



SERIOUS ABOUT SAFE BUSINESS?

SAFework NSW

Serious about safe business?

- Confused about your safety obligations?
- Not sure if you comply?
- Want to make your workplace safer?
- Not sure where to start?

SafeWork NSW is making safety easier for you – use the 'Compliance at a glance' checklist to see how your workplace rates and what you need to do to improve.

COMPLIANCE AT A GLANCE – HOW DO YOU RATE?

1. Tick the boxes that most apply to you.

| Management commitment | Consultation | Safe work procedures | Training and supervision | Reporting safety | Rating |
|--|--|--|--|--|---|
| <p>Managers and worker safety responsibilities clearly understood and acted upon.</p> <p>Time and money allocated to meet safety responsibilities.</p> <p>Manager(s) promote safety as a high priority.</p> <p>Manager(s) involved in all safety initiatives.</p> <p>Manager(s) leading by example.</p> | <p>Agreed consultation arrangements are used to discuss safety issues and are working effectively.</p> <p>Workers involved in safety decisions and developing procedures.</p> <p>The views of workers are valued and taken into account.</p> <p>The business consults, cooperates and coordinates with other businesses where duties are shared.</p> | <p>All tasks with safety risks have been identified.</p> <p>Safe work procedures developed and implemented for these tasks.</p> <p>Workers involved in developing safe work procedures.</p> <p>Procedures followed in day-to-day operations.</p> <p>Safe work procedures are reviewed.</p> | <p>All workers inducted.</p> <p>Workers trained in safe work procedures before commencing tasks.</p> <p>Workers understand procedures and demonstrate they can do the tasks safely.</p> <p>Workers are supervised to ensure safe work procedures are followed.</p> | <p>Procedures for reporting safety issues and incidents are implemented.</p> <p>Safety issues and incidents are reported and acted upon.</p> <p>SafeWork NSW is notified of serious incidents or fatalities.</p> <p>Safe work procedures and training reviewed following incident reports.</p> | <p>Each tick in the green zone means you are more likely to be compliant.</p> <p>MONITOR AND REVIEW TO CONTINUALLY IMPROVE.</p> |
| <p>Safety responsibilities identified but not understood or operating effectively.</p> <p>Insufficient time and money allocated to meet safety responsibilities.</p> <p>Limited involvement of manager(s) in safety initiatives.</p> <p>Safety not always a priority.</p> <p>Manager(s) do not always lead by example.</p> | <p>Consultation arrangement in place but not working effectively.</p> <p>Workers not always involved in safety decisions and developing procedures.</p> <p>Workers views not always valued or taken into account.</p> <p>Other businesses not always consulted where duties are shared.</p> | <p>Only some tasks with safety risks have been identified and controlled.</p> <p>Limited development and implementation of safe work procedures.</p> <p>Limited involvement of workers in developing safe work procedures.</p> <p>Procedures developed but not always followed in day-to-day operations.</p> <p>Safe work procedures not reviewed.</p> | <p>Induction and training in safe work procedures incomplete or inconsistently applied.</p> <p>Some workers not able to demonstrate they can do the tasks safely.</p> <p>Supervision does not always result in safe work procedures being followed.</p> | <p>Reporting procedures developed but not always followed.</p> <p>Some incidents reported, but follow-up action limited.</p> <p>Safe work procedures and training not always reviewed following an incident report.</p> | <p>Each tick in the orange zone means that you are increasing your level of compliance but you still have work to do.</p> <p>BUT YOU STILL HAVE WORK TO DO.</p> |
| <p>No clear understanding of safety responsibilities.</p> <p>No time or money allocated to meet safety responsibilities.</p> <p>Safety not a priority.</p> <p>No safety initiatives.</p> <p>Manager(s) set a poor safety example.</p> | <p>No consultation arrangement in place.</p> <p>No involvement of workers in safety issues.</p> <p>Workers views not valued.</p> <p>Other businesses not consulted when duties are shared.</p> | <p>Tasks with safety risks not identified.</p> <p>No safe work procedures developed.</p> <p>Responsibility for doing tasks safely left to workers.</p> | <p>Workers not inducted.</p> <p>No safety training provided. Workers not made aware of safety issues.</p> <p>Ability of workers to do tasks safely is not checked.</p> <p>No safety supervision.</p> | <p>No reporting procedures.</p> <p>Incidents not reported.</p> <p>No review of work practices following an incident.</p> | <p>Each tick in the red zone means you are less likely to be compliant. These areas need to be addressed immediately.</p> <p>ADDRESS THESE AREAS IMMEDIATELY.</p> |

2. How did you rate? There are a range of products and services that can help you improve.

3. For further advice, see overleaf.

WHERE CAN I GET MORE ASSISTANCE?

- **Get advice and guidance material from www.safework.nsw.gov.au**
Take advantage of a range of information, publications, services and initiatives.
- **Visit a SafeWork NSW office**
Our head office is in Gosford and there are regional offices throughout NSW.
- **Ask for free workplace assistance**
Invite a SafeWork NSW officer to visit your workplace and assist you with a safety assessment and action plan.
- **Phone 13 10 50**
Speak with our customer service centre.
- **Contact your workers compensation insurer**
Ask your insurer for advice on risk reduction procedures.
- **Contact your industry association**
Professional associations within your industry can provide invaluable information.

Disclaimer

This publication may contain information about the regulation and enforcement of work health and safety in NSW. It may include some of your obligations under some of the legislation that SafeWork NSW administers. To ensure you comply with your legal obligations you must refer to the appropriate legislation.

Information on the latest laws can be checked by visiting the NSW legislation website www.legislation.nsw.gov.au

This publication does not represent a comprehensive statement of the law as it applies to particular problems or to individuals or as a substitute for legal advice. You should seek independent legal advice if you need assistance on the application of the law to your situation.

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Catalogue No. SW08483

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