

HOW DO YOU **STACK UP** IN YOUR BUSINESS?

----- A Simple Safety Guide -----
for Small Business Owners



INTRODUCTION

Work health and safety is everyone's business.
Even if you're self-employed, you are legally responsible for the health and safety of yourself and everyone in your workplace, including workers, visitors, customers, clients and volunteers.

Every year, workplace incidents take lives in NSW.

Compliance with work health and safety (WHS) legislation helps to save lives, and reduces injuries and illness to NSW workers.

Safework NSW is the states's WHS regulator.

We work with the NSW community to reduce work-related fatalities, serious injuries and illnesses, and make it easier to do business safely.

MAKING IT EASY TO DO WHS

We understand small businesses don't always feel they have the time, resources or expertise when it comes to managing health and safety in their workplace.

Keeping your workplace healthy and safe doesn't have to be difficult. This toolkit is written for small businesses, including sole traders, and will help you:

- understand your legal obligations and comply with the law
- create a safe, healthier and more successful business.

It's also a great way to demonstrate to your workers and customers that their health and safety is important to you.

This toolkit explains the seven components of work health and safety to help you create a safer, healthier and more successful business.

1 YOUR COMMITMENT

Commitment means leading by example with your actions and attitude, to develop a successful safety culture in your business.

2 CONSULTATION

Consultation about work health and safety is an important two-way conversation in your business. It uses everyone's knowledge and experience to achieve a safer and healthier workplace.

3 MANAGING RISKS

Managing risks is an ongoing process of identifying, prioritising and controlling anything that can cause harm.

4 REPORTING

Reporting is a procedure that gives everyone the opportunity to raise health and safety incidents and issues for you to action.

5 WORKER CAPABILITY

Worker capability means a worker has the ability to perform the tasks expected of them without the risk to health and safety.

6 SAFE WORKING ENVIRONMENT

A safe working environment means designing and maintaining your workplace to minimise physical and mental health risk.

7 WORKERS COMPENSATION & RECOVERY AT WORK

Understanding your workers compensation obligations will assist you to support your workers to recover at work following a work-related injury or illness.

CHECKLIST

1. **How do you rate?** Complete the checklist.
2. **How can you improve?** Use the toolkit.
3. **Commit to action.** Write your plan.

1 YOUR COMMITMENT

Do you demonstrate WHS as a priority in your business?

- ☐ Yes
- ☐ Sometimes
- ☐ No

Do you have what you need to meet your WHS responsibilities?

- ☐ Yes
- ☐ Unsure
- ☐ No

Does everyone understand their WHS responsibilities?

- ☐ Yes
- ☐ Unsure
- ☐ No

Are WHS issues fixed promptly?

- ☐ Yes
- ☐ Sometimes
- ☐ No

2 CONSULTATION

Do you consult with other businesses, where you share WHS responsibilities?

- ☐ Yes
- ☐ Unsure
- ☐ No

Do you involve workers in WHS decisions?

- ☐ Always
- ☐ Sometimes
- ☐ Never

Do you have an agreed consultation arrangement to discuss WHS?

- ☐ Yes, It's working well
- ☐ Yes, but it isn't working well
- ☐ No

3 MANAGING RISKS

Have health and safety risks been identified?

- ☐ Yes
- ☐ Some
- ☐ No

Do you regularly review your risks and controls?

- ☐ Yes
- ☐ Unsure
- ☐ No

Do you have the right controls to manage these risks?

- ☐ Yes
- ☐ Unsure
- ☐ No

Are your tasks and the way you use equipment designed to be safe?

- ☐ Yes
- ☐ Unsure
- ☐ No

4 REPORTING

Do you have a procedure to report WHS issues?

- ☐ Yes, It's working well
- ☐ Yes, but it isn't working well
- ☐ No

Do you encourage reporting of WHS issues?

- ☐ Always
- ☐ Sometimes
- ☐ Never

Do you act on these reports?

- ☐ Yes
- ☐ Unsure
- ☐ No

5 WORKING CAPABILITY

Do you induct your workers?

- ☐ Yes
- ☐ Some
- ☐ No

Do you provide them with WHS information that suits their individual needs?

- ☐ Yes
- ☐ Sometimes
- ☐ No

Do you make sure they are trained and competent?

- ☐ Yes
- ☐ Sometimes
- ☐ No

Do you provide your workers with the right supervision?

- ☐ Yes
- ☐ Sometimes
- ☐ No

6 SAFE WORKING ENVIRONMENT

Does the design and layout of your workplace allow tasks to be done safely?

- ☐ Yes
- ☐ Unsure
- ☐ No

Do you maintain your workplace so that it is healthy and safe?

- ☐ Yes
- ☐ Sometimes
- ☐ No

Do you protect your workers from mental health risks at work?

- ☐ Yes
- ☐ Sometimes
- ☐ No

Do you have the emergency plans and are they tested?

- ☐ Yes
- ☐ Yes, but not tested
- ☐ No

CHECKLIST

1. **How do you rate?** Complete the checklist.
2. **How can you improve?** Use the toolkit.
3. **Commit to action.** Write your plan.

1 WORKERS COMPENSATION & RECOVERY AT WORK

Is your workers compensation insurance policy up to date? Does it reflect the type of business?

- ☐ Yes
- ☐ Unsure
- ☐ No

Do you have a return to work program?

- ☐ Yes
- ☐ Sometimes
- ☐ No

Do you have an injury reporting system?

- ☐ Yes
- ☐ Yes, but workers don't use it
- ☐ No

Is the If you get injured at work poster displayed in your workplace? Does it include details of your workers compensation insurer and return to work coordinator?

- ☐ Yes
- ☐ Sometimes
- ☐ No

On returning to work, are workers given suitable work and do they have a recovery at work plan?

- ☐ Yes
- ☐ Yes, but it doesn't always work well
- ☐ No



NOW, CHECK YOUR RESULTS!

All **green**? **Great. Keep it up.**

Any **orange** or **red**? **You still have work to do.**

SO, HOW SAFE ARE YOU?

If I can be of assistance, please do not hesitate to contact me.

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Feel Free to Book for a 30-min Complimentary Call Session.

I am your safety advisor, consultant and partner in one. Book now to see how I can help you to keep safety seriously simple in your business. [Book here >](#)