

# Work Health & Safety Office Checklist

## *a self assessment of WHS in your Landcare office*

Below is a 2-minute checklist to see how your Landcare workplace fares in terms of Work Health and Safety. It outlines the basic Work Health and Safety standards which are required in your Landcare office. If your organisation answers 'no' for any of the of the below statements, timely corrective action should be a high priority.

Yes	No	
		There is a formal Work Health and Safety Policy, signed by Senior Management that is displayed in the workplace.
		WHS roles and responsibilities have been allocated, documented and communicated to all employees.
		There is a formal process for risk management which includes: <ul style="list-style-type: none"> <li>• The identification of hazards;</li> <li>• Assessment of the risk of those hazards, and;</li> <li>• Control measures for eliminating or reducing those risks</li> </ul>
		All hazards have been identified in the workplace and action has been taken to control risks.
		There are processes in place for identifying and assessing legal and other requirements (such as industry standards) relating to WHS hazards / risks associated with business activities.
		There is a formal induction process, which provides information on company WHS policies and procedures, as well as the hazards specific to the business / job role.
		Job Safety Analysis (JSA) or Safe Work Procedures have been developed for work activities, and compliance with these is monitored.
		Training needs have been identified (including internally and externally provided training), and a training program has been established to ensure that all identified certificates and qualifications is tracked (if applicable).
		Employees are regularly consulted regarding safety matters, through forums such as staff / committee meetings.
		An inspection, services and maintenance program exists for plant and equipment to ensure that it is in safe operating condition.
		Near misses, incidents and injuries are reported, recorded and investigated.
		Adequate first aid facilities are provided and maintained, and there is a suitable number of first aid trained staff with current first aid qualifications.
		Possible emergency situations have been identified, and an emergency evacuation plan and procedure has been developed and is displayed in the workplace.
		An injury management system has been established, which outlines the steps to be taken in the event of a workplace injury.
		A person responsible for injury management and workers compensation has been nominated.

Landcare in a Box: an initiative of the National Landcare Network, resourced by Landcare NSW and funded originally by NSW DPI.

