



HEALTH AND SAFETY LEADERSHIP CHECKLIST

PURPOSE

To raise awareness of board responsibilities regarding OHS.

1. What do you do to ensure appropriate board-level reviews of health and safety?
2. How are you ensuring all staff – including the board – are sufficiently trained and competent in their health and safety responsibilities?
3. How confident are you that your workforce, particularly safety representatives, are consulted properly on health and safety matters, and that their concerns are reaching the appropriate level including, as necessary, the board?
4. What systems are in place to ensure your organisation’s risks are assessed, and that sensible control measures are established and maintained?
5. How well do you know what is happening on the ground, and what audits or assessments are undertaken to inform you about what your organisation and contractors actually do?
6. What information does the board receive regularly about health and safety – e.g., performance data and reports on injuries and work-related ill-health?
7. What targets have you set to improve health and safety and do you benchmark your performance against others in your sector or beyond?
8. Where changes in working arrangements have significant implications for health and safety, how are these brought to the attention of the board?
9. Have you familiarised yourself with your legal obligations relating to workplace safety?
10. Have you developed a company health and safety policy?
11. Do you have an incident reporting system in place?
12. Do you have a follow-up action plan for when something does happen?
13. Do you know what the most common accidents and incidents are in your industry?
14. Does your organisation have and keep up-to-date safe work policies, instructions and procedures?
15. Does your organisation provide the same protections to its volunteers as to its paid workers?

SOURCES

- > [UK Health and Safety Commission](#)
- > [Safe Work Australia Small Business Toolkit: OH&S Checklist](#)

REFERENCE

- > Fishel, D, *The Book of the Board*, Federation Press, Sydney, NSW (2003; 3rd edn. 2014)

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