The workplace health and safety checklist is your starting point for managing health and safety issues in your workplace. By working through the checklist you will be able to get a general idea of your workplace's health and safety performance.

When you have done this, you should access each module of the self-evaluation package in order of priority. Each module will guide you through a comprehensive assessment of your school's performance and compliance.

Who?

The person responsible for managing health and safety issues is the officer-in-charge of the workplace (e.g. principal). In a small school, the principal may need to complete the checklist. In larger schools, the principal may delegate completion of the checklist to an appropriate staff member (e.g. health and safety personnel, deputy principal etc.).

Where a delegated person has completed the checklist, the principal needs to be involved in developing an action plan to manage priorities.

What?

1. Complete the workplace health and safety checklist in consultation with staff, volunteers or parents as appropriate.
2. Discuss outcomes of the checklist with appropriate staff or school committee.
3. Agree on an action plan to manage priority areas.
4. The principal is to assign self-evaluation modules to relevant staff for completion based on the agreed action plan.
5. Read 'Introduction to Workplace Health and Safety Self-Evaluation', particularly the section titled 'Overview of module components: "Guidelines for completing the self-evaluation package" and "Steps to completing a module"'.
6. Staff delegated to complete the modules should ensure identified problems and recommendations are recorded and dealt with.

Workplace health and safety auditing

An arrangement has been made with the Education Queensland Audit Operations Branch that senior internal auditors will use the advice contained in this checklist as the basis of their review of workplace health and safety issues.

How do I complete the checklist?

Answer the questions under each module to determine what priority this issue has for your workplace.

Prioritise the modules in most immediate need of attention in accordance with the following:
• **High priority** — modules where all the questions have been answered NO.
• **Medium priority** — modules where two questions have been answered NO.
• **Low priority** — modules where one question has been answered NO.

Module		Priority	Delegate's name and date module delegated	Date module completed
1. Communication of Health and Safety Policy and Information				
• Are *Department of Education Manual (DOEM)* policies, procedures and guidelines easily accessible to staff?	Y ☐ N ☐			
• Are staff aware of Education Queensland's OH&S policy statement?	Y ☐ N ☐			
• Is general OH&S information available?	Y ☐ N ☐			
2. Allocation of Responsibility/Accountability for Health and Safety				
• Are OH&S duties allocated to appropriate staff?	Y ☐ N ☐			
• Are staff aware of duty statements allocating OH&S responsibilities?	Y ☐ N ☐			
• Do staff discuss health and safety issues?	Y ☐ N ☐			
3. Purchasing Controls				
• Are purchasing policies, procedures and guidelines accessible to relevant staff?	Y ☐ N ☐			
• Are staff aware of OH&S standard purchasing requirements?	Y ☐ N ☐			
• Are products purchased with attention to OH&S features?	Y ☐ N ☐			
4. Contractors				
• Are procedures in place to ensure that contractors maintain OH&S standards?	Y ☐ N ☐			
• Are OH&S issues discussed with contractors before commencing work?	Y ☐ N ☐			
• Is OH&S information available about contractual agreements?	Y ☐ N ☐			
5. Health and Safety Consultation				
• Is there a qualified workplace health and safety officer at your workplace (if you have thirty or more staff)?	Y ☐ N ☐			
• Has/have a workplace health and safety representative(s) been elected (if requested by staff)?	Y ☐ N ☐			
• Is there a workplace health and safety committee or other forum to deal with health and safety issues?	Y ☐ N ☐			
6. Risk Management				
• Are staff aware of the risk management process?	Y ☐ N ☐			
• Are workplace risks assessed and controlled, e.g. is appropriate signage displayed to identify potential risks?	Y ☐ N ☐			
• Are *DOEM* policies, procedures and guidelines on risk management accessible to staff?	Y ☐ N ☐			
7. Manual Tasks				
• Are there procedures to determine risks associated with manual tasks?	Y ☐ N ☐			
• Are there procedures for safely performing manual tasks?	Y ☐ N ☐			
• Are staff trained to safely perform manual tasks?	Y ☐ N ☐			
8. Hazardous Substances				
• Are *DOEM* policy and procedures on hazardous substances accessible to staff?	Y ☐ N ☐			
• Have material safety data sheets been obtained for all hazardous substances?	Y ☐ N ☐			
• Are there procedures for the safe use and storage of hazardous substances?	Y ☐ N ☐			

Module	Priority	Delegate's name and date module delegated	Date module completed
9. Plant			
• Have written procedures for the safe use of plant and equipment been developed? Y ☐ N ☐			
• Are manufacturers' manuals/instructions accessible to staff? Y ☐ N ☐			
• Are plant and equipment used and maintained according to manufacturers' instructions? Y ☐ N ☐			
10. Workplace Environment			
• Is information on safe and healthy environmental conditions available to staff? Y ☐ N ☐			
• Have environmental hazards been assessed and controlled, e.g. noise, UV radiation? Y ☐ N ☐			
11. Training			
• Have all staff received OH&S induction training? Y ☐ N ☐			
• Do staff receive OH&S training relevant to their job? Y ☐ N ☐			
• Are appropriate training records kept? Y ☐ N ☐			
12. Accident Reporting and Investigation			
• Are there written procedures for reporting, recording and investigating accidents and incidents? Y ☐ N ☐			
• Are on-site records of all accidents and incidents kept? Y ☐ N ☐			
• Are accidents and incidents investigated? Y ☐ N ☐			
13. Emergency Planning			
• Has a site plan been developed? Y ☐ N ☐			
• Are there written and displayed emergency procedures for situations such as fire, medical emergency, bomb threat, evacuation, natural disaster, chemical spill, and occupational violence at the workplace? Y ☐ N ☐			
• Are staff and students trained in the emergency procedures? Y ☐ N ☐			
14. First Aid			
• Does the workplace have first aid facilities, e.g. first aid kit and first aid room? Y ☐ N ☐			
• Are there written first aid procedures? Y ☐ N ☐			
• Are there trained first aid personnel with first aid certification at least? Y ☐ N ☐			
15. Infection Control			
• Is infection control information available to staff? Y ☐ N ☐			
• Are there written infection control procedures? Y ☐ N ☐			
• Do staff practise the infection control procedures? Y ☐ N ☐			
• Are sources of biohazards in the workplace identified? Y ☐ N ☐			
16. Occupational Rehabilitation			
• Are the department's occupational rehabilitation policy and procedures accessible to staff? Y ☐ N ☐			
• Has an accredited workplace rehabilitation coordinator been appointed (if your workplace has thirty or more staff)? Y ☐ N ☐			
• Are rehabilitation plans documented and regularly monitored? Y ☐ N ☐			
17. Workplace Stress			
• Are consultative decision-making processes practised in the workplace? Y ☐ N ☐			
• Do staff know who their district employee adviser is? Y ☐ N ☐			
• Are staff provided with information on stress management? Y ☐ N ☐			