

# Sawmilling industry safety management systems self-assessment checklist

Workplace name: \_\_\_\_\_

Site address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Location: \_\_\_\_\_

Person/s conducting the assessment: \_\_\_\_\_

Legislation: [Work Health and Safety Act 2011](#) (WHS Act) and [Work Health and Safety Regulation 2011](#) (WHS Regulation)

For guidance see [Serious about safe business: 3 steps](#)

1.0	Management commitment	<a href="#">Advice sheet 1</a>	Yes	No	Guidance material (WHS Act part 2)
1.1	Does your workplace have a current work health and safety (WHS) policy?				<a href="#">Management commitment - Work health and safety policy</a>
1.2	Do managers, supervisors and workers <sup>1</sup> demonstrate and show commitment to safety? E.g. follow procedures and wear personal protective equipment (PPE).  <sup>1</sup> Worker includes: employee, contractor or subcontractor, student gaining work experience, outworker, apprentice or trainee, labour hire, volunteers and visitors.				
1.3	Do workers and managers know and understand their safety responsibilities under the WHS Act? (WHS Act Part 2, Division 1 Health and Safety Duties and Division 2, Section 19 Primary Duty of Care.)				
1.4	Are systems in place to ensure that the person conducting a business or undertaking (PCBU) is aware of legislative changes, updates and amendments?				
1.5	Are adequate resources provided to ensure safety responsibilities are met?				
1.6	Is time provided for workers to complete safety responsibilities? E.g. planning, meetings and hazard inspections.				
1.7	Does visual observation indicate consistency with the answers provided above?				
1.8	Are safety features considered when purchasing new equipment?				
2.0	Consultation	<a href="#">Advice sheet 2</a>	Yes	No	Guidance material (WHS Act part 5, WHS Regulation chapter 2)
2.1	Are there regular scheduled meetings in which workers can raise and discuss safety issues? E.g. staff meetings and toolbox talks.				<a href="#">Consultation - Record of staff toolbox meeting</a>  <a href="#">Work health and safety consultation, co-operation and co-ordination Code of practice 2011</a>
2.2	Are workers encouraged to assist in resolving health and safety issues that relate to their job activities?				

2.3	Are workers actively involved in:
	<ul style="list-style-type: none"> <li>identifying hazards and assessing risks arising from the work carried out or to be carried out</li> </ul>
	<ul style="list-style-type: none"> <li>making decisions about ways to eliminate or minimise those risks</li> </ul>
	<ul style="list-style-type: none"> <li>making decisions about the adequacy of facilities for the welfare of workers</li> </ul>
	<ul style="list-style-type: none"> <li>proposing changes that may affect the health or safety of your workers</li> </ul>
	<ul style="list-style-type: none"> <li>making decisions about procedures for:             <ol style="list-style-type: none"> <li>consulting with workers</li> <li>resolving health or safety issues</li> <li>monitoring the health of your workers</li> <li>monitoring the conditions at the workplace</li> <li>providing information and training for your workers?</li> </ol> </li> </ul>
2.4	Are workers provided with feedback about the outcome of issues raised during consultation?
2.5	Are the employees of contractors and subcontractors, students gaining work experience, outworkers, apprentices or trainees, labour hire, volunteers and visitors consulted so that work can be coordinated safely?

3.0	Safe work procedures	Advice sheet 3	Yes	No	Guidance material (WHS Regulation part 3.1)
3.1	Have you identified hazards in your workplace which have the potential to cause harm to workers and others?				<a href="#">How to manage work health and safety risks Code of practice 2011</a> <a href="#">Safe work – Hazard identification checklist</a>
3.2	Are regular hazard inspections conducted at your workplace?				<a href="#">Sawmilling Industry hazard inspection checklist</a>
3.3	Is there a record of the identified hazards? E.g. a register.				<a href="#">Safe work - Risk management plan - multiple</a>
3.4	Have risk assessments been conducted for hazards where: <ul style="list-style-type: none"> <li>there is uncertainty about how a hazard may result in injury or illness</li> <li>the work activity involves a number of different hazards and there is a lack of understanding about how the hazards may interact with each other to produce new or greater risks</li> <li>new processes or changes at your workplace have impacted on the effectiveness of current control measures?</li> </ul>				<a href="#">Safe work - Risk management plan - single</a> <a href="#">Safe work - Risk management plan - multiple</a>
3.5	Has action been taken to eliminate or minimise the risks associated with the hazards you have identified?				
3.6	Have safe work procedures (SWPs) been written to assist in minimising the risk of injury to workers and others?				<a href="#">Process for developing safe work procedures</a> <a href="#">Safe work - Task analysis template</a> <a href="#">Safe work - Safe work procedure template</a>
3.7	Are safe work procedures reviewed on a regular basis?				Changes in your workplace and work processes can make your existing controls and procedures ineffective. Review them regularly to ensure they continue to reflect existing conditions. Revise them as appropriate.

4.0	Training and supervision	Advice sheet 4	Yes	No	Guidance material (WHS Regulation section 39)
4.1	Is there a structured induction for new workers?				<a href="#">Training and supervision - Induction checklist</a>
4.2	Are the employees of contractors and subcontractors, students gaining work experience, outworkers, apprentices or trainees, labour hire, volunteers & visitors provided a safety induction prior to starting work?				

4.3	Do workers receive instruction about safe work procedures prior to starting work on any new task?				
4.4	Is workers' understanding of procedures assessed? For example by asking them to physically demonstrate the task.				
4.5	Are workers supervised to ensure safe work procedures are followed?				
4.6	Are records kept of all training, including induction and on-the-job training?				<a href="#">Individual training record</a> <a href="#">Group training record</a>
4.7	Is refresher training conducted on a regular basis?				
4.8	Is action taken when workers repeatedly fail to comply with procedures?				
4.9	Is there a documented fatigue management policy and have workers received instruction about the policy prior to starting work?				<a href="#">Guide for managing the risk of fatigue at work</a>
4.10	Is there a documented drug and alcohol policy and have workers received instruction about the policy prior to starting work?				<a href="#">Framework for alcohol and drug management in the workplace</a>
4.11	Is there a documented bullying policy and have workers received instruction about the policy prior to starting work?				<a href="#">Guide for preventing and responding to workplace bullying</a>
4.12	Is there a documented disciplinary policy and have workers received instruction about the policy prior to starting work?				
4.13	Do workers carrying out high risk work and have a current and relevant licence? E.g. forklift (LF), dogging (DG), vehicle loading cranes (VC) etc.				
4.14	Are workers carrying out high risk work checked/monitored for competence in safe operation of the particular piece of plant operated? E.g. forklift (LF), dogging (DG), vehicle loading cranes (VC) etc.				
4.15	Is there a process where records are kept on externally accredited competencies and if applicable when re-accreditation is due? E.g. forklift licences, first aid certificates, CPR.				<a href="#">Training and supervision - Individual training record</a>
<b>5.0</b>	<b>Reporting safety</b>	<a href="#">Advice sheet 5</a>	<b>Yes</b>	<b>No</b>	<b>Guidance material</b> (WHS Act part 3, WHS Regulation part 3.1)
5.1	Is there a process for reporting hazards? E.g. form or book, or a verbal process				<a href="#">Tips for investigating workplace incidents</a> <a href="#">Incident investigation form</a>
5.2	Have workers received instruction about the process required?				
5.3	Are incidents investigated when they occur?				
5.4	Do investigation reports include a record of the corrective action taken and outcomes?				
5.5	Are safe work procedures reviewed as part of the investigation process?				
5.6	Are workers provided with feedback on the outcomes of any issues reported?				
5.7	Is there a process of reporting incidents including notifiable incidents?				<a href="#">Incident notification fact sheet</a>
<b>6.0</b>	<b>Workers' compensation and return to work process</b>	<a href="#">Advice sheet 6</a>	<b>Yes</b>	<b>No</b>	<b>Guidance material</b>
6.1	Does the workers' compensation insurance policy accurately reflect business details?				
6.2	Are all injuries reported to the workers' compensation insurer?				
6.3	Are workers informed of the return to work policy, including procedures to follow in the event of an injury or illness?				
6.4	Are return to work plans implemented when required?				

## Comments:

# Action plan template

Item no.	What is the issue?	How will it be fixed?	Who is responsible?	Who is involved?	When will it be done by?	Completion date