national safe work month
October

BE A SAFETY CHAMPION

CHECKLIST

Anyone can be a safety champion and promote best practice work health and safety initiatives at work.

Start by assessing what you are already doing to lead work health and safety at your workplace

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☐ **DO YOU KNOW YOUR RESPONSIBILITIES TO BUILD A SAFE AND HEALTHY WORKPLACE?**

- Regulations and rules can vary between states and territories.
- Check with your local regulator for information specific to your state.

☐ **DO YOU KNOW YOUR WORK HEALTH AND SAFETY DUTIES AT WORK?**

- At work we are all responsible for our own health and safety.
- Some Officers and Persons Conducting a Business or Undertaking have responsibilities to ensure workers and others are not at risk.

☐ **ARE YOU AWARE OF ANY HAZARDS AT YOUR WORK?**

- A hazard is a situation or thing that can potentially cause harm.
- At work, they can include: noisy machinery, a moving forklift, chemicals, electricity, working at heights, a repetitive job and bullying and violence.

☐ **DO YOU KNOW THE RISKS AT YOUR WORKPLACE?**

- A risk is a possibility that physical or psychological harm (death, injury or illness) may occur when exposed to a hazard.

☐ **DO YOU KNOW THE HAZARDS AND RISKS SPECIFIC TO YOUR INDUSTRY AND BUSINESS?**

- Every industry and business in Australia has different hazards and risks specific to the nature of the work and environment that could cause work-related physical and psychological harm.
- Safe Work Australia's safety by industry and business information can help you understand the hazards and risks at your workplace.

☐ **DO YOU CONSIDER HEALTH AND SAFETY ISSUES WHEN PLANNING AND DESIGNING WORK?**

- By careful planning and thinking about the work, work systems, physical work environment and workers, you can eliminate hazards and manage risks.

☐ **HAVE YOU OR YOUR WORKERS BEEN IMPACTED BY A WORK-RELATED INJURY OR ILLNESS AND PLANNED A RETURN TO WORK?**

- It is important to consider what assistance and communication can be provided for injured workers to support their recovery when returning to work.

☐ **DO YOU KNOW WHAT RESOURCES ARE AVAILABLE FOR MIGRANT OR FOREIGN WORKERS?**

- Safe Work Australia has published an information sheet in 22 languages about working safely in Australia.
- Check with your local regulator for information specific to your state.

☐ **DO YOU KNOW WHERE TO REPORT A WORK HEALTH AND SAFETY INCIDENT?**

- Contact the work health and safety authority in your jurisdiction to report an incident or discuss steps you can take to make your workplace safer.

We all have a duty and responsibility to build a safe and healthy workplace
Find out more at safeworkaustralia.gov.au/national-safe-work-month/safety-champion-info