

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 fully compliant system.

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 laws that are applicable to your business.

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

The following rating system applies:

Score	Rating
0	No evidence of a WHSMS has been identified.
1	Evidence of a WHSMS is identified and commenced.
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 for each operational area.

Step 1

Utilising 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.

Step 2

Provide a rating for 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 table.

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@mysafetyworks.com.au for review and discussion.

Results

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

- A workplace health and safety management system is not evident.
- A workplace health and safety management system exists but, it is not compliant or implemented.
- A workplace health and safety management system exists, 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 fully compliant workplace health and safety management system and provide you with a company implementation plan, customized to suit your business objectives.

My Safety Works can guide, co-ordinate and support your business to achieve compliance with legislative obligations and to enable your business to be subjected to an independent 3rd party verification audit, requiring no further action.

Workplace Health and Safety Assessment

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

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

Assessment Summary Table

Overall Score for Principle 1	Policies 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:	
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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. It is authorized by the business's senior management.	
1.2	Workplace health and safety responsibilities and accountability are 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 and provides a clear description and utilised to ensure critical tasks are properly managed.	
1.4	Workplace health and safety management responsibilities are referenced in job descriptions and appropriate key performance indicators are established.	
Overall Score for Principle 1 – Roles and Responsibilities		/12

Principle 2 – Planning for Workplace Safety

No.	Criteria	Score
2.1	Adequate personnel, equipment and financial resources are available to implement the workplace health and safety policy and objectives are available.	
2.2	Management demonstrates commitment to the implementation of a workplace health and safety plan.	
2.3	Workplace health and safety 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 a full range of investigation of all workplace incidents.	
4.2	Procedures are available to deal with a specific incident.	
4.3	The business has procedures in place to investigate causes of incidents that may occur within the business.	
4.4	Corrective actions identified from an incident are always implemented and reviewed.	
4.5	The collection, maintenance and use of incident investigation reports are occurring 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 responsibilities for management and employees) are indicated.	
5.2	A workplace health and safety risk management program that includes hazard identification, risk assessment and risk control is established.	
5.3	Procedures are in place to ensure applicable work health and safety regulations, codes of practice 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		/24

Principle 6 – Training

No.	Criteria	Score
6.1	Procedures are in place for development and maintenance of workplace health and safety competencies to ensure employees are competent to carry out their work in a safe manner.	
6.2	Employees are assessed as competent based on their achievement of high 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 regularly through consultation with employees.	
6.4	All employees have undergone training appropriate to identified needs.	
6.5	A training program is developed in accordance with identified needs and provides knowledge and development relevant to the workplace of employees.	
Overall Score for Principle 6 – Training		/15

Principle 7 – Record Management

No.	Criteria	Score
7.1	Records are maintained in accordance with legislative obligations and a record management system appropriate to the workplace is implemented.	
7.2	Records are maintained consistent with requirements for monitoring and management of workplace health and safety systems.	
7.3	Records concerning engagement of contractors and their compliance with workplace health and safety requirements and records associated with compliance 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 consultation processes of Part 5 of the Work Health and Safety Act and has implemented a consultation procedure that has been agreed to by the workers.	
8.4	The business has considered its obligations under the Primary Duty of Care – section 19 of the Work Health and Safety Act. All persons who may be affected by the activities of the business have been identified.	
Overall Score for Principle 8 – Safety Laws		/9

Definition of Due Diligence

Due diligence emphasises the corporate governance responsibilities of officers.

Officers of corporations and individuals who are in control of the business will need to show that they have taken reasonable steps to:

- Acquire and update their knowledge of health and safety matters.
- Understand the risks to which persons are exposed by the person conducting the business or undertaking, which they have employed, and the hazards and risks associated with the operations.
- Ensure that the person conducting the business or undertaking has, and uses, appropriate resources and processes to eliminate or minimize health and safety risks arising from the business or undertaking.
- Ensure that the person conducting the business or undertaking has appropriate processes to receive and respond promptly to information regarding hazards and risks.
- Ensure that the person conducting the business or undertaking has, and uses, appropriate resources and processes for verifying compliance with those duties.

Definition of Reasonably Practicable

Reasonably practicable means that which is, or was at a particular time, reasonably able to be done to ensure health and safety, taking into account and weighing up all relevant matters including:

- The likelihood of the hazard or the risk concerned occurring.
- The degree of harm that might result from the hazard or the risk.

- What the person concerned knows, or ought reasonably to know, about the hazard or risk, and ways of eliminating or minimizing the risk.
- The availability and suitability of ways to eliminate or minimize the risk.
- After assessing the extent of the risk and the available ways of eliminating or minimizing the risk, the cost associated with available ways of eliminating or minimizing the risk, including whether the cost is grossly disproportionate to the benefits.

Please email My Safety Works at info@mysafetyworks.com.au if you require advice or support to plan and implement any changes you need to make to ensure your business to comply with work health and safety laws.



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