

Serious about safe business?

Compliance at a glance—How do you rate?

Safe business is good business 

Management commitment	Consultation	Safe work procedures	Training and supervision	Reporting safety	Workers' compensation and return to work	Rating
<input type="checkbox"/> Manager/s and worker safety responsibilities clearly understood and acted on. <input type="checkbox"/> Time and money allocated to meet safety responsibilities. <input type="checkbox"/> Manager/s promote safety as a high priority. <input type="checkbox"/> Manager/s involved in all safety initiatives. <input type="checkbox"/> Manager/s lead by example.	<input type="checkbox"/> Agreed consultation arrangements are used to discuss safety issues and are working effectively. <input type="checkbox"/> Workers are involved in developing safe work procedures and making safety decisions. <input type="checkbox"/> Workers' views are valued and taken into account.	<input type="checkbox"/> All tasks with safety risks have been identified and the risks controlled. <input type="checkbox"/> Safe work procedures developed and implemented for these tasks. <input type="checkbox"/> Workers involved in developing safe work procedures. <input type="checkbox"/> Procedures followed in day-to-day operations. <input type="checkbox"/> Safe work procedures are reviewed.	<input type="checkbox"/> All workers inducted. <input type="checkbox"/> Workers trained in safe work procedures before commencing tasks. <input type="checkbox"/> Workers understand procedures and can demonstrate how to perform tasks safely. <input type="checkbox"/> Workers are supervised to ensure safe work procedures are followed.	<input type="checkbox"/> Procedures for reporting safety issues and incidents are developed and implemented. <input type="checkbox"/> Safety issues and incidents are reported and acted on, including notifications required by law. <input type="checkbox"/> Safe work procedures and training reviewed following incident reports.	<input type="checkbox"/> Workers' compensation insurance policy accurately reflects business details. <input type="checkbox"/> All injuries are reported to workers' compensation insurer. <input type="checkbox"/> Workers informed of the return to work policy, including procedures to follow the event of an injury or illness. <input type="checkbox"/> Return to work plans implemented for injured workers when required.	<p>Each tick in the green zone means you are more likely to be compliant. Monitor and review to continually improve.</p>
<input type="checkbox"/> Safety responsibilities identified but not understood or operating effectively. <input type="checkbox"/> Insufficient time and money allocated to meet safety responsibilities. <input type="checkbox"/> Safety not always a priority. <input type="checkbox"/> Limited involvement of manager/s in safety initiatives. <input type="checkbox"/> Manager/s do not always lead by example.	<input type="checkbox"/> Consultation arrangements in place but not working effectively. <input type="checkbox"/> Workers not always involved in safety decisions and developing procedures. <input type="checkbox"/> Workers' views not always valued or taken into account.	<input type="checkbox"/> Only some tasks with safety risks have been addressed. <input type="checkbox"/> Limited development and implementation of safe work procedures. <input type="checkbox"/> Limited involvement of workers in developing safe work procedures. <input type="checkbox"/> Procedures developed but not always followed in day-to-day operations.	<input type="checkbox"/> Induction and training in safe work procedures incomplete or inconsistently applied. <input type="checkbox"/> Some workers not able to demonstrate they can perform work tasks safely. <input type="checkbox"/> Supervision does not always result in safe work procedures being followed.	<input type="checkbox"/> Reporting procedures developed but not always followed. <input type="checkbox"/> Some incidents reported, but follow-up action limited. <input type="checkbox"/> Safe work procedures and training not always reviewed following an incident report.	<input type="checkbox"/> Workers' compensation insurance policy does not accurately reflect business details. <input type="checkbox"/> Not all injuries reported to workers' compensation insurer. <input type="checkbox"/> Workers not aware of return to work policy, or procedures to follow if injured at work. <input type="checkbox"/> Return to work plans are not effective in supporting injured workers to return to work.	<p>Each tick in the orange zone means you are increasing your level of compliance. But you still have work to do.</p>
<input type="checkbox"/> No clear understanding of safety responsibilities. <input type="checkbox"/> No time or money allocated to meet safety responsibilities. <input type="checkbox"/> Safety not a priority. <input type="checkbox"/> No safety initiatives. <input type="checkbox"/> Manager/s set a poor safety example.	<input type="checkbox"/> No consultation arrangements in place. <input type="checkbox"/> No involvement of workers in safety issues. <input type="checkbox"/> Workers' views not valued or taken into account.	<input type="checkbox"/> Tasks with safety risks not identified nor the risk controlled. <input type="checkbox"/> No safe work procedures developed. <input type="checkbox"/> Safe work procedures not reviewed. <input type="checkbox"/> Responsibility for doing tasks safely is left to workers.	<input type="checkbox"/> Workers not inducted. <input type="checkbox"/> No safety training provided. <input type="checkbox"/> Workers' ability to perform tasks safely is not checked. <input type="checkbox"/> Ability of workers to perform tasks safely is not checked. <input type="checkbox"/> No supervision to ensure workers are performing tasks safely.	<input type="checkbox"/> No reporting procedures. <input type="checkbox"/> Incidents not reported. <input type="checkbox"/> No review of work practices following an incident.	<input type="checkbox"/> No workers' compensation insurance policy. <input type="checkbox"/> No return to work policy or procedures or plans. <input type="checkbox"/> Workers not assisted to return to work after an injury.	<p>Each tick in the red zone means you are less likely to be compliant. ADDRESS THESE AREAS IMMEDIATELY.</p>

- 1 Tick the boxes that most apply to you.
- 2 How did you rate?

There is a range of products and services that can help you improve your work health and safety. Please view the Serious about safe business advice sheets.

Introduction

The *Serious about safe business pack* contains tools to help you identify what you need to do to make your workplace safer – and outlines how to do it.

The pack is a practical approach to help you achieve compliance and involves:

Management commitment – clearly define your own responsibilities and those of your workers; provide the resources to meet those responsibilities; get involved.

Consultation – involve your workers when identifying and resolving safety issues.

Safe work procedures – identify the tasks that can pose a risk to your workers, take action to control the risks, develop simple procedures to manage any tasks where risks cannot be fully controlled.

Training and supervision – train your workers in the safe work procedures and ensure the procedures are followed at all times.

Reporting safety – have a process for reporting safety issues, such as hazards and incidents, and ensure you act on these reports.

Workers' compensation and return to work – ensure your workers are covered by a workers' compensation insurance policy and have an injury notification system and a return to work program to assist your injured workers.

STEP 1 – How do you rate?

Use the 'Compliance at a glance' checklist to determine how you rate and understand what you need to do to improve safety in your workplace.

STEP 2 – How do you improve?

The tools enable you to address issues that you identify in any of the above areas, and provide useful assistance whether you are starting from scratch or need only build upon what you already have in place.

When using these tools, consider the following:

- The best way to identify and resolve safety issues in your workplace is to involve your workers, and it is essential to have a clear understanding of each other's responsibilities – as a first priority, address the issues in the advice sheets on management commitment and consultation.
- Together with your workers, prioritise those tasks that need to be addressed to improve workplace safety and develop realistic timeframes for their completion based on the complexity of the task and the available resources.
- Implementation of safe work procedures involves training your workers to ensure they understand the procedures and perform them correctly – and supervising your workers to ensure they always follow procedures.

STEP 3 – Where can you get more assistance?

There is a range of additional services that can assist you to work through this process. Contact Queensland's work health and safety and workers' compensation services for more information.

For more information

Queensland's work health and safety and workers' compensation services

worksafe.qld.gov.au

Call us on 1300 362 128

Queensland business and industry portal

www.qld.gov.au/business

Including:

- Australian Business Licence and Information Service
- Australian Business Account

Department of Tourism, Major Events, Small Business and the Commonwealth Games

www.dtesb.qld.gov.au