Serious about **safe business?**

### Compliance at a glance — How do you rate?

<table>
<thead>
<tr>
<th>Management commitment</th>
<th>Consultation</th>
<th>Safe work procedures</th>
<th>Training and supervision</th>
<th>Reporting safety</th>
<th>Workers’ compensation and return to work</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Manager/s and worker safety responsibilities clearly understood and acted on.</td>
<td>□ Agreed consultation arrangements are used to discuss safety issues and are working effectively.</td>
<td>□ All tasks with safety risks have been identified and the risks controlled.</td>
<td>□ All workers inducted.</td>
<td>□ Procedures for reporting safety issues and incidents are developed and implemented.</td>
<td>□ Workers’ compensation insurance policy accurately reflects business details.</td>
<td>Safe business is good business</td>
</tr>
<tr>
<td>□ Time and money allocated to meet safety responsibilities.</td>
<td>□ Workers are involved in developing safe work procedures and making safety decisions.</td>
<td>□ Safe work procedures developed and implemented for these tasks.</td>
<td>□ Workers trained in safe work procedures before commencing tasks.</td>
<td>□ Safety issues and incidents are reported and acted on, including notifications required by law.</td>
<td>□ All injuries are reported to workers’ compensation insurer.</td>
<td></td>
</tr>
<tr>
<td>□ Manager/s promote safety as a high priority.</td>
<td>□ Workers’ views are valued and taken into account.</td>
<td>□ Workers involved in developing safe work procedures.</td>
<td>□ Workers understand procedures and can demonstrate how to perform tasks safely.</td>
<td>□ Safe work procedures and training reviewed following incident reports.</td>
<td>□ Workers informed of the return to work policy, including procedures to follow the event of an injury or illness.</td>
<td></td>
</tr>
<tr>
<td>□ Manager/s involved in all safety initiatives.</td>
<td>□ Procedures followed in day-to-day operations.</td>
<td>□ Procedures developed but not always followed in day-to-day operations.</td>
<td>□ Workers are supervised to ensure safe work procedures are followed.</td>
<td>□ Safe work procedures and training reviewed following incident reports.</td>
<td>□ Return to work plans implemented for injured workers when required.</td>
<td></td>
</tr>
<tr>
<td>□ Manager/s lead by example.</td>
<td>□ Safe work procedures are reviewed.</td>
<td>□ All workers inducted.</td>
<td>□ Procedures for reporting safety issues and incidents are developed and implemented.</td>
<td>□ Procedures reviewed following an incident.</td>
<td>□ Each tick in the green zone means you are more likely to be compliant.</td>
<td></td>
</tr>
</tbody>
</table>

### Address these areas

- □ Safety responsibilities identified but not understood or operating effectively.
- □ Insufficient time and money allocated to meet safety responsibilities.
- □ Safety not always a priority.
- □ Limited involvement of manager/s in safety initiatives.
- □ Manager/s do not always lead by example.

- □ Consultation arrangements in place but not working effectively.
- □ Workers not always involved in safety decisions and developing procedures.
- □ Workers’ views not always valued or taken into account.

- □ Only some tasks with safety risks have been addressed.
- □ Limited development and implementation of safe work procedures.
- □ Limited involvement of workers in developing safe work procedures.
- □ Procedures developed but not always followed in day-to-day operations.

- □ Induction and training in safe work procedures incomplete or inconsistently applied.
- □ Some workers not able to demonstrate they can perform work tasks safely.
- □ Supervision does not always result in safe work procedures being followed.

- □ Reporting procedures developed but not always followed.
- □ Some incidents reported, but follow-up action limited.
- □ Safe work procedures and training not always reviewed following an incident report.

- □ Workers’ compensation insurance policy does not accurately reflect business details.
- □ Not all injuries reported to workers’ compensation insurer.
- □ Workers not aware of return to work policy, or procedures to follow if injured at work.

- □ Return to work plans are not effective in supporting injured workers to return to work.

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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.

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
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

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