



# Safety Checklist

## Introduction

The aim of this safety checklist is to allow executives, managers and supervisors to quickly assess their Workplace Health and Safety status to determine if urgent or immediate action is required to reduce risk and mitigate liability. It is not a replacement for an audit but serves as a quick reference tool.

### HOW TO USE THIS SAFETY CHECKLIST

1. Answer each audit question with a 'yes' or 'no'. Mark the answer with a 'no' if you are unable to answer the question. If the question does not apply to your area, draw a line through the yes/no answers.
2. Record the action required to each 'no' response in the space provided on the last page and assign actions to personnel.
3. Track the actions to ensure all actions are completed.
4. Prepare a summary for your safety committee
5. Once all actions are completed, and at least annually, re-administer the checklist tool to track the progress of your workplace health and safety program.

#### Details of Initial Check

Div/Faculty/Work area

.....

Name.....

Date.....

#### Details of Final Check

Name.....

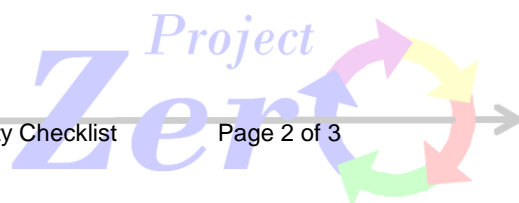
Date.....

Signature.....



USQSafe  
Executive Safety  
Checklist

Question	(circle response)	
1. Is the USQ Workplace Health and Safety policy displayed in a prominent place in your workplace?	Yes	No
2. Have you identified someone to manage Health and safety in your area?	Yes	No
3. Do you and your staff use risk management processes for activities, hazards, purchasing new equipment, events, etc?	Yes	No
4. Have all staff in your area completed a safety induction within the past 12 months (including casuals, part time, exam markers, visiting lecturers)?	Yes	No
<i>Tip: The easiest way to comply with this requirement is to direct staff to complete the <a href="#">online safety induction training</a>.</i>		
5. Are all contractors employed by your faculty/division/section properly inducted and supervised?	Yes	No
<i>Tip: Contractors must be treated as staff and supervised accordingly. If a contractor has an accident your liability for prosecution will essentially be the same as if a staff member had the accident. <a href="#">Contractor procedures</a> are available online at <a href="http://policy.usq.edu.au/documents.php?id=13287PL">http://policy.usq.edu.au/documents.php?id=13287PL</a></i>		
6. Are all incidents and hazards in your workplace reported using UniHIRTS?	Yes	No
<i>Tip: <a href="#">UniHIRTS</a> is the University's online reporting system. As managers and supervisors you should have visibility of and comment on all reports from your area.</i>		
7. Do you and your managers and supervisors know and understand your responsibilities in regards to injury and illness management?	Yes	No
8. Have all your staff received evacuation training and participated in an evacuation drill in the past 12 months?	Yes	No
9. Do you have safety committee meetings at least every three months or include safety as an agenda item in at least 4 meetings a year?	Yes	No
10. Have your staff been trained to use all the equipment necessary for their job and do you keep a record of that training?	Yes	No
11. Do you actively encourage and champion the USQ wellbeing program, <a href="#">Fit &amp; Well</a> ?	Yes	No
12. Are hazard inspections and audits conducted regularly in your workplace?	Yes	No



## Action Plan for Safety Checklist

(Record the action required to address each "no" response in the space provided)

**ACTION**

**BY WHOM**

**DATE FOR COMPLETION**

**ACTION**

**BY WHOM**

**DATE FOR COMPLETION**

**ACTION**

**BY WHOM**

**DATE FOR COMPLETION**

**ACTION**

**BY WHOM**

**DATE FOR COMPLETION**

**ACTION**

**BY WHOM**

**DATE FOR COMPLETION**

Remarks

