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Your Safety Matters

This information letter is distributed to those people who ensure their workplace is safe and healthy. This includes members of OHS Committees, OHS Representatives, Safety Officers, Supervisors, Managers and Directors. "Your Safety Matters" is the new title for "Committee Member" - a free information letter which has been distributed since 1996.

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Information Instruction Training & Supervision



An important step in ensuring the health and safety of employees is to provide all of the information, instruction, training and supervision that is necessary to ensure their health and safety (see section 8(1) (d) of the OHS Act 2000).

So how confident are you that this step is fully kept in in your workplace? The following checklist may help to identify any shortcomings;

- Do trained and competent persons;
 - regularly check for and identify hazards?
 - assess the risks of all hazards?
 - determine how to eliminate or control the risks?
 - eliminate or control the risks and keep any controls in place?
 - regularly monitor and review risk assessments and control measures?

- Are new employees informed and trained;
 - on how occupational health and safety is managed in your workplace?
 - on the health and safety procedures relevant to them?
 - on how to get health and safety information relevant to their activity?

- Do all employees;
 - know the risks they may be exposed to and have they been given the information, instruction, training and supervision that will ensure their health and safety?
 - apply the knowledge and skills they have to ensure their safety and the safety of others?

- Have all supervisors/managers been trained in how to ensure the health and safety of employees?

- Do supervisors/managers effectively ensure the health and safety of employees?

- Check in the index of the OHS Regulation 2001 under "information", "instruction & training" and "supervision". There are various clauses under these subject headings. Are the requirements in the clauses that are relevant to your workplace in place and kept in?



Actions needed.....
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