

# Employer / Manager Self-Assessment Tool

Employer/Manager		
Action	Yes	No
<b>Information and Policy</b> Do you have the skills and knowledge to: <ul style="list-style-type: none"> <li>➤ develop health and safety policies and procedures</li> <li>➤ define health and safety responsibilities and duties and include these in job descriptions and duty statements for all relevant positions</li> <li>➤ identify the financial and human resources needed for managing health and safety</li> <li>➤ provide information on your health and safety system and procedures to all people who work in your organisation</li> </ul>		
<b>Consultation</b> Do you have the skills and knowledge to: <ul style="list-style-type: none"> <li>➤ establish ways for all employees, including those from non-English speaking backgrounds, to be consulted about health and safety matters</li> <li>➤ deal with and resolve matters raised during consultation</li> <li>➤ explain the outcomes of participation and consultation to all those who work for you</li> </ul>		
<b>Identifying hazards</b> Do you have the skills and knowledge to: <ul style="list-style-type: none"> <li>➤ develop procedures to identify hazards identify hazards monitor work activities to ensure that these procedures are being followed</li> <li>take steps to ensure that a new hazard is not created</li> </ul>		
<b>Assessing risks</b> Do you have the skills and knowledge to: <ul style="list-style-type: none"> <li>➤ develop procedures for assessing risks assess risks presented by hazards identified</li> <li>monitor work activities to ensure that these procedures are being followed</li> </ul>		
<b>Controlling risks</b> Do you have the skills and knowledge to: <ul style="list-style-type: none"> <li>➤ develop ways to control risks put in place interim ways to control risks</li> <li>➤ if immediate solutions are not possible develop a procedure for ongoing control of risks</li> <li>➤ monitor activities to ensure that risk control procedures are being followed</li> <li>identify any inadequacies in existing risk control measures</li> </ul>		
<b>Hazardous events</b> Do you have the skills and knowledge to: <ul style="list-style-type: none"> <li>➤ identify potential hazardous events</li> <li>➤ develop procedures to control the risks associated with hazardous events</li> <li>provide information and training to all employees on how to respond to a hazardous event</li> </ul>		
<b>Training</b> Do you have the skills and knowledge to: <ul style="list-style-type: none"> <li>➤ develop a training program to meet employees' training needs</li> <li>ensure that all employees have access to health and safety training</li> </ul>		
<b>Record keeping</b> Do you have the skills and knowledge to: <ul style="list-style-type: none"> <li>➤ establish a system for keeping health and safety records and training records so that any patterns of injury and disease can be monitored</li> </ul>		

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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.