# Annual safety assessment

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| **Workplace:** |  | **Date of assessment:** |  |
| **Safety assessment compiled by:** |  |
| **Officer in charge (e.g. principal)** |  |

## Introduction

This *safety assessment* outlines a comprehensive study of your workplace and its operations to review safety processes and identify health and safety issues. The aim is to identify those things that need improving, and to develop a *safety action plan (SAP)* to address them.

It is important to conduct a safety assessment at any workplace on a regular basis. At departmental workplaces it is recommended that a safety assessment be conducted each year. Hence, this is called the ***Annual Safety Assessment*** (ASA).

This document has been designed to assist staff at departmental workplaces with the ASA process by:

* providing information on the ASA process
* outlining the criteria to be assessed
* providing recording and reporting templates.

## What is the purpose of the ASA?

By conducting a comprehensive ASA of your workplace you will:

* identify the hazards that exist
* review the safety incidents and safety processes to determine if adequate levels of safety and compliance are being maintained
* develop a *Safety Action Plan* (SAP) to document and prioritise how the issues will be addressed. This will help you action your health and safety priorities by allocating responsibilities and timeframes, and encourage monitoring of the SAP through your Health and Safety Committee.

## Who completes the ASA?

Departmental workplaces with over 30 workers are required to complete an ASA each year. However, it is recommended that *all* workplaces, regardless of size, conduct an ASA.

Normally, the ASA would be facilitated by your trained Health and Safety Adviser (HSA) *formerly WHSO*. For those workplaces which do not have a HSA, a person with a designated responsibility for health and safety at your workplace would be suitable to facilitate the ASA.

The ASA process should be developed in consultation with your Health and Safety Committee and others, such as, your admin team.

## What is the scope of the ASA?

For departmental workplaces the ASA covers 13 *criteria*, which are the safety aspects of your workplace to be assessed. Each criterion is assessed against specific *indicators* which have been provided.

An assessment recording sheet has been provided for each of the 13 criteria in this document.

### ASA process

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

The ASA will involve the following steps:

1. Planning to determine:
	1. when the assessment will be conducted
	2. how the ASA will be conducted
	3. who will be involved in the ASA process.
2. Gathering information about each of the 13 criteria.
3. Collating and assessing the results about the safety issues identified at your workplace.
4. Developing a *Safety Action Plan* that will outline and prioritise the initiatives to be undertaken at your workplace for the next 12 months. A template for the plan is provided at the end of this document.

**Step 1: determine the ‘when’, ‘how’ and ‘who’ of the ASA process**

When: choose a time (ideally the same time each year) when staff are available to participate in the ASA process. For example, this may be a particular student-free day sometime *during* the year rather than in January. This will allow new staff time to become familiar with their new workplace. Including the ASA process within your annual planning cycle may also assist with a budget allocation to priorities or identify long term projects.

How: the way the ASA is conducted can be determined by those leading the process at your workplace. The success of the process will depend on a well thought-out process, set timelines and broad consultation. Two ways of gathering the data are suggested in Step 2 below.

Who: Even though the ASA would be coordinated and facilitated by a key person (such as the HSA), it is important that those people with the best understanding of the health and safety issues for each of the criteria are consulted to provide accurate information.

**Step 2: gathering information about each of the 13 criteria**

There will be various sources of information about the criteria including: policy documents, your staff handbook, incident statistics and staff training records.

The most important information will often be gleaned from your staff about their understanding and opinions of workplace health and safety matters. Two methods of gathering information from staff are suggested below.

1. Interview selected staff with the best knowledge of the criterion. This method has the advantage of being relatively quick for most of the staff involved to complete. Possible limitations of this method are: (a) it does not involve *all* staff in the ASA process, (b) a narrow range of information may be obtained, and (c) it could be quite time consuming for the person conducting the interviews.
2. *All* staff complete set questionnaires on the criteria as they relate to their work. An advantage of this process is the involvement of all staff in the ASA process, thereby raising their awareness of the ASA and workplace safety issues. However, this process involves work in developing and distributing the questionnaires and collating the results.

**Step 3: collating and assessing the results about the safety issues at the workplace**

Once the information has been collated and examined, make an assessment on the level of compliance with each indicator. Assign each indicator a score of 1–5 based on the descriptors below.

|  |  |
| --- | --- |
| Score | SCORE DESCRIPTORS FOR SPECIFIC **INDICATORS** |
| 1 | Indicator is not being met to any real degree  |
| 2 | Indicator is met only to a limited degree  |
| 3 | Indicator is met to some degree |
| 4 | Indicator is mostly met |
| 5 | Indicator is fully met |

Once the indicators of a criterion have been scored, they can be ‘averaged’ to determine an *overall* rating for the criterion. This can be done by using the mathematical process explained below.

1. Add the scores and divide that total by four to obtain the average score.
2. Convert the average score to a rating according to the scale in the table below.

|  |  |  |
| --- | --- | --- |
| Av. Score | Rating | RATING DESCRIPTORS FOR EACH **CRITERION** |
| 1 – 1.5 | **1** | Little evidence of indicators being met to any real extent – recommendations for improvement a priority |
| 1.5 – 2.5 | **2** | Few indicators are met – strong recommendations for improvement |
| 2.5 – 3.5 | **3** | Some indicators are met – recommendations for improvement |
| 3.5 – 4.5 | **4** | Most indicators are met |
| 4.5 - 5 | **5** | All indicators are met |

For example, say the four indicators received scores of: 4, 3, 5, and 3.

The average would be: (4 +3 + 5 + 3) ÷ 4 = 3.75 which equates to an overall criterion rating of: **4**



Details of the things currently done well, the issues of concern, and the recommendations for improvement can be added to each criterion sheet. These results will inform the development of the Safety Action Plan.

**Step 4: develop a Safety Action Plan**

A Safety Action Plan will detail the safety initiatives to be undertaken at your workplace for the next 12 months. The Plan will be based on the findings of the ASA, especially each criterion’s issues of concern and the recommendations for improvement.

Ideally, the Safety Action Plan would be developed in consultation with your Health and Safety Committee and admin team, and when complete it should be tabled for the approval of the committee and the principal/manager.

A sample Safety Action Plan template is provided in Appendix 2 at the end of this document. (There are many action plan designs – you may wish to use an alternative template.)

Once your health and safety issues have been identified complete your Safety Action Plan to:

1. List the health and safety issues of concern.
2. Assign action(s) to each issue and a priority level (low, medium, or high).
3. Assign those responsible for seeing that the actions are completed and dates for when it is intended the actions will be completed by.
4. Record when each action has been completed throughout the year.

Your Safety Action Plan will set out the work to be done over the next 12 months. Prioritise actions to address the issues with the highest level of risk first – even if temporary measures are required to lower the risk to an acceptable level until a more permanent solution can be implemented. Some issues may not be able to be solved at your local level. Consider ways to obtain external support to have such issues addressed (e.g. from Building and Asset Services (BAS) or Regional Office).

The Safety Action Plan is intended to be a *working* document. As actions are completed and issues are addressed record these on the plan. It is recommended that a review of the Safety Action Plan be a standing agenda item at each of your Health and Safety Committee meetings.

The *Summary Results of the Annual Safety Assessment* (Appendix 1) is an optional one-page report. It could be used to report to your P&C Association, staff meetings, or included in your Annual Report, etc.

# Annual safety assessment report

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| --- | --- | --- | --- |
| **Workplace:** |  | **Date of assessment:** |  |
| **Safety assessment compiled by:** |  |
| **Signature** |  | **Date submitted** |  |
| **Executive summary*** This section can be used to provide a brief summary of the report, to highlight the how the ASA was undertaken and to draw attention to any particular issues if required.
* Be sure to direct the reader to:
* Appendix 1: Summary results of the annual safety assessment
* Appendix 2: Action plan.
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|  |
| **Officer in charge signature** (endorsing this assessment)**:** |  | **Date:** |  |

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| **Criterion 1:** **Work health and safety policy** |
| GuidanceThe department has a comprehensive range of Health, Safety and Wellbeing (HSW) policies, procedures and guidelines. They provide directives and guidance so that a high level of safety can be maintained at your workplace, and our legal obligations are met. It is important that the HSW requirements are met by all staff at your workplace.All employees should:* be aware of the range of departmental WHS procedures that exist
* know how to access the department’s WHS procedures
* integrate the requirements of these procedures into work practices.

Important links* [Departmental Health and Safety procedure register](http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/current-procedures.aspx)
* [Creating Healthier Workplaces website](https://education.qld.gov.au/initiatives-and-strategies/health-and-wellbeing/workplaces)
 |
| Not met Fully met |
| Criterion indicators | **1** | **2** | **3** | **4** | **5** |
| 1. Management and staff know what departmental WHS policies and procedures apply, and are able to access them when required. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 2. Management and staff are aware of their HSW responsibilities as outlined in relevant departmental HSW policies and procedures. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 3. References are made to relevant departmental HSW procedures and guidelines in your school policy documents (e.g. staff handbook).  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 4. The department’s HSW procedure requirements are reflected in work practices (e.g. incident reporting, infection control, staff induction). | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Overall rating: | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Current strengths and things we do well:      |
| Issues of concern and recommendations for future improvement:      |
|  **Criterion 2: Management responsibility** |
| GuidanceHealth and safety at work is everyone’s responsibility. However, managers and supervisors have additional responsibilities for health and safety compliance. The HSW responsibilities of management staff are outlined in the relevant departmental policies and procedures.Principals/managers have broad responsibilities for health and safety at their workplace such as, establishing health and safety systems (e.g. incident reporting, risk management, induction training). Other management staff including deputy principals and heads of programs (i.e. HODs, HOSES, HOCs) also have particular HSW duties within their assigned area of responsibility.For departmental workplaces with over 30 workers a trained Health and Safety Advisor is to be appointed and provided with training and support in accordance with the *Health and Safety Advisor* procedure.Management staff should:* be aware of their HSW responsibilities outlined in the department’s policies and procedures
* meet their responsibilities through their work practices.

Important links* [Managing Health and Safety (Creating Healthier Workplaces website)](https://education.qld.gov.au/initiatives-and-strategies/health-and-wellbeing/workplaces/safety/managing)
* [Health and Safety Advisors procedure](http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Workplace-Health-and-Safety-Officers.aspx)
 |
| Not met Fully met |
| Criterion indicators | **1** | **2** | **3** | **4** | **5** |
| 1. Management meet their HSW responsibilities as outlined in relevant policies and procedures. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 2. Staff have been provided with information and guidance on their HSW responsibilities as outlined in departmental policies and procedures. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 3. Management plays an active role in HSW compliance at work e.g.* chair HSW committee
* provide adequate resourcing for HSW issues
* establish and maintain effective consultative processes.
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 4. Management acts as a positive role model for HSW conduct at work. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Overall rating: | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Current strengths and things we do well:      |
| Issues of concern and recommendations for future improvement:      |
| **Criterion 3: Planning processes** |
| GuidancePlanning for WHS is fundamental to effective compliance with WHS legislation, policies and procedures. WHS planning involves:1. Having proactive risk management processes in place.
2. Establishing processes to manage HSW issues before and as they arise (e.g. critical incident plans, emergency procedures, incident reporting).
3. Establishing staff induction and training programs.
4. Regularly reviewing the current Safety Action Plan to ensure safety issues are being addressed as intended.

Workplace health and safety planning documents should:* Identify foreseeable hazards, indicate their assessed risk and outline how they are to be controlled.
* Establish expectations for HSW processes, such as: training, risk management and incident reporting.
* Explain your workplace emergency procedures.
 |
| Not met Fully met |
| Criterion indicators | **1** | **2** | **3** | **4** | **5** |
| 1. Work activities are reviewed on a regular basis to identify hazards, assess their risk and implement safety controls. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 2. A Safety Action Plan is developed each year that prioritises hazards according to their risk and maps out actions to address those hazards. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 3. Emergency plans exist for site evacuation, lockdown, medical emergencies and other foreseeable critical incidents. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 4. Effective policies and processes have been established to address HSW issues such as: staff induction and training, risk management, incident reporting. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Overall rating: | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Current strengths and things we do well:      |
| Issues of concern and recommendations for future improvement:      |
| **Criterion 4: Consultation** |
| GuidanceMaintaining health and safety at work relies on meaningful consultation with all staff and other stakeholders (e.g. contractors). This consultation may occur through: an established Health and Safety Committee, an appointed and trained Health and Safety Advisor, elected staff Health and Safety Representatives, staff meetings, newsletters and less formal communication. Meaningful consultation will not only advise everyone concerned about HSW issues, but will also seek a broad range of views and input before decisions are made.Consultation should occur:* during risk management processes (e.g. when hazards are being identified, risks assessed and when safety controls are being formulated and implemented)
* when investigating HSW incidents
* when planning changes to work policies and practices that affect safety
* when determining HSW training needs.

Important Links* [Health, Safety and Wellbeing Committees procedure](http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Health%2C-Safety-and-Wellbeing-Communication-and-Consultation.aspx)
* [Health and Safety Representatives procedure](http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Workplace-Health-and-Safety-Representatives.aspx)
* [Committees and Consultation (Creating Healthier Workplaces website)](https://education.qld.gov.au/initiatives-and-strategies/health-and-wellbeing/workplaces/safety/managing/committees)
 |
| Not met Fully met |
| Criterion indicators | **1** | **2** | **3** | **4** | **5** |
| 1. Formal means of consultation have been established to foster meaningful communication on HSW issues (e.g. HSW committee, staff provided with an opportunity to elect a Health and Safety Representative). | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 2. The Health and Safety Committee meets at least four times a year.  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 3. Consultation on HSW issues happens in a meaningful way with a broad range of people. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 4. Staff are advised of relevant HSW decisions and processes that are put in place. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Overall rating: | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Current strengths and things we do well:      |
| Issues of concern and recommendations for future improvement:      |
| **Criterion 5: Risk management** |
| GuidanceEffective health and safety risk management is fundamental to ensuring safety at work.All departmental staff should have an understanding of the health and safety risk management process and how it is applied to their work. Staff should understand and comply with relevant departmental risk management procedures.Instances where risk management would be required include:

|  |  |  |
| --- | --- | --- |
| * high-risk curriculum activities
* contractors and visitors
* electrical safety
* school/ offsite activities(i.e. camps, vocational placement)
 | * chemical safety
* working at heights
* work experience
* infection control
 | * emergency planning
* manual handling
* slips, trips and falls
* driver safety
 |

Processes should be established at your workplace to:* ensure staff understand the risk management process, relevant departmental risk management procedures and how they are to be implemented
* identify, assess and manage hazards in your workplace
* complete risks assessments for high and extreme risk health and safety hazards/activities.

Important links* [Risk Management (Creating Healthier Workplaces website)](https://education.qld.gov.au/initiatives-and-strategies/health-and-wellbeing/workplaces/safety/managing/risk-management)
* [Managing Risks in School Curriculum Activities procedure](http://ppr.det.qld.gov.au/education/management/Pages/Managing-Risks-in-School-Curriculum-Activities.aspx)
* [Health and Safety procedures](http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/current-procedures.aspx)
 |

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| --- |
| Not met Fully met |
| Criterion indicators | **1** | **2** | **3** | **4** | **5** |
| 1. Risk management processes are in place that: (a) identify health and safety hazards (b) assess their level of risk(c) eliminate or control risk (d) monitor and review safety. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 2. Risk assessments are completed for identified high and extreme risk hazards. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 3. All staff are provided with relevant risk management training on a regular basis. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 4. Identified hazards are recorded in a central register (e.g. MyHR). | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Overall rating: | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Current strengths and things we do well:      |
| Issues of concern and recommendations for future improvement:      |
| **Criterion 6: Healthy lifestyle program** |
| GuidanceHealthy lifestyle programs provide staff with information and skills to help them maintain good health and wellbeing.These programs should be based on health issues identified through a needs assessment done with your local staff. Ideally, a range of programs would be implemented to cater for a variety of individual needs.Implemented programs should be evaluated to determine their success. This could be based on participation, satisfaction levels, improvements to health and wellbeing, etc.Healthy lifestyle programs should be:* implemented to cater for a diverse range of identified needs
* evaluated to determine their effectiveness.

Important link* [Health and Wellbeing Information (Creating Healthier Workplaces website)](https://education.qld.gov.au/initiatives-and-strategies/health-and-wellbeing/workplaces/health-wellbeing)
 |
| Not met Fully met |
| Criterion indicators | **1** | **2** | **3** | **4** | **5** |
| 1. Needs and preferences for healthy lifestyle programs are assessed.  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 2. A broad range of healthy lifestyle initiatives are promoted and implemented. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 3. Healthy lifestyle programs are evaluated to determine their effectiveness. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 4. Healthy lifestyle programs are included in the annual planning process. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Overall rating: | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Current strengths and things we do well:      |
| Issues of concern and recommendations for future improvement:      |
| **Criterion 7: Information, instruction and training** |
| GuidanceFor staff to maintain a safe work environment in accordance with the department’s policies and procedures, they need to be provided with ready access to up-to-date information and quality HSW training.All staff should receive regular training in workplace emergency procedures (e.g. evacuations and lockdowns), and key HSW procedures (e.g. incident reporting and risk management).HSW topics should be included in induction programs for all staff upon their initial appointment to your workplace or their return from extended leave.More specific HSW training should be provided to staff based on their role. For example, cleaners and grounds staff may receive training regarding manual handling risks and managing hazardous chemicals.Records of the training undertaken should be maintained.All staff should:* receive HSW induction training upon their appointment
* receive HSW training relevant to their work role and duties (refer to HSW procedures for information).

Important link* [Courses and Training (Creating Healthier Workplaces website)](https://education.qld.gov.au/initiatives-and-strategies/health-and-wellbeing/workplaces/course-training)
 |
| Not met Fully met |
| Criterion indicators | **1** | **2** | **3** | **4** | **5** |
| 1. Health and safety induction training is provided for newly appointed staff and for staff returning from extended leave. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 2. Staff are provided with health and safety training that relates to their role. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 3. Health and safety training records are maintained. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 4. Health and safety training is based on a needs analysis of training requirements. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Overall rating: | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Current strengths and things we do well:      |
| Issues of concern and recommendations for future improvement:      |
| **Criterion 8: Injury treatment and management** |
| Guidance*Injury treatment* is aimed at providing an immediate response to work injuries. Often, injury treatment is provided through first aid. To enable this, appropriate first aid facilities and sufficient staff with current first aid and CPR training are required at the workplace.*Injury management* focuses on facilitating the early and safe return to work of staff who have been ill or injured. This may require a return to work (RTW) program for seriously injured staff. Such a program should be developed and monitored by an accredited Rehabilitation and Return to Work Coordinator (RRTWC).All workplaces need an accredited RRTWC appointed. Larger workplaces (e.g. 30+ staff) should have a trained RRTWC on staff. Smaller workplaces should have arrangements to access a RRTWC located at another departmental workplace for if, or when required.Staff should be made aware (e.g. through local induction) of their responsibilities and the RTW services available to them in the event of them being ill or injured. Important links* [Workplace Rehabilitation procedure](http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Workplace-Rehabilitation.aspx)
* [Injury Management (Creating Healthier Workplaces website)](https://education.qld.gov.au/initiatives-and-strategies/health-and-wellbeing/workplaces/injury-management)
* [Managing First Aid in the Workplace procedure](http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/First-Aid.aspx)
* [First Aid (Creating Healthier Workplaces website)](https://education.qld.gov.au/initiatives-and-strategies/health-and-wellbeing/workplaces/safety/hazards)
 |
| Not met Fully met |
| Criterion indicators | **1** | **2** | **3** | **4** | **5** |
| 1. Appropriate first aid facilities and sufficient trained staff are available. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 2. Staff have a good understanding of their role in the rehabilitation process. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 3. The workplace has appointed an accredited RRTWC. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 4. Staff RTW plans are implemented when required. (If no RTW plans have been required, then the RTW process is understood by admin staff.) | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Overall rating: | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Current strengths and things we do well:      |
| Issues of concern and recommendations for future improvement:      |
| **Criterion 9: Claims management** |
| GuidanceClaims management refers to the management of: WorkCover claims, QSuper income protection claims and long term sick leave for ill or injured staff. Claims should be managed in an accurate and timely manner, and in a way that respects and upholds the rights and responsibilities of both the employee and the department.Effective claims management can be achieved with a range of people working together, including:* + the injured/ill employee
	+ your workplace administration team
	+ the accredited RRTWC assigned to manage the case
	+ regional staff including the claims officer and the senior injury management consultant
	+ case managers from WorkCover and/or QSuper.

Important links* [Workplace Rehabilitation procedure](http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Workplace-Rehabilitation.aspx)
* [WorkCover, QSuper and Other Claims (Creating Healthier Workplaces website)](https://education.qld.gov.au/initiatives-and-strategies/health-and-wellbeing/workplaces/injury-management%22%20%5Cl%20%22workcover)
* [Injury Management (Creating Healthier Workplaces website)](https://education.qld.gov.au/initiatives-and-strategies/health-and-wellbeing/workplaces/injury-management)
 |
| Not met Fully met |
| Criterion indicators | **1** | **2** | **3** | **4** | **5** |
| 1. Staff understand their rights and responsibilities in relation to the lodgement of claims and leave. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 2. All claims are managed in a timely and efficient manner. If no claims have needed to be managed, the claims process understood by Admin staff. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 3. Files containing claim and leave paperwork are kept secure and confidential. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 4. Staff have ready access to information about claims and leave options. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Overall rating: | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Current strengths and things we do well:      |
| Issues of concern and recommendations for future improvement:      |
| **Criterion 10: Incident recording, investigation, analysis and review** |
| GuidanceA health and safety ‘incident’ is an accident or event that has resulted in an injury, or had the potential to result in an injury (like a near miss).Incidents should be recorded and reported in accordance with the *Health and Safety Incident Recording and Notification* procedure. Incident details are to be recorded in the MyHR WHS module. Investigation details may be attached to the incident details in MyHR WHS or recorded in a secure workplace management system. Incidents should be investigated in accordance with the *Health and Safety Incident Investigation* procedure. Your workplace should have staff (or access to staff) trained in incident investigation.Incident statistics should be reviewed and analysed on a regular basis (at least annually) with the view to reducing the risk of similar incidents happening in the future. This could be undertaken by the Health, Safety and Wellbeing Committee, with the findings and responses communicated to all relevant staff.Important links* [Health, safety and wellbeing incident management](http://ppr.det.qld.gov.au/corp/hr/hr/Pages/Health%2C-safety-and-wellbeing-incident-management.aspx)
* [MyHR WHS Reports and Graphs](https://intranet.qed.qld.gov.au/Services/HumanResources/Forms/Documents/ReportsAndGraphsInMyHRWHS.pdf)
 |
| Not met Fully met |
| Criterion indicators | **1** | **2** | **3** | **4** | **5** |
| 1. Management and staff are aware of their responsibility to report HSW incidents in accordance with the *Incident Recording* procedure. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 2. Health and safety incidents are recorded in accordance with the *Incident Recording* procedure. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 3. Health and safety incidents are investigated in accordance with the *Incident Investigation* procedure. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 4. Actions are undertaken in response to regular review and analysis of incident statistics. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Overall rating: | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Current strengths and things we do well:      |
| Issues of concern and recommendations for future improvement:      |
| **Criterion 11: Measuring and evaluating WHS performance** |
| GuidanceA key activity to measure and evaluate your workplace HSW performance is through an Annual Safety Assessment (ASA). The ASA should:* review the 13 departmental health, safety and wellbeing criteria
* consult with a broad range of staff
* be conducted annually
* result in an annual Safety Action Plan (see Appendix 2) which prioritises the safety measures to be undertaken over the next 12 months in response to issues identified in the ASA
* inform priorities to be included in annual operational plans.

Other steps may be taken to review WHS performance, such as:* specific work site inspections, undertaken for high-risk areas on a regular basis
* analysis of HSW statistics (such as: WorkCover claims, MyHR WHS injury data, incident reports, identified hazards, risk assessments)
* review of actions taken in response to identified issues.
 |
| Not met Fully met |
| Criterion indicators | **1** | **2** | **3** | **4** | **5** |
| 1. An ASA is conducted each year. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 2. A Safety Action Plan is developed and implemented with prioritised actions to be undertaken in response to the ASA findings. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 3. A broad range of HSW data is reviewed on a regular basis. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 4. Work site inspections for high-risk areas are undertaken on a regular basis. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Overall rating: | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Current strengths and things we do well:      |
| Issues of concern and recommendations for future improvement:      |
| **Criterion 12: Reviewing WHS performance** |
| GuidanceWe all have a duty to provide a high level of safety at work, in accordance with WHS legislation and departmental policies and procedures.The HSW practices at your workplace should be reviewed to ensure they meet current legislative and departmental requirements. Sometimes processes need to be updated to reflect other legislation (for example, building fire safety legislation).From time to time, external WHS management system audits are conducted at departmental workplaces. The criteria used in this ASA align closely to those used in the external WHS audit. Management staff should:* Review your WHS practices to ensure they comply with departmental procedures and legislation.
* Ensure staff are aware of current WHS policies and procedures.
* Ensure there is compliance with the WHS policies and procedures.
 |
| Not met Fully met |
| Criterion indicators | **1** | **2** | **3** | **4** | **5** |
| 1. WHS policies and procedures are reviewed on a regular basis. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 2. WHS policies and procedures are updated as required. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 3. Staff are advised of changes to WHS policies and procedures. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 4. Current WHS policies and procedures are reflected in planning processes and activities. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Overall rating: | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Current strengths and things we do well:      |
| Issues of concern and recommendations for future improvement:      |
| **Criterion 13: Reporting of WHS** |
| GuidanceDepartmental workplaces are required to maintain records of WHS issues and activities.For example:* Hazards and incidents are recorded in a central register (e.g. MyHR WHS).
* WHS training records are maintained.
* The results of the ASA are reported to the Health and Safety Committee and the admin/leadership team.

Management staff should:* Monitor WHS reporting to determine that it is an accurate reflection of your workplace.
* Maintain all the records required for audits on Health and Safety processes.
 |
| Not met Fully met |
| Criterion indicators | **1** | **2** | **3** | **4** | **5** |
| 1. The results of the ASA are reported each year. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 2. Central registers of hazards and incidents are maintained. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 3. WHS training records are maintained. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 4. All records required for Health and Safety audits are maintained. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Overall rating: | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Current strengths and things we do well:      |
| Issues of concern and recommendations for future improvement:      |

**Summary Results of the Annual Safety Assessment 2018**

|  |  |
| --- | --- |
| Location: |  |
| Safety Assessment compiled by: |  | Date: |       |
| CRITERIA | **1** | **2** | **3** | **4** | **5** |
| 1. Work Health and Safety policy | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 2. Management responsibility | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 3. Planning processes | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 4. Consultation | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 5. Risk management | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 6. Healthy lifestyle program | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 7. Information instruction and training | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 8. Injury treatment and management | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 9. Claims management | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 10. Incident recording, investigation, analysis and review | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 11. Measuring and evaluating WHS performance | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 12. Reviewing WHS performance | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 13. Reporting of WHS | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Overall safety assessment rating:** | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Top three issues of concern | Key actions to be taken |
|  |  |
|  |  |
|  |  |
| Officer In Charge (signature): |  | Date:  |       |

**Action Plan 2018**

| **Location** |  | **Date of plan** |  |
| --- | --- | --- | --- |
| **Identified hazard/issue** | **Action to be taken** | **Priority (high, med, low)** | **Person responsible** | **Date to be completed by** | **Date completed** |
|       |       |       |       |       |       |