



# Serious about safe business?

## Serious about safe business?

- Confused about your safety obligations?
- Not sure if you comply?
- Want to make your workplace safer?
- Not sure where to start?

WorkCover is making safety easier for you – use the 'Compliance at a glance' checklist to see how your workplace rates and what you need to do to improve.

# Compliance at a glance how do you rate?

1. Tick the boxes that most apply to you.

Management commitment	Consultation	Safe work procedures	Training and supervision	Reporting safety	Workers compensation and return to work	Rating
<input type="checkbox"/> Managers and worker safety responsibilities clearly understood and acted upon. <input type="checkbox"/> Time and money allocated to meet safety responsibilities. <input type="checkbox"/> Manager(s) promote safety as a high priority. <input type="checkbox"/> Manager(s) involved in all safety initiatives. <input type="checkbox"/> Manager(s) leading by example.	<input type="checkbox"/> Agreed consultation arrangements are used to discuss safety issues and are working effectively. <input type="checkbox"/> Workers involved in safety decisions and developing procedures. <input type="checkbox"/> The views of workers are valued and taken into account. <input type="checkbox"/> The business consults, cooperates and coordinates with other businesses where duties are shared.	<input type="checkbox"/> All tasks with safety risks have been identified. <input type="checkbox"/> Safe work procedures developed and implemented for these tasks. <input type="checkbox"/> Workers involved in developing safe work procedures. <input type="checkbox"/> Procedures followed in day-to-day operations. <input type="checkbox"/> Safe work procedures are reviewed.	<input type="checkbox"/> All workers inducted. <input type="checkbox"/> Workers trained in safe work procedures before commencing tasks. <input type="checkbox"/> Workers understand procedures and demonstrate they can do the tasks safely. <input type="checkbox"/> Workers are supervised to ensure safe work procedures are followed.	<input type="checkbox"/> Procedures for reporting safety issues and incidents are implemented. <input type="checkbox"/> Safety issues and incidents are reported and acted upon. <input type="checkbox"/> WorkCover is notified of serious incidents or fatalities. <input type="checkbox"/> Safe work procedures and training reviewed following incident reports.	<input type="checkbox"/> Workers compensation insurance policy is current and reflects the nature of the business. <input type="checkbox"/> Workers use an injury reporting system and are provided with information about return to work plans and policies. <input type="checkbox"/> Return to work plans are developed and put in place for injured workers to assist them to return to work as quickly as possible. <input type="checkbox"/> Managers maintain regular contact with injured workers to ensure expectations are set and information shared. <input type="checkbox"/> Workers are given suitable employment if they have the capacity to work. <input type="checkbox"/> All injuries are reported to the insurance company within 48 hours.	<p>Each tick in the green zone means you are more likely to be compliant.</p> <p><b>MONITOR AND REVIEW TO CONTINUALLY IMPROVE.</b></p>
<input type="checkbox"/> Safety responsibilities identified but not understood or operating effectively. <input type="checkbox"/> Insufficient time and money allocated to meet safety responsibilities. <input type="checkbox"/> Limited involvement of manager(s) in safety initiatives. <input type="checkbox"/> Safety not always a priority. <input type="checkbox"/> Manager(s) do not always lead by example.	<input type="checkbox"/> Consultation arrangement in place but not working effectively. <input type="checkbox"/> Workers not always involved in safety decisions and developing procedures. <input type="checkbox"/> Workers views not always valued or taken into account. <input type="checkbox"/> Other businesses not always consulted where duties are shared.	<input type="checkbox"/> Only some tasks with safety risks have been identified and controlled. <input type="checkbox"/> Limited development and implementation of safe work procedures. <input type="checkbox"/> Limited involvement of workers in developing safe work procedures. <input type="checkbox"/> Procedures developed but not always followed in day-to-day operations. <input type="checkbox"/> Safe work procedures not reviewed.	<input type="checkbox"/> Induction and training in safe work procedures incomplete or inconsistently applied. <input type="checkbox"/> Some workers not able to demonstrate they can do the tasks safely. <input type="checkbox"/> Supervision does not always result in safe work procedures being followed.	<input type="checkbox"/> Reporting procedures developed but not always followed. <input type="checkbox"/> Some incidents reported, but follow-up action limited. <input type="checkbox"/> Safe work procedures and training not always reviewed following an incident report.	<input type="checkbox"/> Workers compensation insurance policy does not accurately reflect nature of business, number of workers and total wages. <input type="checkbox"/> Workers given some information about return to work plans and policies and injury reporting systems. <input type="checkbox"/> Return to work plans are not effective in getting injured workers to return to work as quickly as possible. <input type="checkbox"/> Managers have irregular contact with injured workers and do not set clear expectations or share information. <input type="checkbox"/> Limited thought given to suitable duties for injured workers. <input type="checkbox"/> Not all injuries reported to insurance company within required time.	<p>Each tick in the orange zone means that you are increasing your level of compliance but you still have work to do.</p> <p><b>BUT YOU STILL HAVE WORK TO DO.</b></p>
<input type="checkbox"/> No clear understanding of safety responsibilities. <input type="checkbox"/> No time or money allocated to meet safety responsibilities. <input type="checkbox"/> Safety not a priority. <input type="checkbox"/> No safety initiatives. <input type="checkbox"/> Manager(s) set a poor safety example.	<input type="checkbox"/> No consultation arrangement in place. <input type="checkbox"/> No involvement of workers in safety issues. <input type="checkbox"/> Workers views not valued. <input type="checkbox"/> Other businesses not consulted when duties are shared.	<input type="checkbox"/> Tasks with safety risks not identified. <input type="checkbox"/> No safe work procedures developed. <input type="checkbox"/> Responsibility for doing tasks safely left to workers.	<input type="checkbox"/> Workers not inducted. <input type="checkbox"/> No safety training provided. <input type="checkbox"/> Workers not made aware of safety issues. <input type="checkbox"/> Ability of workers to do tasks safely is not checked. <input type="checkbox"/> No safety supervision.	<input type="checkbox"/> No reporting procedures. <input type="checkbox"/> Incidents not reported. <input type="checkbox"/> No review of work practices following an incident.	<input type="checkbox"/> No workers compensation insurance policy. <input type="checkbox"/> Workers not provided with information about return to work policies or injury reporting systems. <input type="checkbox"/> No return to work programs or plans. <input type="checkbox"/> Managers do not have contact with injured workers. <input type="checkbox"/> No thought given to suitable duties for injured workers. <input type="checkbox"/> Injuries not reported to insurance company.	<p>Each tick in the red zone means you are less likely to be compliant. These areas need to be addressed immediately.</p> <p><b>ADDRESS THESE AREAS IMMEDIATELY.</b></p>

2. How did you rate? There are a range of products and services that can help you improve.

3. For further advice, see overleaf.

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## Where can I get more assistance?

- **Get advice and guidance material from [workcover.nsw.gov.au](http://workcover.nsw.gov.au)**  
Take advantage of a range of information, publications, services and initiatives.
- **Visit a WorkCover office**  
WorkCover's head office is in Gosford and there are regional offices throughout NSW.
- **Ask for free workplace assistance**  
Invite a WorkCover officer to visit your workplace and assist you with a safety assessment and action plan.
- **Phone 13 10 50**  
Speak with our Customer Service Centre.
- **Contact your workers compensation insurer**  
Ask your insurer for advice on risk reduction procedures.
- **Contact your industry association**  
Professional associations within your industry can provide invaluable information.

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### Disclaimer

This publication may contain work health and safety and workers compensation information. It may include some of your obligations under the various legislations that WorkCover NSW administers. To ensure you comply with your legal obligations you must refer to the appropriate legislation.

Information on the latest laws can be checked by visiting the NSW legislation website [legislation.nsw.gov.au](http://legislation.nsw.gov.au)

This publication does not represent a comprehensive statement of the law as it applies to particular problems or to individuals or as a substitute for legal advice. You should seek independent legal advice if you need assistance on the application of the law to your situation.

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