



Company name:

Health and Safety Supervisor/Manager:

Start date:

End date:

The following health and safety objectives have been completed/reviewed:

1. Policy and Procedures read and signed by management:

Started In Progress Completed

Date:

Reviewed

Comments: What needs to be done to complete this objective and who is responsible?

2. Policy and Procedures read and acknowledged by all staff:

Started In Progress Completed

Date:

Reviewed

Comments: What needs to be done to complete this objective and who is responsible?

3. Health and Safety Committee formed with representation from workers and management:

Started In Progress Completed

Date:

Reviewed

Comments: What needs to be done to complete this objective and who is responsible?

4. All workers (employees and regular contractors) have been formally inducted to the workplace using the Workplace Induction Checklist:

Started In Progress Completed

Date:

Reviewed

Comments: What needs to be done to complete this objective and who is responsible?

5. **An Event Register has been put in place and workers have been briefed on reporting requirements:**

Started In Progress Completed

Date:

Reviewed

Comments: What needs to be done to complete this objective and who is responsible?

6. **Relevant and appropriate health and safety training for workers has been identified and completed (eg office ergonomics, stress management, bullying, manual handling etc):**

Started In Progress Completed

Date:

Reviewed

Comments: What needs to be done to complete this objective and who is responsible?

7. **A Health and Safety Training Plan and Register has been completed/updated for each worker:**

Started In Progress Completed

Date:

Reviewed

Comments: What needs to be done to complete this objective and who is responsible?

8. **Visitor induction process is in place using the Visitor Induction Register:**

Started In Progress Completed

Date:

Reviewed

Comments: What needs to be done to complete this objective and who is responsible?

9. **Workplace review process is in place, with quarterly reviews underway using the Workplace Review Checklist:**

Started In Progress Completed

Date:

Reviewed

Comments: What needs to be done to complete this objective and who is responsible?

10. Workplace engagement and communication is underway involving representation from workers and using the Quarterly Health and Safety Meeting Checklist:

Started In Progress Completed

Date:

Reviewed

Comments: What needs to be done to complete this objective and who is responsible?

11. The building safety requirements have been reviewed and are up to the required standards of the Building Act eg building WOF, evacuation plan, evacuation notices and exit signage etc (this is a building owner responsibility):

Started In Progress Completed

Date:

Reviewed

Comments: What needs to be done to complete this objective and who is responsible?

12. Hazardous substances reviewed (if applicable) checking types, quantities, storage etc. All hazardous substances must be listed on the Hazardous Substances Register:

Started In Progress Completed

Date:

Reviewed

Comments: What needs to be done to complete this objective and who is responsible?

13. First aid equipment and training reviewed (suitable first aid kits, facilities and trained workers available in the workplace):

Started In Progress Completed

Date:

Reviewed

Comments: What needs to be done to complete this objective and who is responsible?



14. Health monitoring requirements have been reviewed and planned for (where appropriate):

Started In Progress Completed

Date:

Reviewed

Comments: What needs to be done to complete this objective and who is responsible?

15. Other

Started In Progress Completed

Date:

Reviewed

Comments: What needs to be done to complete this objective and who is responsible?

16. Other

Started In Progress Completed

Date:

Reviewed

Comments: What needs to be done to complete this objective and who is responsible?

17. Other

Started In Progress Completed

Date:

Reviewed

Comments: What needs to be done to complete this objective and who is responsible?

18. Other

Started In Progress Completed

Date:

Reviewed

Comments: What needs to be done to complete this objective and who is responsible?



19. Other

Started In Progress Completed

Date:

Reviewed

Comments: What needs to be done to complete this objective and who is responsible?

20. Other

Started In Progress Completed

Date:

Reviewed

Comments: What needs to be done to complete this objective and who is responsible?

21. Other

Started In Progress Completed

Date:

Reviewed

Comments: What needs to be done to complete this objective and who is responsible?

22. Other

Started In Progress Completed

Date:

Reviewed

Comments: What needs to be done to complete this objective and who is responsible?

23. Other

Started In Progress Completed

Date:

Reviewed

Comments: What needs to be done to complete this objective and who is responsible?

