

Workplace Health Check (OHS)



This check list provides a basic outline. It is a guide only.

| Health and safety issue | Yes | No |
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| All staff are familiar with relevant OHS legislation for the workplace (Act and Regulations) and there are information posters suitably displayed in the workplace | | |
| Staff are provided with copies of industry guides and other relevant materials | | |
| The business has responsible persons including management representation for OHS who regularly meet, minute meetings and develop actions items if required | | |
| Staff are made aware of their OHS responsibilities at induction and at least quarterly | | |
| The business has a formal OHS audit annually | | |
| The business has an OHS policy with supportive documented procedures | | |
| Staff are trained against the policy and procedures | | |
| Workers are provided with adequate information, training and supervision | | |
| All OHS actions are recorded including training records, minutes of meetings, etc | | |
| There is a formal process for workers to raise OHS issues or concerns | | |
| There is a formal process for recording and investigating OHS injuries, issues and near misses | | |
| The workplace has suitable and toilet, eating and storage facilities for staff | | |
| All equipment used in the workplace is subject to an OHS assessment including safe use, safe storage and maintenance | | |
| Risk issues relating to slips, trips and falls are addressed | | |
| Risk issues relating to manual handling are addressed | | |
| Risk issues relating to lighting are addressed | | |
| Risk issues relating to PPE are addressed | | |
| Risk issues relating to ventilation are addressed | | |
| Risk issues relating to bullying, conflict, aggression and violence are addressed | | |
| Risk issues relating to working in isolation or with limited supervision are addressed | | |
| Where licences or certifications are required, each is formally addressed and checked | | |
| Emergency procedures are in place and current | | |
| First aid facilities and training is appropriate for the workplace | | |
| All the above are formally documented and a copy placed in each staff member's file | | |

Any 'no' response indicates a non-compliance and requires immediate attention. Contact GPS on 03 9682 6373