

HOW TO MEASURE WHAT YOU ARE CURRENTLY DOING

The following checklist is a quick reference tool to evaluate your current H&S systems, what is in place and what you currently do. If you answer NO to any of these questions then ACT – find out about the risk and hazard register, set up meetings with your DHSO, contact the H&S Team to find out how to manage rehabilitation, or the investigation process.

QUICK HEALTH CHECK – ARE YOU MEETING YOUR MANAGEMENT H&S RESPONSIBILITIES?

| | Yes | No |
|---|-----|----|
| Are specific health and safety (H&S) responsibilities included in your job description? | | |
| Are H&S requirements reviewed at your annual performance review? | | |
| Do you provide formal H&S reports to your manager? | | |
| Is there an established forum to discuss H&S with your workers? | | |
| Do you have a Departmental Health and Safety Officer(s) (DHSO) for your area? | | |
| Do you meet with your DHSO at least quarterly? | | |
| Are you familiar with the critical risk groups that apply to your department/area? | | |
| Have you discussed the critical risk controls with your DHSO and all staff? | | |
| Is there a training programme for your workers relating to the critical risk controls? | | |
| Are training records maintained in Vault? | | |
| Is H&S information/resources relating to your work area provided for reference for all staff? | | |
| Are emergency plans documented and practised? | | |
| Do you review the injury/incident register regularly? | | |
| Are incident reports and trends discussed with your DHSO at your quarterly meetings? | | |
| Have you been involved in event investigations? | | |
| Have you been involved in rehabilitation for any workers? | | |