

OHS CHECKLIST

“VITAL SIGNS” CHECKLIST

This checklist has been designed to help you identify key Occupational Health & Safety (OHS) issues.

As an employer, you have two general duties under Occupational Health & Safety laws:

1. The first is a wide duty to:

- ensure the health, safety and welfare of your employees (this includes apprentices and contractors)
- ensure that third parties on site are not exposed to health or safety risks

2. The second duty is to sustain compliance across specific regulations within the OHS Acts.

Once this checklist has been completed, please refer to your Willis Risk Management contact for review and discussion (at nil charge).

A. PERFORMANCE MANAGEMENT

		YES	NO	UNSURE
1.	Does the Board / Executive Committee have a direct involvement in Safety strategy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Is Safety and / or Workers' Compensation performance discussed and monitored at board level??	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Is someone at board level responsible for driving issues identified by the OHS Representative / Committee / Safety Officer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Do you have a way of measuring the indirect costs of Safety and Workers' Compensation? (i.e. lost time)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Are respective departments measured on Safety and Workers' Compensation performance??	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Are staff's incentives aligned to Safety and / or Workers' Compensation performance??	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. OPERATIONAL SAFETY ISSUES

(For further explanation of questions, see over)

		YES	NO	UNSURE
9.	Are there any outstanding OHS prohibition or improvement notices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	. Does the business have an OHS management system??	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Does the business have an OHS Committee, Workplace Health & Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Has the business completed risk assessment reports for-			
	- Plant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	- Manual Handling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	- Dangerous Goods / Hazardous Substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	- Asbestos?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	- Confined Spaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	- Noise?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Does the business have standard Electrical testing & tagging procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To assist you in compiling the “Vital Signs” Checklist the following explanations are provided.

Usually, this information can be obtained through the Operations Manager, Maintenance Manager, Human Resources Department, or the Business Manager. It may be beneficial to provide a copy to each of these contacts to complete.

OPERATIONAL CONSIDERATIONS

(i) OHS Prohibition and Improvement Notices

Government Workplace OHS Inspectors and Workplace Health and Safety Officers/Representatives have the power to issue notices. Check to see if there are any as a first priority.

(ii) OHS Management System

Ask if the business/site has an OHS Policy or OHS Procedures Manual.

(iii) OHS Committee, Officers and Representatives.

Ask to see minutes of meetings. Be directed to the site OHS officer or representative and obtain background OHS information.

(iv) Risk Assessments

Ask to see the Risk Assessments for:

Plant

- If there is powered equipment on site.

Manual Handling

- If tasks involve bending, reaching, twisting, pushing, pulling or working with an awkward posture.

Dangerous Goods/Hazardous Substances

- If chemicals are used in production, maintenance or cleaning.

Asbestos

- More a concern if the premises were built prior to 1986, but residual materials (sheeting) can be a significant liability if not properly managed.

Confined Spaces

- If there are vats, vessels, silos, pits, pipelines, or tanks.

Noise

- If you find it hard to be heard when speaking in the workplace. Standard Noise levels are 85dBA.

(v) Electrical Testing

Ask if the business has a current testing & tagging program

USEFUL SITES

WorkSafe Victoria

<http://www.worksafe.vic.gov.au>

For further assistance in completing this checklist, please contact your Willis Risk Management contact;

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