

QUICK SAFETY QUIZ for small business

General workplace duties

Managing risks

Identifying the hazard, conducting risk assessments and providing appropriate control measures to manage risks are necessary for any workplace to have satisfactory workplace safety and health and practice.

1. Have you identified hazards which may cause harm, injury, or ill health to a person in your workplace?
 Yes:
 No: [How can I identify hazards?](#)
2. Is the hazard identification in (1) being done regularly or conducted after any changes in your workplace (ie. work process, machinery, equipment, or hazardous substances) occurred?
 Yes:
 No: [I want more information on hazard identification](#)
3. Have you documented the hazards in your workplace?
 Yes:
 No: [What documents are available to assist me?](#)
4. Have you assessed the risk level of the hazards?
 Yes:
 No: [How do I conduct a risk assessment?](#)
5. Have you documented your risk assessment?
 Yes:
 No: [I need a sample form](#)
6. Have actions been taken to eliminate or minimise the hazards and risks documented?
 Yes:
 No: [What strategies can assist me?](#)

If you have ticked 'Yes' to all of the above questions, you are well on your way to meeting the minimum requirements in these areas. The links provided on the 'No' answers will assist you to meet the minimum requirements under regulation 3.1 of the Occupational Safety and Health Regulations 1996 (the OSH regulations).



Chemical safety

Businesses must:

- have a material safety data sheet for the hazardous products they use (regulation 5.11);
- label the hazardous products, or make sure the original label is in place (regulation 5.12);
- keep a hazardous substance register (regulation 5.13);
- provide information and training to staff (regulation 5.21); and
- ensure hazardous chemicals are used safely (regulation 5.20).

7. Is there an up-to-date list of all hazardous substances used or stored?

Yes:

No: [What is my responsibility?](#)
[How do I keep the hazardous substance register?](#)

8. Do you have information about these hazardous substances (eg. a material safety data sheet) which is available to workers?

Yes:

No: [What is an MSDS?](#)

9. Do all hazardous products which are in original containers have manufacturers' labels?

Yes:

No: [What are the requirements for labelling a hazardous substance?](#)

10. Are all decanted containers labelled with name, risk and safety phrases?

Yes:

No: I need more information on [labelling workplace substances](#)

11. Have all employees received training and information on the safe use, handling, transport and storage of all hazardous substances.

Yes:

No: Where can I find a [training template](#) to record my training activity?

12. Are all hazardous products being used safely?

Yes:

No: [I need a tool to achieve the safe use of hazardous products](#)

Most small businesses deal with hazardous substances on a daily basis. These substances include chemicals for day-to-day use such as cleaning products, solvents, degreasers, inks, oils, acids, pesticides. Answering 'Yes' to questions (7) to (12) indicates that you are on the right track to compliance.

Emergency procedures

The employer, main contractor, self-employed person or person having control of the workplace must ensure that:

- there is an evacuation procedure in place and staff have been trained on what to do in an emergency (regulation 3.10); and
- portable fire extinguishers are located and distributed at the workplace (regulation 3.9).

13. Do you have any written plans of what to do in an emergency?

- Yes:
 No: [I need further information on emergency planning](#)

14. Have workers been trained on what to do in an emergency?

- Yes:
 No: [I need more information on my obligation to provide training](#)

15. Are appropriate fire extinguishers located in the workplace?

- Yes:
 No: [What is my obligation?](#)
To find out about what is appropriate, refer to [Portable Fire Extinguisher Guide \(DFES\)](#)

If you have ticked 'Yes' to all of the above questions, you are likely to meet the minimum requirements of the law. Follow the links provided on the 'No' answers for more information to achieve compliance.

Workplace facilities

Regulation 3.12 requires an employer to provide first aid facilities in the workplace and ensure that a person trained in first aid will be available to give assistance.

It is a minimum requirement under the OSH regulations 3.16 and 3.20 that workers have access to clean drinking water and other necessary facilities such as toilet and eating and resting areas.

16. Have you made first aid facilities available to all workers?

- Yes:
- No: [I need more information about first aid](#)
[What are the standards?](#)

17. Has someone in your workplace been trained to provide first aid?

- Yes:
- No: [Where can I find a training provider?](#)

18. Have you provided workers with access to clean drinking water, suitable toilet and suitable hand washing facilities?

- Yes:
- No: [What is my obligation?](#)

Workplace must ensure that there is availability of the first aid and basic workplace facilities.

If you have answered 'Yes' to all of the above questions, you are likely to meet your minimum obligations. Answering 'No' on any question indicates that further steps need to be taken to achieve compliance.

Consultation

An employer must consult and cooperate with their employees about safety and health at the workplace, under the general duty of care provision, section 19(1) (c) of the *Occupational Safety and Health Act 1984* (the OSH Act).

The general duty to consult has extended to the contractual arrangement, such as, between a principal contractor and contractors; and an employer and labour hires under section 23D of the OSH Act.

19. Do you consult with your workers on issues that may affect their safety and health?

- Yes:
- No: [I need more information on consultation](#)

20. Do you have established processes for workers to raise safety and health issues? This could be done informally such as via toolbox meeting or allocating a dedicated time to discuss the issues with workers.

- Yes:
- No: [How can I achieve this?](#)

21. When using contractors to provide a service on your behalf, do you discuss safety and health issues prior to them starting work?

- Yes:
- No: [I need more information on engaging an independent contractor.](#)

22. Can you provide evidence of the discussion or consultation in (21) being done? This could be a documented risk assessment or job safety analysis.

- Yes:
- No: [What is job safety analysis?](#)

Small business must work together with their workers (including contractors and labour hires) to identify and resolve safety and health issues

If you have answered 'Yes' to questions (19) and (20), it indicates that you are likely to meet your minimum obligations. Answering 'No' on questions (21) and (22) where they are relevant to your business indicates that further steps need to be actioned for good workplace safety and health practices.

Training and information

Section 19.1(b) of the OSH Act, states the requirement to providing training. For example:

- induction training must be provided to all new workers and those who are within your duty of care, such as any contractors that work with you and any visitors if you think they might be potentially harmed at your work environment;
- additional training is provided when there are any changes in the process, procedure or machinery; and
- training to perform specific tasks.

23. Have all workers received adequate induction training?

- Yes:
 No: [I need induction training checklist](#)

24. Has training been given to workers when they are asked to perform a specific task? (i.e. forklift, manual handling, first aid training)

- Yes:
 No: [I need to know my business training needs](#)

25. Do all workers receive training when there are any changes at the workplace? (ie, new machinery and new process)

- Yes:
 No: [I need to find out more](#)

26. Do workers hold current high risk work licences and training certificates required under legislation? (eg, white card, forklift, and dogging licence)

- Yes:
 No: [I need more information about certification.](#)

27. Do you keep all workers up to date on safety and health issues and discussion?

- Yes:
 No: [Subscribe to WorkSafe newsletters](#) for up-to-date information on safety issues

If you have answered 'Yes' to the above questions (if they are relevant to the business) you are likely to meet your minimum obligations. Follow the links on the 'No' answers to learn more about your obligations and how to achieve them.

Monitor and review

A small business should conduct a regular safety inspection aiming at identifying aspects of the working environment and work tasks that could contribute to injury/damage.

A safety audit will help evaluate your current occupational safety and health system.

28. Do you keep a record of injuries, incidents and near misses of your workplace?

- Yes
- No: [I need more information](#)

29. Has a system been introduced to effectively report hazards?

- Yes:
- No: where can I find a [sample form](#) to report an accident/ incident?

30. Do you carry out regular safety inspections of your workplace?

- Yes:
- No: I want to learn more about [safety inspections](#)

31. Has a safety audit been conducted by an independent osh consultant within the past years?

- Yes:
- No: I need more information on an [independent safety audit](#)

Monitoring and reviewing your safety and health system is essential for any small business to maintain a healthy and safe working environment.

If you have answered 'Yes' to the above questions, (if they are relevant to the business), you are likely to meet your minimum obligations. Follow the links on the 'No' answers to learn more about your obligations and how to achieve them.

Although it is not compulsory for a small business to have a safety audit conducted by an independent osh professional as indicated on question (31), the procedure displays an important message that you are strongly committed to workplace safety and health.

A10563211