

Leading safe business checklist

Check your work health and safety leadership status

Work through the below checklist, taking into consideration yourself, other senior leaders in the organisation and board members.

✓	Item	Indicators
	Do you, senior leaders and the board demonstrate a strong commitment to work health and safety in your organisation?	<ul style="list-style-type: none"> - Are you actively involved in setting the direction for work health and safety in the workplace? - Is there a company work health and safety policy endorsed by senior leaders or the board? - Do you or a member of the senior leadership team or board have overall responsibility for management of work health and safety? - Is there a process (and sufficient allocation of resources) to support the effective treatment and management of injuries and workers' compensation issues?
	Do you, senior leaders and the board have a clear understanding of your roles and demonstrate competency in fulfilling their work health and safety responsibilities?	<p>Do you, senior leaders and the board:</p> <ul style="list-style-type: none"> - know your work health and safety legislative obligations and duties? - know which members of the senior leadership team/board have 'officer' responsibilities for meeting work health and safety due diligence? - Have health and safety as a key performance indicator in your work agreements? - undertake regular training to reinforce your work health and safety knowledge and skills?
	Is work health and safety considered in board and other corporate decisions and applied consistently across the organisation?	<ul style="list-style-type: none"> - Does the organisation have a work health and safety plan that clearly defines the risk management process, objectives and measurable targets? - Are work health and safety requirements taken into account in all business decisions including design and purchasing procedures? - How are senior leaders and/or the board involved or informed of changes in working arrangements that have significant implications for work health and safety?

	<p>Do senior leaders and/or the Board receive and respond to competent work health and safety advice?</p>	<ul style="list-style-type: none"> - Is there a process for immediate notification to senior leaders of significant risks and serious incidents? - Do senior leaders and the board receive regular reports and recommendations from the work health and safety Committee and other work units about work health and safety e.g. performance data and reports on injuries and work related ill-health? - Do senior leaders and the board know what the safety climate of the workplace is like and have input to the development of an action plan with recommendations for improvement? - Do persons with specific work health and safety responsibilities undertake professional development training and have access to key decision makers for urgent issues?
	<p>Do you know what is happening on the ground; that systems are effective in identifying and managing your organisation's risks?</p>	<p>Are the following activities regularly monitored and reported to you?</p> <ul style="list-style-type: none"> - Risk management processes - Prevention activities - Safety inspections, audit or assessment outcomes - Incident reporting and investigation findings - Training and induction programs <ul style="list-style-type: none"> - Do you have a business improvement plan or similar action plan to address any safety issues and monitor their implementation? - Does the organisation have an effective reporting system that allows the timely reporting, investigation and review to work related incidents and events?
	<p>Are you confident that your workforce, including safety representatives, are consulted properly on work health and safety matters, and that their concerns are reaching appropriate levels including, as necessary, the board?</p>	<ul style="list-style-type: none"> - Are you or a member of your senior leadership team on the work health and safety committee? - Do workers have regular access to information that raises their awareness of safety issues (i.e. incident outcomes, work health and safety committee minutes, toolbox talks)? - Are there processes to share safety information with third parties (i.e. contractors, clients, supply chain, labour hire etc.)? - Is there an open and transparent process for employees to: <ul style="list-style-type: none"> - raise work health and safety issues - be consulted and involved in changes to the workplace, practices and processes etc. that will affect the way they do their work?
	<p>Do you have systems in place to proactively manage workplace injury and injured workers' rehabilitation and safe and early return to work?</p>	<ul style="list-style-type: none"> - Are workers instructed about the procedures to be followed if they are injured at work? - Are stay at work and return to work/suitable duties plans developed for workers sustaining an injury or illness in the workplace?
	<p>Have you set targets to improve work health and safety and do you benchmark your performance against others in your sector and beyond?</p>	<ul style="list-style-type: none"> - Have positive performance indicators and projected targets been established in work health and safety reporting as a measure of success? - Does the organisation report work health and safety performance in annual reports? - Do you benchmark your work health and safety performance against industry to analyse, compare and improve work health and safety practices?

	Do you actively reinforce good safety behaviour in your organisation?	<ul style="list-style-type: none"> - Are you seen to be following the organisation's safety policies by addressing unsafe acts or equipment immediately? - Do you establish feedback loops reinforcing good safety behaviour? - Do you have an ongoing formal reward and recognition program to recognise and celebrate good work health and safety performance and noteworthy achievements?
	Do you demonstrate safety leadership by sharing innovation, knowledge and experience with broader industry?	<ul style="list-style-type: none"> - Do you collaborate with other organisations to share your organisation's safety successes and learn from the experiences of others? - Is your organisation a participating member of the Zero Harm at Work Leadership Program?

(Adapted from: Leading health and safety at work: Leadership actions for Directors and Board members, www.hse.gov.uk/leadership)

Further information

For more information about leadership in work health and safety and the Zero Harm at Work Leadership Program, call the WHS Infoline on 1300 369 915 or visit www.worksafe.qld.gov.au.