



Work Health and Safety Management System Implementation Checklist

Introduction

This checklist is designed as a practical document for easy reference to help you identify the step-by-step activities required to implement and manage a functional Work Health and Safety Management System.

It is a good idea to choose a WHS Delegate/Representative as the first step in the process of setting up your own system. This person will be put in charge of working through this guide.

The WHS Delegate/Representative may decide to ask other people within your Business for help during any of the steps. Your WHS Delegate/Representative will make sure that each step is completed before moving onto the next step.

Definitions

Word	Definition
Duty of Care	Requirement to provide a standard of reasonable care while performing any acts that could possibly harm others
Hazard	Something that can cause harm
SWMS/Job Safety Analysis	Step-by step process used to identify steps in task/job, identify hazards related to those steps, assess the risk from those hazards and come up with ways to control/reduce the risks
Risk	The chance of the hazard causing the harm
Safe Work Procedure	Step-by-step procedure written to make sure the job is done safely and without harm
WHS Delegate/Representative	Work Health and Safety Delegate – the person who takes ownership of putting the WHS System in place and who continues to monitor the System. The person who acts as the point of contact for anything related to their business Work Health and Safety.

<p>Worker</p>	<p>A person who carries out work in any capacity for a person conducting a business or undertaking. Worker includes: (a) an employee; or (b) a contractor or subcontractor; or (c) an employee of a contractor or subcontractor; or (d) an employee of a labour hire company who has been assigned to work in the person’s business or undertaking; or (e) an outworker; or (f) an apprentice or trainee; or (g) a student gaining work experience; or (h) a volunteer</p>
<p>Workplace</p>	<p>A place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work. place includes— (a) a vehicle</p>

How to implement a Work Health and Safety Management System

1. Responsible Person/Delegate

- Who within the business will monitor and maintain the safety system?

Name: _____

- Are they allocated enough time to be able to monitor and manage the safety system?
Allow approximately 1 – 2 hours per week.

2. Review & Update

To ensure it accurately reflects the unique operations of your business:

- Review the Entire Document: Carefully go through the entire WHS Manual to familiarise yourself with its contents.
- Remove Irrelevant Sections: Identify and delete any sections that do not apply to your business. Each business is different, and not all provided sections may be relevant to your specific operations.
- Modify Policies and Procedures: Update the policy and procedure sections to align with how your business operates. This includes adapting any safety protocols, emergency procedures, or operational guidelines to match your existing processes.
- Consult with Your Team: Engage with your team or relevant stakeholders to gather input and ensure all updates accurately reflect day-to-day practices and compliance requirements.
- Legal and Compliance Check: If necessary, seek advice from a WHS professional or legal advisor to ensure that your customised manual meets all applicable regulatory requirements.

By customising this manual, you'll create a tailored and effective WHS document that supports a safer and compliant workplace.

3. Print

- Print out the WHS Policy and sign it. This needs to be displayed in a prominent place such as the reception area. This is to be reviewed annually.
- Photocopy the forms and checklists ready for completion.

PREPARE AND COMPLETE THE DOCUMENTATION

Section: Safety Plan & Objectives

- Organise a Review Meeting with the Leadership Team and Supervisors. This meeting is then to occur once a year (usually at the beginning of the year such as February).
- Print out the Workplace Inspection Calendar (Form 16.1) and discuss who will be allocated which month to complete. Advise everyone on how to complete the Workplace Inspection Checklist and when they are scheduled. Display in central location (i.e. noticeboard).
- Prior to the review meeting the person responsible will complete the Health and Safety Review Checklist (Form 1.1)
- Using the Health and Safety Review Checklist, the Health and Safety Plan form (Form 1.2) is then completed in conjunction with the Objectives Matrix (Form 4.1).
- The health and safety plan are to be communicated to all workers in the next team meeting.

Section: Risk Management

- Create and review your Risk Register. This register lists all of the high-risk tasks, risk score and how it is being managed/controlled. It is recommended to review this register annually with employees to ensure other high-risk hazards haven't been missed.

Section: Legal Register

- Subscribe to updates from your State regulator so that you receive alerts of any legislative changes. It needs to be recorded to ensure all procedures are updated according to legislative changes.

Section: Hazard & Opportunity Identification

- Print out the Workplace Inspection Checklist (Form 16.2) and complete the initial one. Any 'hazards' that are identified are to be actioned. The test and tag of equipment to be complete, organize this and note it down to ensure it gets actioned. The next time a Workplace Inspection Checklist is completed the last one has to be reviewed to ensure all actions have been closed out.
- The completed Workplace Inspection Checklist is to be filed in a central location so everyone can access it.
- Ensure the Ladder Inspection Checklist (Form 30.1) is completed along with the Workplace Inspection Checklist.

Section: Training and Induction/Qualifications

- Ensure that all employees (new and existing) have received a copy of the Induction Booklet and have signed the Induction Checklist (6.1) to acknowledge an understanding. Copies are to be filed in the HR files.
- Ensure that all employees (new and existing) have completed the applicable Safe Work Procedures. A signed copy is to be filed in the HR files.
- Ensure all employees with required qualifications (e.g. forklift licenses, drivers licenses, etc) are documented on the Competency Register (Form 7.1 & Form 7.2) and diarise when licenses are due for renewal.

Section: Audit

- Ensure that all plant and equipment (e.g. grinders, drills, etc) have applicable Safe Work Procedures (SWP). A copy is to be printed and placed where the plant and equipment is located.

Section: Incident and Investigation

- Advise all staff of the Incident Report Form (Form 8.1) and where to find it
- If an incident occurs ensure the Incident Report Form is completed, the Investigation Report Form (Form 8.2) completed and the Incident Register for tracking.

Section: Consultation

- Arrange for a safety meeting. It could be incorporated into an existing team meeting.
- Print out the Record of Safety Meeting (Form 10.1) and complete it in the meeting. Display the minutes on the staff noticeboard for easy reference. Ensure that employees are asked about any opportunities for improvement (doesn't just have to be safety related).

Section: Emergency Procedures

- Arrange for an evacuation drill. This is to ensure everyone knows where to evacuate to (e.g. muster point, etc).

Section: Workstation Setups

- Print out the Workstation Assessment Form (Form 18.1) one for each employee. Ask them each to complete to ensure they have their workstations setup correctly.

Section: Opportunities for Improvement

- When an incident occurs, the investigation may uncover deficiencies within the system which is then recorded as an opportunity for improvement. This may also occur after an internal audit. If this is the case the CAPAR Form 13.2 is to be completed.

Section: Subcontractor Management

- Any subcontractors who perform work for the company are to complete the Subcontractor Assessment Form (Form 40.1). This will confirm that they have adequate safety systems in place. This has to be completed each year.

CONTINUAL SYSTEM REVIEW

The success of the System depends on the commitment from all levels within your business, particularly the leadership of management.

- Ensure that you regularly review your System to check it remains up-to-date, relevant to your business activities and continues to be improved.
- Using the Health and Safety Review Checklist, the Health and Safety Plan form (Form 1.2) is then completed in conjunction with the Objectives Matrix (Form 4.1).
- The health and safety plan are to be communicated to all workers in the next team meeting.

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