

# QUICK SAFETY CHECKLIST



-  **1 Do you have a work health and safety policy and are your workers aware of it?**  
This policy outlines the way in which your organisation will ensure a healthy and safe workplace for workers, contractors, and others in the workplace.

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-  **2 Do you have a Safety Induction for new and existing workers?**  
Safety induction is the means to educate your workers of the way in which the organisation will ensure workplace safety along with the expectations of workers in relation to workplace safety.

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-  **3 Do you have incident/accident reporting procedures, including where to find reporting forms?**  
Reporting procedure needs to be clear and concise with easy access to forms to allow workers to report.

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-  **4 Do you have a hazard reporting process including forms and do your workers know where to find the forms?**  
Hazard reporting is an important way to determine potential sources of incidents and injuries and easy access to forms is required for workers.

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-  **5 Do you have an emergency evacuation plan with trained emergency wardens and conduct regular emergency drills?**  
It is mandatory that your organisation has an emergency response procedure which includes evacuation planning and suitable training for designated emergency wardens along with regular scheduled emergency drills.

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-  **6 Do you have the State Insurance Regulatory Authority (SIRA) poster displayed in your workplace - If you get injured at work?**  
This poster outlines the steps to be taken if a worker is injured. It is mandatory that this poster is displayed in a prominent place where workers can view it.

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-  **7 Are your electrical items tested and tagged?**  
It is mandatory to have test and tag of electrical items carried out by a suitably qualified person. This also includes office equipment and meal room appliances.

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-  **8 Do the contents in first aid kits have current expiry dates?**  
Most items in your first aid kit have an expiry date. This includes bandages and band-aids. It is recommended that a list of qualified first aider names and details are placed near each first aid kit.

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-  **9 Do you conduct regular scheduled safety inspections of your workplace?**  
This is the most effective way to identify hazards before they become more serious and result in incidents and injuries.

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-  **10 Do you ensure Contractors are working safely?**  
You have the same responsibility for the safety of contractors you engage as those of your employees.

If you have any questions or would like to discuss this checklist please call Susan on 0429 042 755

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