

Supervisor and Employee Self-Assessment Tool

Employer/Manager		
Action	Yes	No
<p>Information</p> <p>Do you have the skills and knowledge to:</p> <ul style="list-style-type: none"> ➤ explain the following to employees: <ul style="list-style-type: none"> ❖ relevant health and safety legislation and codes of practice ❖ the organisation's health and safety policy and procedures <p>information about hazards identified and the results of risk assessment and control procedures</p>		
<p>Consultation</p> <p>Do you have the skills and knowledge to:</p> <ul style="list-style-type: none"> ➤ ensure that all members of the work group are consulted on health and safety issues and can contribute their ideas ➤ deal with and resolve any health and safety issues raised ➤ keep the work group informed about what is happening as a result 		
<p>Identifying hazards</p> <p>Do you have the skills and knowledge to:</p> <ul style="list-style-type: none"> ➤ identify and report hazards in the work area 		
<p>Hazardous events</p> <p>Do you have the skills and knowledge to:</p> <ul style="list-style-type: none"> ➤ make sure workplace procedures for dealing with hazardous events are followed ➤ investigate hazardous events and identify their cause ➤ put in place control measures to prevent recurrence of the hazard and minimise risk (if this falls within the responsibility of the supervisor) 		
<p>Record keeping</p> <p>Do you have the skills and knowledge to:</p> <ul style="list-style-type: none"> ➤ fill in all required health and safety records accurately and legibly ➤ use information from these records to identify hazards and monitor risk control procedures in the work area 		
<p>Training</p> <p>Do you have the skills and knowledge to:</p> <ul style="list-style-type: none"> ➤ identify the health and safety training needs of the work group ➤ make arrangements to provide training both on and off the job 		

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Why should you train your staff in Workplace Health and Safety (WHS)? Isn't it just an additional cost? Training your staff in workplace health and safety has numerous benefits for both you, your business and the individual employees and will assist establishing a positive WHS culture.

The benefits of Workplace Health and Safety training can have a positive impact on any business, no matter how large or small:

1. **Best practice** –stresses the importance best work methods and procedures, whilst communicating to all staff the commitment the business has in regard to high performance standards.
2. **Compliance** –training will educate staff in industrial and enterprise agreements and ensures compliance with all awards and agreements.
3. **Increase productivity** – training increases the quality of work produced and increases the efficiency in which the task is completed. Less time spent on resolving mistakes, and increased time on the job at hand.
4. **Reduction of costs** – work-related injuries or accidents impacts cost to business on the overall costs associated with illness, death, damage to equipment, higher insurance premiums, staff turnover, and delays in the delivery of products and service.
5. **Risk management** – training contributes to the process of identifying, understanding and eliminating risks within the workplace.

WHS training also has an impact on individuals within the workplace.

- I. **Responsibility** – individuals within the organisation understand that they have a responsibility for others within the business and, therefore, they aim to achieve a safe and healthy workplace.
- II. **Role clarified** – training allows workforce to clearly identify their role and what their responsibility is in relation to their job, and carrying out specific responsibilities under the organisation's health and safety policy

Overall, WHS training for all levels of a business, no matter its size, increases productivity, decreases risks, and overall illustrates to staff what their responsibility is within the business, providing them with a purpose and goal.