

# COMPLIANCE AT A GLANCE

## HOW DO YOU RATE?

### 1. Tick the boxes that most apply to you.

Management commitment	Consultation	Safe work procedures	Training and supervision	Reporting safety	Workers compensation and return to work	RATING
<input type="checkbox"/> Manager/s and worker safety responsibilities clearly understood and acted upon. <input type="checkbox"/> Time and money allocated to meet safety responsibilities. <input type="checkbox"/> Manager/s promote safety as a high priority. <input type="checkbox"/> Manager/s involved in all safety initiatives. <input type="checkbox"/> Manager/s leading by example.	<input type="checkbox"/> Agreed consultation arrangements are used to discuss safety issues and are working effectively. <input type="checkbox"/> Workers involved in safety decisions and developing procedures. <input type="checkbox"/> The views of workers are valued and taken into account.	<input type="checkbox"/> All tasks with safety risks have been identified and the risks controlled. <input type="checkbox"/> Safe work procedures developed and implemented for these tasks. <input type="checkbox"/> Workers involved in developing safe work procedures. <input type="checkbox"/> Procedures followed in day-to-day operations. <input type="checkbox"/> Safe work procedures are reviewed.	<input type="checkbox"/> All workers inducted. <input type="checkbox"/> Workers trained in safe work procedures before commencing tasks. <input type="checkbox"/> Workers understand procedures and demonstrate they can do the tasks safely. <input type="checkbox"/> Workers are supervised to ensure safe work procedures are followed.	<input type="checkbox"/> Procedures for reporting safety issues and incidents are developed and implemented. <input type="checkbox"/> Safety issues and incidents are reported and acted upon, including notifications required by law. <input type="checkbox"/> Safe work procedures and training reviewed following incident reports.	<input type="checkbox"/> Workers compensation insurance policy accurately reflects business details. <input type="checkbox"/> All injuries are reported to workers compensation insurer within required timelines. <input type="checkbox"/> Workers informed of the return to work program, including procedures in the event of an injury or illness. <input type="checkbox"/> Return to work plans implemented for injured workers when required.	<p>Each tick in the green zone means you are more likely to be compliant.</p> <p><b>MONITOR AND REVIEW TO CONTINUALLY IMPROVE.</b></p>
<input type="checkbox"/> Safety responsibilities identified but not understood or operating effectively. <input type="checkbox"/> Insufficient time and money allocated to meet safety responsibilities. <input type="checkbox"/> Safety not always a priority. <input type="checkbox"/> Limited involvement of manager/s in safety initiatives. <input type="checkbox"/> Manager/s do not always lead by example.	<input type="checkbox"/> Consultation arrangements in place but not working effectively. <input type="checkbox"/> Workers not always involved in safety decisions and developing procedures. <input type="checkbox"/> Workers views not always valued or taken into account.	<input type="checkbox"/> Only some of tasks with safety risks have been addressed. <input type="checkbox"/> Limited development and implementation of safe work procedures. <input type="checkbox"/> Limited involvement of workers in developing safe work procedures. <input type="checkbox"/> Procedures developed but not always followed in day-to-day operations. <input type="checkbox"/> Safe work procedures not reviewed.	<input type="checkbox"/> Induction and training in safe work procedures incomplete or inconsistently applied. <input type="checkbox"/> Some workers not able to demonstrate they can do the tasks safely. <input type="checkbox"/> Supervision does not always result in safe work procedures being followed.	<input type="checkbox"/> Reporting procedures developed but not always followed. <input type="checkbox"/> Some incidents reported, but follow-up action limited. <input type="checkbox"/> Safe work procedures and training not always reviewed following an incident report.	<input type="checkbox"/> Workers compensation insurance policy does not accurately reflect business details. <input type="checkbox"/> Not all injuries reported to workers compensation insurer within required time. <input type="checkbox"/> Workers not aware of return to work program procedures when required. <input type="checkbox"/> Return to work plans are not effective in getting injured workers to return to work.	<p>Each tick in the orange zone means you are increasing your level of compliance.</p> <p><b>BUT YOU STILL HAVE WORK TO DO.</b></p>
<input type="checkbox"/> No clear understanding of safety responsibilities. <input type="checkbox"/> No time or money allocated to meet safety responsibilities. <input type="checkbox"/> Safety not a priority. <input type="checkbox"/> No safety initiatives. <input type="checkbox"/> Manager/s set a poor safety example.	<input type="checkbox"/> No consultation arrangements in place. <input type="checkbox"/> No involvement of workers in safety issues. <input type="checkbox"/> Workers views not valued nor taken into account.	<input type="checkbox"/> Tasks with safety risks not identified nor the risk controlled. <input type="checkbox"/> No safe work procedures developed. <input type="checkbox"/> Responsibility for doing tasks safely left to workers.	<input type="checkbox"/> Workers not inducted. <input type="checkbox"/> No safety training provided. <input type="checkbox"/> Workers not made aware of safety issues. <input type="checkbox"/> Ability of workers to do tasks safely is not checked. <input type="checkbox"/> No safety supervision.	<input type="checkbox"/> No reporting procedures. <input type="checkbox"/> Incidents not reported. <input type="checkbox"/> No review of work practices following an incident.	<input type="checkbox"/> No workers compensation insurance policy. <input type="checkbox"/> No return to work program or plans <input type="checkbox"/> Workers not assisted to return to work after an injury.	<p>Each tick in the red zone means you are less likely to be compliant.</p> <p><b>ADDRESS THESE AREAS IMMEDIATELY.</b></p>

### 2. How did you rate? There are a range of products and services that can help you improve.