



## Work Health and Safety Self Assessment

### Purpose


In every state of Australia there are Acts of Parliament that set out legal requirements for employers to manage health and safety in the workplace and to provide a safe place of work for employees, contractors and visitors.

The objective of the work health and safety self assessment is to provide an assessment tool for racing clubs, trainers or other racing industry participants who employ workers at their workplace. Use the work health and safety self assessment to assess whether there are gaps in your work health & safety systems compared to what health and safety laws require us to do.

There is an action plan template at the end of the work health and safety checklist to help you plan any rectification of health and safety issues in your workplace.

### Method


1. Go through and answer each question with a **'yes'** or **'no'** after assessing what you currently have in place to manage health and safety in your workplace.
2. A **'no'** answer means that there are extra systems or items to complete to meet current requirements.
3. For each **'no'** answer, which indicates gaps in your health and safety system, fill out the action plan at the end of the self assessment checklist for what is required to improve your business to meet current health and safety law requirements.

	
<b>Work Health and Safety Self Assessment</b>	

### 1. Legal Obligations

Employers, or a workplace, have a ‘duty of care’ to provide a safe place of work for their workers. The employer or workplace must ensure that they have safe system for work. Some examples of safe systems of work include methods for managing hazards / risk in the workplace, methods for communicating / consulting with their workers and provide supervision and training of their workers. Every worker has the right to return home from work free of injury.


Essential Requirement	Questions	Yes	No
<b>Health and Safety Management Systems</b>  A Health and Safety Management System is best described as having policies, procedures, plans and actions relating to health and safety in the workplace to ensure that the employer maintains a ‘duty of care’.	Does your business have a Work Health and Safety Policy?		
	Does your business have a health and safety manual or plan?		
	Is the health and safety manual or plan available and easily accessible to your workers?		
	Do you provide health and safety inductions for your workers and are they documented?		
	Have you, your manager, your stable foreman undertaken any formal training in Work Health and Safety Requirements?		
	Do you provide written safety instructions for your workers?		
	Do you have copies of Work Health and Safety legislation at your worksite?		
	Do you ensure that contractors or people providing services to your worksite comply with health and safety requirements?		

	
<b>Work Health and Safety Self Assessment</b>	

## 2. Responsibilities & Accountabilities

The employer has the ultimate responsibility for ensuring that safety in the workplace is maintained for all people that come onto the worksite.


<b>Essential Requirement</b>	<b>Do you have?</b>	<b>Yes</b>	<b>No</b>
<b>Responsibilities and Accountabilities</b>  To meet this requirement the employer must ensure that they have health and safety management systems in place and that responsibilities and accountabilities have been allocated to managers, supervisors, stable foreman and employees.	Have health and safety responsibilities and accountabilities been assigned to all workers in your business?		
	Are your workers aware of their 'duty of care' to ensure the health and safety of themselves and others in the workplace?		
	Have you or any of your management team undergone any responsible officer or accountable person training?		
	Is health and safety responsibilities outlined in your workers position descriptions?		
	Are there performance reviews of your employees and are health and safety responsibilities included in the performance review?		
	Do you ensure that contractors working on your worksite understand their 'Duty of Care' and meet their OH&S legal responsibilities?		
	Do your managers, supervisors or stable foreman understand their responsibilities and accountabilities for providing supervision of workers and contractors in the workplace?		

	
<b>Work Health and Safety Self Assessment</b>	

### 3. Communication & Consultation

Communication is the process of informing workers of health and safety matters and giving them sufficient information to be able to undertake their work in a safe manner. Consultation is discussing and involving workers into the decision making process about health and safety matters in the workplace and the development of health and safety procedures for the workplace.

<b>Essential Requirement</b>	<b>Do you have?</b>	<b>Yes</b>	<b>No</b>
Effective communication and consultation is an essential requirement to improve health and safety systems in the workplace. Informing workers and seeking feedback with health and safety issues is an integral part of complying with OH&S laws.	Is there an OH&S Policy for the workplace and is it displayed in the workplace?		
	Does management have a procedure for informing workers what to do if there are any health and safety issues in the workplace?		
	Do you have regular meetings with employees and are health and safety issues discussed at these meetings and documented?		
	Are actions assigned to workers to address any safety issues identified in the workplace and are the actions documented?		
	Is there health and safety information distributed to workers in the workplace?		
	Is there an OH&S notice board at the workplace?		
	Are contractors that work on your site informed of your health and safety procedures and risks on site?		
	Is there an OH&S plan or OH&S procedures at the workplace and are they available for workers to utilise?		
	Is Workplace Health and Safety legislation and any other OH&S resources available to workers at the worksite?		

	
<b>Work Health and Safety Self Assessment</b>	

#### 4. Instruction, Supervision, Information and Training

Workers must be given sufficient information and instruction to undertake their tasks safely in the workplace. Employers must provide training and ensure that workers have the correct qualifications or licences to undertake their job in a safe manner and provide sufficient supervision.

<b>Essential Requirement</b>	<b>Do you have?</b>	<b>Yes</b>	<b>No</b>
<p>OH&amp;S information at the worksite must be communicated to all people that come on to the worksite. The type of information that should be passed onto people who come on to the worksite is:</p> <ul style="list-style-type: none"> <li>- Hazards / Risks</li> <li>- Emergency Plans</li> <li>- Training and licenses.</li> <li>- Operational Procedures.</li> </ul> <p>Sufficient supervision must be provided to all people at the worksite.</p>	Are there OH&S inductions for workers and contractors prior to them starting work at you workplace?		
	Is there documentation and are records kept of all OH&S inductions at the workplace?		
	Are there documented procedures for all operational tasks at the workplace?		
	Are contractors shown the worksite's OH&S procedures prior to commencing work at your worksite?		
	Is there an appropriately trained person at the workplace to provide supervision to workers at the worksite?		
	Are workers trained and hold the appropriate licenses to safely complete work in the workplace?		
	Does the workplace maintain training records for all workers at the workplace?		
	Are Material Safety Data Sheets (MSDS) describing the safety precautions for chemicals used on site available to all workers and contractors?		
	Is there a training program for workers?		

### 5. Risk /Hazard Management

Employers must ensure that workers have measures in place to identify and report hazards in the workplace. When risks to health and safety are identified the employer must assess these risks to determine whether risks can be eliminated or reduced to an acceptable level. When controlling health and safety risks consideration must be given to using the hierarchy of risk controls.


Essential Requirement	Do you have?	Yes	No
Identifying hazards in the workplace is a requirement under workplace, health and safety law. The definition of a hazard is – something that can cause harm. Once a hazard is identified the risk of harm to workers must be assessed, controlled and monitored. When controlling a risk use the ‘hierarchy of risk control measures- <b>Elimination</b> Remove the risk <b>Substitution</b> Replace the risk with a lesser risk <b>Isolation</b> Segregate the risk from people (a barrier) <b>Administrative</b> Policies, procedures, training etc <b>Personal Protective Equipment (PPE)</b> Helmets, vests, gloves etc	Is there a documented method of reporting hazards at the workplace?		
	Do workers know how or when to report hazards in the workplace?		
	Are there regular documented safety inspections at the workplace?		
	For every hazard, risk or safety issue discovered during a safety inspection, are actions assigned to individuals within the workplace to eliminate or reduce the risk, and are the actions documented?		
	Are all workers involved with the OH&S risk assessment process?		
	Are OH&S risk assessments available to workers, including contractors, in the workplace?		
	Are new employees or contractors informed of the workplace hazards prior to commencing work in the workplace?		
	Are risk control measures implemented to control OH&S risks regularly monitored for effectiveness?		

## 6. Injury Reporting and Management

Workers in the workplace must report injuries to the employer so first aid or medical treatment can be provided. Workers must be informed of their right to make a workers compensation claim so they are not disadvantaged financially for injuries sustained in the workplace.

Essential Requirement	Do you have?	Yes	No
Workplaces must provide first aid facilities and ensure there are qualified first aiders in the workplace. Workers must be informed of their right to make a worker's compensation claim if an injury is sustained in the workplace.	Is there a first aid kit provided in the workplace?		
	Are the contents of the first aid regularly inspected to ensure that there are sufficient contents and all items are within the use by date?		
	Does the worksite have allocated first aiders, and have they been competently trained, and are their certificates current?		
	Are workers aware of their right to make a worker's compensation claim if they sustain an injury at work?		
	Is there a 'Workers Rehabilitation and Compensation Poster' placed up in the worksite as required by law?		
	Does the workplace have copies of the 'Notice of Right to Make a Worker's Compensation Claim' letter if in the event a worker sustains an injury in the workplace?		
	Does the workplace have an Injury Management Policy or Procedure in place?		
	If there is an Injury Management Policy or procedure in the workplace are all workers in the workplace aware of it?		
	Are records of workers compensation claim kept in a locked file cabinet and kept confidential?		

## 7. Machinery / Equipment Management

	
<b>Work Health and Safety Self Assessment</b>	

Machinery and equipment must be assessed prior to purchasing to ensure that it is fit for purpose and poses no risk of injuries to workers in the workplace. Machinery and equipment must also be maintained in good order with regular servicing.

<b>Essential Requirement</b>	<b>Do you have?</b>	<b>Yes</b>	<b>No</b>
Machinery and equipment used in the workplace should be manufactured to Australian Standards. Machinery and equipment must be maintained in good working condition as per the user's manual or instruction provided at purchase.	Is health and safety a consideration when purchasing equipment or machinery?		
	Does machinery or equipment purchased for the workplace meet Australian Standards?		
	Are workers instructed to complete machinery and equipment checks prior to using machinery and equipment?		
	Is there license requirements for any machinery or equipment used in the workplace?		
	Are workers trained in use of machinery and equipment in the workplace and are they competent in the use of it?		
	Are all electrical leads and portable electrical equipment tested and tagged by a suitably qualified person (electrician) as required?		
	Do workers inspect electrical leads and switches on electrical equipment for damage prior to use?		
	Are there 'Out of Service' or 'Danger Do Not Use' tags available to place on machinery or equipment that has been damaged to inform workers not to use the equipment or machinery?		


## 8. Monitoring and Reviewing



The monitoring and reviewing of health and safety management systems is essential to see how effective the health and safety systems are operating and whether there can be further improvements to the health and safety of workers in the workplace. Documents will require to be periodically reviewed in the event there are any changes to laws or more hazards identified in the workplace.

<b>Essential Requirement</b>	<b>Do you have?</b>	<b>Yes</b>	<b>No</b>
Health and safety documents and the way work tasks are conducted in the workplace need to be constantly reviewed. When there are changes to work methods or new machinery purchased usually job procedures will require modification. When new risk controls are implemented to control an identified hazard the new risk controls need to be monitored to ensure they are working to control the risks.	Are risk assessments periodically reviewed to monitor the effectiveness of the risk controls put in place?		
	When hazards have been identified in the workplace are those hazards written into the risk assessment with suggested risk control measures?		
	Does management monitor changes in health and safety laws and review what is required to be changed in the workplace to comply with any new health and safety laws?		
	Is training and licensing requirements for workers in the workplace monitored to identify when licenses expire or extra training is required for workers?		
	Are work processes periodically reviewed with workers to ensure the workers are managing the risks or hazards associated with their tasks?		
	Are position descriptions reviewed to match the tasks workers are undertaking or if new work requirements are placed upon them?		
	Are safety inspections or safety systems audits undertaken in the workplace and are they undertaken according to a planned schedule?		


## 9. Emergency Preparedness and Response

	
<b>Work Health and Safety Self Assessment</b>	

Planning for emergencies in the workplace is an important part of ensuring the health and safety of workers and also animal welfare. Examples of the type of emergencies that require planning for are; fire, explosion, bomb threat, animal diseases and injuries.

<b>Essential Requirement</b>	<b>Do you have?</b>	<b>Yes</b>	<b>No</b>
To ensure the health and safety of your workers it is a responsibility of the workplace to have arrangements in place to evacuate the workplace in case of an emergency.	Is there an emergency evacuation plan or procedures for the workplace?		
	Are the type of emergencies that could occur at your worksite identified e.g. fire, chemical spills, bomb threat etc?		
	Is there a trained first aider on site?		
	Is there a first aid kit on the worksite and are the contents of the first aid kit replaced on a regular basis?		
	Is there a poster of emergency contact numbers placed up in the workplace?		
	Are all workers aware of and trained in the emergency evacuation plan or procedures?		
	Has there been a worker nominated to be responsible of the management of an evacuation?		
	Are emergency exits clearly marked and regularly checked and maintained?		
	Have you conducted an emergency evacuation drill in the past year?		
	Are fire extinguishers available in the workplace and are they tested by a certified person every six months?		

## 10. Record Management

	
<b>Work Health and Safety Self Assessment</b>	

A workplace must keep health and safety records as evidence of compliance to work, health and safety laws. Keeping OH&S documentation will assist with the reviewing of documents and the continual improvement of OH&S the process.

<b>Essential Requirement</b>	<b>Do you have?</b>	<b>Yes</b>	<b>No</b>
Health and Safety document record keeping is a requirement of work health and safety laws. Examples of record keeping include: <ul style="list-style-type: none"> <li>- Diary entries</li> <li>- Emails</li> <li>- Safety procedures</li> <li>- Health and safety meetings</li> <li>- Training</li> <li>- Inductions</li> </ul>	Are records maintained relating to health and safety in the workplace?		
	When there are injuries in the workplace are they investigated and record of the investigation maintained on file?		
	Are records maintained when machinery or equipment is serviced or repaired?		
	Are record of health and safety inspections and audits maintained for the workplace?		
	Are records maintained in a safe place (file cabinet) where they can not be lost and protected from theft, flood or fire?		
	Is there a register for chemicals, hazardous substances or dangerous goods used at the workplace?		
	If there is asbestos identified in the workplace is there an asbestos register?		

