading of any emergency plan to accommodate changes in the workplace and surrounding environment.

E **Has management identified the need for procedures to handle foreseeable emergencies that may affect this workplace?** For example:

- Fire
- Bomb threat/hold up
- Chemical spill/leak
- Flood
- Cyclone
- Medical emergency
- Workplace specific emergency

.....

.....

.....

D **Have standard procedures been developed to handle these potential emergencies?** For example, do they include provision for:

- Any legislative requirements eg. fire services/placarding
- Employees
- Visitors on site
- Neighbouring businesses
- Surrounding community
- Emergency services
- First aid services/equipment
- Emergency shutdown procedures



10

EMERGENCY PLANNING

- C** **Has management implemented emergency procedures?** For example, do the procedures include the following:
- Appropriate persons have been nominated and their names and positions displayed and communicated
 - Training provided for nominated personnel
 - Appropriate equipment has been purchased and is available to emergency personnel
 - Employee awareness of emergency procedures
 - Relevant emergency authorities are part of the response plan
 - Regular maintenance of emergency equipment
 - Appropriate placarding, HAZCHEM, exits, fire extinguishers
 - Manifests are available

- B** **Does management evaluate the effectiveness of its emergency procedures?** For example:
- Regular emergency drills for appropriate persons
 - Checking/testing of emergency equipment
 - Appraisal by appropriate emergency authorities
 - Performance appraisal of persons responsible for the implementation of emergency procedures
-
-
-

- A** **Does management have a system which revises the appropriateness of current procedures?** For example, does it include:
- Assessment of changing circumstances
 - Response to outcomes of the evaluation process eg. unsatisfactory fire drill
-
-
-





TRI SAFE

LINE MANAGERS
QUESTIONNAIRE



Organisation Name

Workplace Description

.

Auditors

.

Date of Audit



Line Management May Include:

- ▶ Department Head
- ▶ Person In Charge
- ▶ Construction Manager
- ▶ Project Manager
- ▶ Foreperson
- ▶ Supervisor

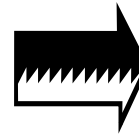
Staff Positions May Include:

- ▶ Health & Safety Officer
- ▶ Purchasing Officer
- ▶ Training Officer
- ▶ Emergency Co-ordinator
- ▶ Resource Officer

Persons in line managers and/or staff positions are to be asked the questions which are appropriate to their responsibilities.

Depending on that persons responsibilities/accountability it may be necessary to ask questions from the specific sections of this document.

- ▶ Provision is made to record the responses of 10 persons in this questionnaire. If this is insufficient it will be necessary to use a second questionnaire or otherwise record the individual responses.



Note:
Persons In Positions
Similar To The
Above May Have
Other Titles
Or Perform Dual
Roles



What is your position at the workplace?

(record in columns)

--	--	--	--	--	--	--	--	--	--

How long have you held this position?

Years

--	--	--	--	--	--	--	--	--	--

1.1.B.

Can you tell me what is contained in the company Health & Safety policy?

Satisfactory Response Yes/no

--	--	--	--	--	--	--	--	--	--

2.1.C.

When you were allocated your responsibilities, were they:

- ▶ included in written duty statement
- ▶ discussed verbally with you
- ▶ clear & precise
- ▶ specific about your reporting requirements
- ▶ made know to employees

2.2.C.

Have you been given additional training to assist you to undertake these responsibilities?

Yes/No

--	--	--	--	--	--	--	--	--	--

2.3.C.

In your opinion does management give you adequate support and resources to comply with your health & safety responsibilities?

Yes/No

--	--	--	--	--	--	--	--	--	--



2.4.B.

Is your performance regularly evaluated by management?

Satisfactory Response Yes/No

3.0

Are you required to:

- ▶ purchase goods and services

Yes/No

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

- ▶ Organise and/or supervise sub-contractors and suppliers

Yes/No

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

If Yes, Complete Appropriate Part Of Section 3

If No, Go To Question 4.1

SECTION 3A PURCHASE OF GOODS AND SERVICES

3.1.C.

Is a risk assessment carried out for goods and services before purchase?

Satisfactory Response Yes/No

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

3.2.C.

When purchasing new items does your procedure make you aware of any special requirements needed?

- ▶ chemicals, M.S.D.S., storage, signage.
- ▶ plant & equipment (design standards)
- ▶ materials (manufacturer's information)
- ▶ personal protective equipment

3.3.B.

What is your procedure for advising management and others of potential hazards created by new products?

Satisfactory Response Yes/No

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--



SECTION 3B SUB-CONTRACTORS AND SUPPLIERS

3.4.C.

Are sub-contractors required to adhere to your company Health And Safety policy?

Yes/No

--	--	--	--	--	--	--	--	--	--

3.5.C.

Before they commence work do you assess the 'methods of work' provided by sub-contractors?

Yes/No

--	--	--	--	--	--	--	--	--	--

3.6.C.

Do you have a procedure which controls the actions of suppliers while they are visiting this workplace?

Satisfactory Response Yes/No

--	--	--	--	--	--	--	--	--	--

3.7.C.

What action do you take when a sub contractor or supplier fails to meet your company Health and Safety standards?

Satisfactory Response Yes/No

--	--	--	--	--	--	--	--	--	--

3.8.B.

Do sub-contractors attend meetings or receive appropriate information on Health and Safety issues at this workplace?

Yes/No

--	--	--	--	--	--	--	--	--	--

3.9.B.

Do you prepare reports for issues pertaining to:

- ▶ risk assessment
- ▶ consistency of contract documents
- ▶ maintaining a qualification register
- ▶ maintenance register of plant/equipment
- ▶ evaluation of sub-contractor performance



4.1.B.

Are you required to prepare and submit reports to senior management which address Health & Safety issues at this workplace?

Yes/No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4.2.B.

Are you required to participate in Health & Safety meetings?

Yes/No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

4.3.B.

How would you respond to any Health & Safety issues raised at this workplace?

Satisfactory Response Yes/No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
------------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

5.0.

Do you have a specific responsibility for identifying hazards, evaluating and controlling risks at this workplace?

Yes/No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

If Yes, Complete Section 5

If No, Who has this responsibility

.....

Go To Question 6.1.C.

SECTION 5 HAZARD IDENTIFICATION EVALUATION & CONTROL

5.1.C.

At this workplace, explain to me your procedure for

- ▶ identifying hazards
- ▶ evaluating risks associated with hazards
- ▶ controlling risks associated with hazards

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



5.2.C.

How often are workplace inspections carried out?

- Daily
- Weekly
- Monthly

5.3.B.

Are you responsible for managing and reviewing:

- ▶ hazard inspection & risk assessment reports
- ▶ safety committee reports
- ▶ maintenance reports
- ▶ accident/incident reports
- ▶ remedial action

6.1.C.

How do you obtain information pertinent to your responsibilities within this workplace?

Satisfactory Response Yes/No

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

6.2.B.

Do you discuss or provide Health & Safety information to employees or other persons under your control?

Satisfactory Response Yes/No

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

6.3.B.

Have you any questions or concerns with regard to Health And Safety at this workplace, the Act, or any of the Advisory Standards and Industry Codes of Practice?

.....

.....

7.1.C.

Do you check whether employees/sub-contractors have been adequately trained to do their work safely?

- ▶ induction
- ▶ new plant & equipment



- ▶ new materials/chemicals/hazardous sub.
- ▶ new work procedures
- ▶ hired equipment

7.2.C.

Have you specific responsibility for determining the training needs of all employees within this organisation?

Yes/No

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

If Yes, Complete Section 7
 If No, Go To Question 8.1.C.

SECTION 7 TRAINING

7.3.C.

Have you assessed the training needs of all persons at this workplace?

Yes/No

Seek evidence of:

- ▶ analysis of tasks within all occupations
- ▶ review of accident/incident records
- ▶ formal job observations
- ▶ critical tasks within occupations

7.4.C.

Do you address specific Health & Safety training?

For Example:

- ▶ induction training
- ▶ first aid
- ▶ emergency procedures
- ▶ accident investigation
- ▶ H & S officer training
- ▶ H & S resps training
- ▶ H & S for supervisors/managers



7.5.C.

Can you show me documentation of training completed by persons at this workplace?

Document Produced Yes/No

--	--	--	--	--	--	--	--	--	--

7.6.B.

How do you assess the benefits of training?

Satisfactory Response Yes/No

--	--	--	--	--	--	--	--	--	--

8.1.C.

Before you ask a person to undertake a particular task do you consider that person's capacity to undertake the task safely?

Satisfactory Response Yes/No

--	--	--	--	--	--	--	--	--	--

8.2.C.

Do you check employee's/sub-contractor's certificates of competency/qualifications prior to commencing work at this workplace?

Yes/No

--	--	--	--	--	--	--	--	--	--

8.3.C.

Are you required to complete a risk assessment for the following?

(a) Personal Protective Equipment Yes/No

--	--	--	--	--	--	--	--	--	--

If Yes, how do you ensure it is worn & maintained?

Satisfactory response Yes/No

--	--	--	--	--	--	--	--	--	--

(b) Manual handling Yes/No

--	--	--	--	--	--	--	--	--	--

8.4

Have you a specific responsibility for the hire or maintenance of plant and equipment at this workplace?

If Yes, Complete Section 8

If No, Go To Question 9.1



SECTION 8 PLANT & EQUIPMENT MAINTENANCE AND HIRE

8.5.C.

Is your plant & equipment inspected and maintained for safety before use by employees or others?

If Yes, How?

Satisfactory Response Yes/No

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

8.6.C.

Is there a planned time when your plant and equipment is to be inspected?

Satisfactory Response Yes/No

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

8.7.C.

Do you keep accurate maintenance records of plant and equipment, both owned and hired?

Records Produced Yes/No

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

8.8.B.

Do you monitor breakdowns and accidents to determine the effectiveness of the maintenance program?

If Yes, How?

Satisfactory Response Yes/No

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

9.1.C.

Are you involved in accident investigation at this workplace?

Yes/No

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

9.2.C.

If Yes, have you received any training in accident investigation skills?

Yes/No

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

9.3.

Do you have a specific responsibility for the investigation of accidents/ incidents?

If Yes, Complete Section 9

If No, Go To Question 10



**SECTION 9. ACCIDENT/INCIDENT INVESTIGATION
EVALUATION AND CONTROL**

9.4.C.

Is there a formal accident/incident investigation procedure at this workplace?

Yes/No

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

If Yes, seek evidence to support a knowledge of the following:

- ▶
- ▶ When do you complete a Incident/Record Report Form
- ▶ Who assists in accident investigations?
- ▶ Who evaluates accidents/incidents?
- ▶ Who receives all reports?
- ▶ Who will ensure remedial action is carried out?

9.5.B.

Are accident/incident statistics analysed to determine trends?

Yes/No

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

If Yes, is there a check of:

- ▶ Workers' Compensation records
- ▶ Incident/Record Report Form
- ▶ First aid records
- ▶ property damage analyses
- ▶ adherence to reporting procedures by all

10.1

Is information regarding emergency procedures discussed with employees and/or displayed openly at this workplace?

Satisfactory Response Yes/No

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

10.2.B.

Do you ensure that emergency equipment is properly maintained?

Fire fighting equipment Yes/No

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

First aid room/box etc. Yes/No

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--



TRI SAFE
EMPLOYEE
QUESTIONNAIRE



Organisation Name

Workplace Description

.

Auditors

.

Date of Audit

Note: These questions are numbered to co-ordinate with the relevant sections of the Employer questionnaire to assist in validation and scoring

This questionnaire is confidential between the auditor and the persons interviewed. The specific information is not to be given to the employer.



What is your job?
(record in columns)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

How long have you been employed at this workplace?

Years

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

1.1-C

Have you seen a written statement or been informed by management of the Health and Safety policy at this workplace?

yes/no

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

1.2-C

How did you become aware of the Health and Safety requirements at this workplace?

- ▶ Induction training
- ▶ Procedure manuals
- ▶ Health and Safety Promotions
- ▶ Group Meetings
- ▶ Training Courses
- ▶ Through your Supervisor
- ▶ Through your Manager
- ▶ Other

1.3-B

Can you tell me what the company Health and Safety requirements are?

Satisfactory Response yes/no

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

1.4-B

Does management check as to whether you understand their company Health and Safety requirements?

yes/no

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--



3.1-C

Are you told when and where sub-contractors will be working before their arrival?

yes/no

--	--	--	--	--	--	--	--	--	--

3.2-C

Are you told about new materials, plant and equipment before they are introduced into your workplace?

yes/no

--	--	--	--	--	--	--	--	--	--

3.3-B

Are subcontractors, suppliers and visitors supervised at this workplace?

yes/no

--	--	--	--	--	--	--	--	--	--

3.4-B

As a sub-contractor at this workplace, are you made aware of your responsibility for keeping maintenance records of plant and equipment?

yes/no

--	--	--	--	--	--	--	--	--	--

If yes, were these maintenance records checked by this company before you commenced work at this workplace?

yes/no

--	--	--	--	--	--	--	--	--	--

4.1-C

Do the following positions exist at this workplace?

- ▶ Health and Safety Officer
- ▶ Health and Safety Representative
- ▶ Health and Safety Committee

4.2-B

Are you encouraged to provide input to Health and Safety meetings at this workplace?

yes/no

--	--	--	--	--	--	--	--	--	--

4.3-B

If you raised a safety concern at this workplace, how would you rate the level of response?

- ▶ Good
- ▶ Fair
- ▶ Bad



5.1-C

Are you required to report any of the following at this workplace?

- ▶ Injuries
- ▶ Unsafe conditions
- ▶ Unsafe practices
- ▶ Near misses

5.2-C

To your knowledge are there any inspections carried out to identify hazards and assess risks in any of the following areas?

- ▶ Your particular work area
- ▶ The equipment you use
- ▶ That you are doing your job safely

5.3-C

If any inspections are carried out, how frequently are they done?

- ▶ Daily
- ▶ Weekly
- ▶ Monthly
- ▶ Rarely

5.4-B

How would you rate this workplace in terms of controlling risks?

- ▶ Good
- ▶ Fair
- ▶ Poor

In your opinion are there any risks at this workplace which need to be addressed?

yes/no

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Details of risks highlighted (to be passed on to management)





If yes to 5.5, complete the following

How would you rate the potential for injury from the risks?

- ▶ minor
- ▶ serious
- ▶ major

How frequently are workers exposed to the risk?

- ▶ Rarely
- ▶ Occasionally
- ▶ Frequently

Has it been reported?

yes/no

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

How long ago?

- ▶ 1 month
- ▶ 2 months
- ▶ 3 months

6.1-C

If you are required to use chemicals/hazardous substances in your job, are you informed of any risks?

yes/no

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Are Material Safety Data Sheets available?

yes/no

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

6.2-C

Is access to these chemicals/hazardous substances strictly controlled?

yes/no

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

6.3-C

Is there a notice board at this workplace which displays Health and Safety information?

yes/no

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

If no, are you aware of any other means to distribute Health and Safety information?

yes/no

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--



6.4-C

Are you aware of any placarding/warning signs that are displayed at this workplace e.g. hearing protection must be worn?

yes/no

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

6/5-B

Do you believe these signs are complied with by employees and visitors?

yes/no

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

6.7-B

Do you receive detailed information on how you should perform specific tasks?

yes/no

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

6.8-B

Have you any questions or concerns with regard to Health and Safety at this workplace, the Act, or any of the Codes of Practice?

.....

.....

.....

.....

.....

7.1-C

When you commenced work at this workplace were you given induction training? (Including workplace specific issues)

yes/no

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

7.2-C

Were you given any training specific to your job?

- ▶ Formal training prior to doing job
- ▶ Supervised on the job training
- ▶ Shown "The Ropes" by a workmate
- ▶ No training



7.3-C

Are you given additional training when any of the following occur?

- ▶ You are relocated
- ▶ New equipment is introduced
- ▶ New work procedures are introduced

7.4-C

Upon completion of any training are you required to sign any documentation indicating that you participated and understood the training?

yes/no

--	--	--	--	--	--	--	--	--	--

7.5-B

Has management talked with you about your future training needs?

yes/no

--	--	--	--	--	--	--	--	--	--

8.1-C

Are you employed in an occupation that requires qualifications or a Certificate of Competency?

For example:

- ▶ Crane Chaser
- ▶ Demolisher
- ▶ Explosive Tool Operator
- ▶ Rigger
- ▶ Welder
- ▶ Plumber etc.
- ▶ Crane Operator
- ▶ Dogman
- ▶ Machinery Operator
- ▶ Schaffolder
- ▶ Electrician

yes/no

--	--	--	--	--	--	--	--	--	--

If yes, has your employer asked you to produce your qualifications or a Certificate of Competency?

yes/no

--	--	--	--	--	--	--	--	--	--

8.2-C

Have you ever been required to perform work in an occupation or which you did not have the appropriate qualifications or certificate of competency?

yes/no

--	--	--	--	--	--	--	--	--	--



8.3-B

Does your job require you to wear any Personal Protective Equipment?

yes/no

--	--	--	--	--	--	--	--	--	--

If yes, does any one at this site ensure that:

- ▶ Equipment is issued
- ▶ Appropriate equipment is worn
- ▶ Appropriate equipment is maintained
- ▶ Equipment is replaced when necessary

8.4-B

Have you been given any instructions in the correct ways of lifting and moving objects?

yes/no

--	--	--	--	--	--	--	--	--	--

9.1-C

In the event of an accident, work related illness or dangerous occurrence at this workplace, do you know who to report to?

yes/no

--	--	--	--	--	--	--	--	--	--

9.2-B

If you have ever been involved in or witnessed any of the above at this workplace (9.1.C), indicate which of the following took place?

- ▶
- ▶ The accident was investigated
- ▶ Steps were taken to prevent it from happening again
- ▶ The person was given more training
- ▶ The employee was told to be more careful

10.1-C

Have you been told of any emergency evacuation procedure at this workplace?

yes

--	--	--	--	--	--	--	--	--	--

no

--	--	--	--	--	--	--	--	--	--



If yes, do you know what you are required to do in any of the following emergencies?

- ▶ Fire
- ▶ Chemical spills
- ▶ Bomb threats
- ▶ Medical emergency
- ▶ Site specific issues
- ▶ Hold ups

10.2-C

Have you been advised of?

- ▶ The sound of the evacuation alarm
- ▶ The evacuation route
- ▶ The assembly point
- ▶ The use of fire extinguishers
- ▶ Names of emergency officers

10.4-B

Have you been involved in an emergency evacuation drill at this workplace?

yes/no

--	--	--	--	--	--	--	--	--	--

If yes, when did this happen?

.....

.....

.....

.....

.....

NOTE
PAGES



1

HEALTH AND SAFETY POLICY COMMUNICATION



EMPLOYER

LINE MANAGER

WORKER



QUEENSLAND GOVERNMENT

DEPARTMENT OF

**EMPLOYMENT, TRAINING
AND INDUSTRIAL RELATIONS**

DIVISION OF WORKPLACE HEALTH AND SAFETY

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