



# EXECUTIVE OR WHS COMMITTEE SURVEY

Work Health and Safety Directorate

	Yes	No	Needs Revising	Don't Know
We give safety a high priority				
We spend more time preventing incidents than reacting to them				
We demonstrate a commitment to safety through example				
We have a timetable for reviewing safe working procedures				
We ensure that everyone understands their safety responsibilities				
We keep training records for all employees				
We ensure all new employees and others undertaking work receive safety induction training				
We identify hazards and develop risk management plans				
Risk management records such as workplace inspections and hazard reports with corrective action are maintained				
We review risk management plans if there is an incident to which the risk management plan relates				
We have a process for employees and others undertaking work to identify hazards				
All incidents are reported on the Hotline <b>1800 811 523</b>				
We investigate all incidents of near-misses, accident or injuries				
We have a periodic review of the Register of Injuries for employees, others undertaking work and students				
We keep records on the number of days lost through workplace injuries/illnesses				
We consult with employees and others undertaking work on WHS issues				
We value the views of employees and others undertaking work on WHS issues				
We counsel employees and others undertaking work that do not follow safety procedures				
We take action when employees and others undertaking work raise safety concerns				
We keep records to ensure machine guards or other equipment have been regularly checked or inspected				
We keep records to ensure students know how to use machines and equipment safely				
Hazardous substances are stored, labelled and disposed of correctly				
Clean Personal Protective Equipment (PPE) is provided				
Employees and others undertaking work have been trained in correct use of PPE				
Areas requiring PPE are clearly marked with appropriate signage				
A Chemical Register is maintained and up to date				
Material Safety Data Sheets (MSDS) are current and readily accessible to all staff				
Emergency evacuation procedures are displayed in every room				



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We revise and practice all emergency evacuation procedures				
We ensure First Aid kits are checked and replenished regularly				
We ensure First Aid procedures are communicated to employees, others undertaking work and students				
The major risks in our school/ workplace are:				
We can improve safety in our workplace by:				