

Workplace Health and Safety Assessment



Purpose of this Assessment

The purpose of this assessment is to establish a general level of compliance with your workplace health and safety management system (WHSMS).

When you have established your current level of compliance you will be able to either:

- Establish a plan to improve and further enhance compliance where the assessment reveals no, or little compliance to safe systems of work; or
- Undertake a verification audit where the assessment reveals a high level of compliance with your WHSMS.

How to Use the Assessment Tool

The assessment tool sets out the key 'Principles' of a compliant workplace health and safety system and encompasses the workplace health and safety criteria that are applicable to your business.

A check of the criteria with each of the Principles is provided to verify the level of compliance.

The following rating system applies:

Score	Rating
0	No evidence of a WHSMS having been implemented.
1	Evidence of a WHSMS is identified and documented.
2	Evidence of a WHSMS is identified, documented and is partially implemented.
3	Evidence of a WHSMS is identified, documented and fully implemented.

Utilising this assessment tool and applying the rating system in the table above you will be able to establish the current level of compliance with your workplace health and safety management system.

Please note: If your business has several operational areas (e.g. multiple workplaces), the assessment tool must be completed separately at each operational area.

Step 1

Utilizing the assessment tool and applying the rating system, consider the extent to which your workplace health and safety management system meets each of the criteria.

Apply the rating system to each criterion by applying the rating system score in the table (be sure to consider actual circumstances, not possible circumstances) and record that rating in the appropriate box.

Step 3

Add the ratings of each criterion together to provide an overall score for each of the criteria and record that number in the overall score box.

Step 4

Transfer the overall score of each criterion into the 'Assessment Summary Table'.

Step 5

Add the overall score of each criterion together to provide an overall **score out of 160** for your workplace health and safety management system regarding that operational area and record that number in the 'Overall Score Box' of the assessment summary table.

Step 6

If you wish, you can email the completed Assessment Tool to info@redcan.com for review and discussion.

Results

The assessment results will enable your business to determine the following:

- A workplace health and safety management system does not exist.
- A workplace health and safety management system exists but, it is not fully compliant or implemented.
- A workplace health and safety management system exists, it is fully compliant and implemented.

Where no or no fully compliant or implemented workplace health and safety management system exist, My Safety Works can assist with meeting your workplace safety obligations. We can develop a compliant workplace health and safety management system and provide you with an accompanying implementation plan, customized to suit your business objectives.

My Safety Works can guide, create and implement your business to achieve compliance with legislative obligations to ensure your business to be subjected to an independent 3rd party verification/audit if required.

Workplace Health and Safety Assessment

This assessment tool is to be completed after the assessment of your workplace health and safety management system.

The information from the assessment tool need to be transferred into this assessment summary table.

Assessment Summary Table

Overall Score for Principle 1	Roles and Responsibilities	/12
Overall Score for Principle 2	Planning for Workplace Safety	/9
Overall Score for Principle 3	Consultation and Communication	/15
Overall Score for Principle 4	Incident Management	/15
Overall Score for Principle 5	Risk Management	/24
Overall Score for Principle 6	Training	/15
Overall Score for Principle 7	Records and Records Management	/15
Overall Score for Principle 8	Safety Laws	/9
Overall Score for Your Workplace Health and Safety Management System		/114

Company Name:	
Workplace Address:	
Person Completing the Assessment:	
Phone:	
E-mail:	
Date of Assessment:	

Principle 1 – Roles and Responsibilities

No.	Criteria	Score
1.1	A health and safety policy is available that clearly states overall workplace health and safety objectives and demonstrates commitment to improving workplace health and safety performance as authorized by the business's senior management.	
1.2	Workplace health and safety responsibility and accountability is allocated to people in control of workplace activities including the management of contractors.	
1.3	A document(s) is available that clearly identifies workplace health and safety management responsibilities by name and position description and utilised to ensure compliance with the law.	
1.4	Workplace health and safety management responsibilities are referenced in job/position descriptions and appropriate key performance indicators allocated.	
Overall Score for Principle 1 – Roles and Responsibilities		/12

Principle 2 – Planning for Workplace Safety

No.	Criteria	Score
2.1	Adequate personnel, resources, equipment and financial resources essential for implementation of the workplace health and safety policy and its objectives are available.	
2.2	Management demonstrates commitment to the implementation of a plan to workplace health and safety.	
2.3	Objectives have been defined and are regularly reviewed.	
Overall Score for Principle 2 – Planning for Workplace Safety		/9

Principle 3 – Consultation and Communication

No.	Criteria	Score
3.1	Management identifies, collects and disseminates information relevant to workplace health and safety risks in the workplace.	

No.	Criteria	Score
3.2	Management has identified and implemented appropriate communication processes to discuss workplace health and safety and risks.	
3.3	Mechanisms have been established to discuss workplace health and safety objectives and progress.	
3.4	Mechanisms are established that afford employees and service providers the opportunity to participate in discussion and decision making relating to workplace health and safety.	
3.5	A procedure for resolution is followed for resolution when a workplace health and safety risk or issue has been raised.	
Overall Score for Principle 3 – Consultation and Communication		

Principle 4 – Incident Management

No.	Criteria	Score
4.1	Processes and resources are available to enable the reporting and investigation of all workplace incidents.	
4.2	Procedures are available to deal with workplace incidents.	
4.3	The business has procedures in place to investigate all incidents that may occur within the business.	
4.4	Corrective actions identified from an incident investigation are implemented and reviewed.	
4.5	The collection, maintenance and archiving of incident investigation reports are continuing to eliminate or reduce hazards.	
Overall Score for Principle 4 – Incident Management		/15

Principle 5 – Risk Management

No.	Criteria	Score
5.1	Workplace health and safety risk management (including contractor management) responsibilities for management and employees are communicated.	
5.2	A workplace safety risk management program that includes hazard identification, risk assessment and risk control is implemented.	
5.3	Workplace health and safety standards and national standards are incorporated in the workplace health and safety program.	
5.4	All employees are made aware of workplace hazard reporting procedures and protocols.	
5.5	The business unit has established a register to verify methods of hazard identification and to monitor implementation of control measures.	

No.	Criteria	Score
5.6	A set of documented hierarchy of controls to manage identified hazards/risks is established in accordance with legislative requirements.	
5.7	A risk matrix that rates likelihood and consequence is developed and implemented.	
5.8	Effective procedures for the management of contractor risk are established.	
Overall Score for Principle 5 – Risk Management		

Principle 6 – Training

No.	Criteria	Score
6.1	Procedures are in place for development and maintenance of workplace health and safety competencies that ensure employees are competent to carry out their work in a safe manner.	
6.2	Employees are assessed as competent, based on skills achieved through education, training and/or experience to perform assigned tasks considering workplace health and safety obligations and risks associated with work activities.	
6.3	Training needs are identified relevant to work activities in consultation with employees.	
6.4	All employees have undergone training appropriate to identified needs.	
6.5	A training program is developed to address identified needs and provides for knowledge and skills development relevant to the workplace and employees.	
Overall Score for Principle 6 – Training		/15

Principle 7 – Record Management

No.	Criteria	Score
7.1	Records management in accordance with legislative obligations and a system of records management appropriate to the workplace is implemented.	
7.2	Records management is consistent with requirements for monitoring and health and safety systems.	
7.3	Records management including engagement of contractors and their compliance with health and safety requirements and records associated with the performance of suppliers (including suppliers of goods, services and labour hire) with workplace health and safety requirements are maintained.	
7.4	The privacy of individuals and confidentiality of records are accounted for in procedures implemented for the indexing, filing, storage and retrieval of records.	

No.	Criteria	Score
7.5	Consent of individuals is obtained through appropriate procedures for informing and obtaining consent when accessing and/or releasing confidential records.	
Overall Score for Principle 7 –Record Management		15

Principle 8 – Safety Laws

No.	Criteria	Score
8.1	Has the business exercised 'due diligence' as defined and required by the Work Health and Safety Act to ensure so far as is 'reasonably practicable' the safety of workers and others who may be affected by the business's activities.	
8.3	The business has considered its position on the compensation clause in safety legislation and has an issue resolution process that has been agreed to by the workers.	
8.4	The business has considered its obligation under the 'Principle of Care' to all persons who may be affected by the activities of the business.	
Overall Score for Principle 8 – Safety Laws		9

Please email Redcat Safety at info@redcatsafety.com.au if you require resources or support to plan and implement any changes you need to make to enable your business to comply with safety laws.



SAMPLE

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