

# Annual Safety Assessment

The Annual Safety Assessment (ASA) is a comprehensive study of a workplace and its operations to identify health and safety and wellbeing issues of concern, and to review safety processes that may need improving. Completing an ASA contributes to meeting our legal duty under the *Work Health and Safety Act 2011* (Qld) to ensure the safety of everyone at our workplace.

The ASA is also a key aspect of the department's risk management approach and supports monitoring the effectiveness and compliance of the department's [health, safety and wellbeing \(HSW\) management system](#), which is the framework for managing HSW in the department.

## What is the purpose of the ASA?

The purpose of the ASA is to identify those health and safety processes and issues in your school or workplace to ensure they are in place. Once completed the ASA will provide you with a local Health Safety and Wellbeing Annual Safety Assessment Action Plan (Action Plan) that can help your school or workplace to identify areas for improvement and undertake actions to implement or manage hazards correctly.

By conducting a ASA properly, you will:

1. identify key compliance and hazard areas that are to be managed at your school or workplace
2. review safety and wellbeing incidents or issues and existing processes to determine if required actions are in place and adequate levels of compliance are being maintained
3. develop a Action Plan each year to document, set responsibilities and prioritise how issues or actions will be addressed within agreed timelines.

## Who completes the ASA?

All department workplaces (schools, regional and central offices) are required to complete an ASA each year. The ASA will be facilitated by your Health and Safety Advisor (HSA) at those schools with 30 or more employees.

For those schools which do not have a HSA, the principal or manager will delegate the task of facilitating the completion of the ASA to a employee with a designated responsibility for health and safety at your school or workplace.

The DoE Health, Safety and Wellbeing Committee monitors ASA completion rates each quarter. It is expected that 100% completion rate is reached by the end of the calendar year. The committee will provide performance reports to each Regional Director.

## What is the scope of the ASA?

The Annual Safety Assessment tool, located on the [ASA One Portal page](#) details 13 performance criteria, which are the health, safety and wellbeing aspects of your workplace to be assessed.

## ASA Process

It's important the ASA process obtains accurate health and safety information about your workplace, while also being easy enough to complete each year.

The ASA process should be developed in consultation with your school or workplace's Health Safety and Wellbeing Committee and others, such as your admin team.



The ASA process will involve the following steps.

1. Planning to determine:
  - a. when the assessment will be conducted
  - b. what process will be used to complete the ASA
  - c. who will be involved in the ASA process.
2. Gathering information about each of the 13 criteria.
3. Collating the results and assessing the workplace.
4. Reviewing the Action plan that is generated which outlines prioritises and the safety initiatives required for the next 12 months.

## When to conduct the ASA?

The ASA needs to be conducted annually at a time that best suits the operational needs of your school or workplace. It is recommend that you choose the same term each year for your school to allow a full 12 months to address the Action Plan. Some of the benefits of conducting the ASA in specific terms are outlined below:

- **Term 1:** if conducted in this term, it may help with planning for the year and the action plan can be finalised in the calendar year.
- **Term 2:** if conducted in this term, it may align with end of the financial year reconciliation and future planning.
- **Term 3:** if conducted in this term, it may assist with upcoming budget and operational planning for the coming year.
- **Term 4:** if conducted in this term, you may be set up and ready the start of the next calendar year.

## Further information

- [Annual safety assessment procedure](#)
- [Visit the Creating Healthier Workplaces website](#)
- [Contact your Regional Senior Health and Safety Consultant](#)

