

# WHS Consultation Questionnaire



Your safety is our business

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Business Name: \_\_\_\_\_

## How is commitment to safety shown in your business?

Examples of documents may include: Safety Policy; Action Plans; Job Descriptions.

Y N

- Is the safety policy (or other policies) dated?
- Does everyone in the business know their safety responsibilities?
- Is all required PPE(Personal Protective Equipment) ready and available?
- Do you have a regular workplace walk throughs, inspections and audits?
- Do you have policies in place that are signed and understood by all employees?

## How is consultation currently done in your business?

Examples of documents may include: Safety committee meeting agenda and minutes.

Y N

- Are safety meetings held at set / regular times (*not ad hoc*)?
- Does the agenda include proactive items e.g. safety education and review?
- Does everyone in the workplace know who the Officer, HSR and the Work Groups are?
- Are all decisions that affect safety recorded?

## Are your safe work procedures working for you?

Examples of documents may include: Safety operating procedures (SOP); work method statements (WMS); job hazard analyses (JHA); lock out / tag system; permit to work procedure; confined space entry procedure; job safety analysis (JSA)

Y N

- Is the procedure dated and does it include a review date?
- Are all steps to the task included?
- Do all hazardous chemicals have MSDS(Material Safety Data Sheets) readily available?

### Is your training working for you?

**Examples of documents may include:** Training records, training course content, induction handbook, record of employee's external qualifications, external accreditation, and competency checks

Y N

- Do you conduct an Induction and is Safety included?
- Does your employee handbook include:
  - Emergency procedures including first aid
  - Policies for drugs, alcohol, smoking, harassment and disciplinary action
  - General chemical, electrical and equipment safety
- Are people trained before starting a task, e.g. tell me, show me, watch me?
- Has the annual evacuation drill been done & recorded?
- Is the training record dated?

### Is your supervision working for you?

**Examples of documents may include:** Supervisor's spot checklist, supervision record.

**Questions for supervision:**

Y N

- Does supervision occur on a regular basis (daily or at set intervals)?
- Is supervision *ad hoc*?
- Does the supervisor record have the name of the supervisor and their signature?

### Is your reporting system working for you?

**Examples of documents may include:** Hazard report form; hazard risk register; first aid records; incident investigation procedure; incident record; near miss report.

Y N

- Do forms, reports, records have the name and title of the person completing the form?
- Do you have a hazard/risk register in place?
- Do you conduct incident investigations?
- Do you have first aid records?