



**ARE YOU PROTECTING YOUR RESOURCES,  
or do you have a really good excuse?**

**IT WILL NEVER HAPPEN TO ME.**

*This stuff only applies to the big end of town.*

*I only employ people who know what they are doing.*

**This stuff is just an @\*#% covering exercise.**

**Yeah. We did all this years ago.**

*I'll be right. They don't pick on the little bloke.*

**I'm too busy for this sort of #\$\$@%**

**I can't afford this.**

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**HERE IS THE BOTTOM LINE**

***You can't afford NOT to have this.***



## ARE YOU PROTECTING YOUR RESOURCES

# IT WILL NEVER HAPPEN TO ME

Unfortunately there are many individuals and organisations that take this approach.

They have many reasons for believing this and they will try extremely hard to convince you, and themselves, that they are right, however, they very rarely convince the magistrate when they end up in court.

Excuses like;

We are only a small company. The Legislation doesn't apply to us.

**WRONG**

We only use skilled tradespeople and they know what they are doing so we are exempt.

**WRONG**

I am self employed so I don't need all of this stuff.

**WRONG**

I am the Director. I have hired a Manager who is responsible for all of this.

**WRONG**

The Occupational Health and Safety Act (2000) and the Occupational Health and Safety Regulation (2001) apply to **EVERYONE** who owns or operates a business in NSW. Every state has similar Legislation and even though the wording may be different and some States may be more prescriptive than others, basically they require Employers and Self Employed persons to adopt a Risk Management approach to managing Workplace Health and Safety.

With over 30 years experience in a variety of industries, Dave Chapman can assist you in providing a Safer and More Productive Workplace.

Safety is not something to be scared of as we all practice it every day of our lives. We are all constantly doing things like Risk Assessments without even knowing it.

Imagine how effective your workplace could be if your employees knew the reasoning behind Risk Assessments and how to use them in the workplace.

Even if you have an existing system in place, how long since you conducted an audited to ensure that your documentation has been reviewed, your Material Safety Data Sheets are all current and that your Policies and Procedures reflect any changes to Legislation

Please read the following pages and see how well your business measures up and then let Dave Chapman explain how Discovery Training Pty. Ltd. can assist you in rectifying any identified short-comings in your organisation.



## ARE YOU PROTECTING YOUR RESOURCES?

This short questionnaire on your business has been prepared by Discovery Training Pty. Ltd. to assist you in complying with the NSW Occupational Health and Safety Act and Regulations.

Simply fill out the information box, answer the questions below and if the results identify that your organisation has some gaps in your it's Safety Management System, return the form to Dave Chapman and you have taken the first step in minimising your exposure and ultimately providing a Safer and More Productive workplace .

Business Name	
Principal Contact	
Role Title	
Business Address	
Phone Number	
Facsimile Number	
Mobile Number	
Email Address	
Web Address	

Discovery Training Pty. Ltd. can assist you in minimising your exposure to litigation and possible financial ruin should an incident occur in your workplace.

NSW Legislation basically states that **"every employer must observe a general duty of care towards their employees and others who may be exposed to health and safety risks arising from the conduct of the employer's business undertaking."**

Here are some basic questions to answer in helping you to identify the level of exposure for your business.

	<b>BASIC QUESTIONS ABOUT YOUR BUSINESS</b>	<b>YES</b> ✓	<b>NO</b> ✗
1	Does your company have a Safety Management Plan?		
2	Do you have a written Occupational Health and Safety Policy?		
3	Do you have a system to indentify and assess risk?		
4	Have you defined the roles and responsibilities of your staff and employees?		
5	Does your company have an Environmental Policy?		
6	Have you assessed the risks involved with each task undertaken in your business?		
7	Do you have a system for investigating and reporting accidents and incidences?		
8	Does your company have an Evacuation Plan for each building or site?		



## ARE YOU PROTECTING YOUR RESOURCES?

9	Do you undertake regular site inspections and audits?		
10	Does your company have an effective Document Control System?		
11	Do you have a staff induction program?		
12	Have you identified all of the work activities to be undertaken by workers?		
13	Have you assigned or identified who is responsible for work tasks and or supervising staff?		
14	Have the Supervisors been advised of their responsibilities?		
15	Have the Supervisors been appropriately trained to supervise staff?		
16	Have Safe Work Procedures been developed for each task?		
17	Does the Supervisor have access to information on Safe Work Procedures?		
18	Do your employees have access to the Safe Work Procedures?		
19	Have the workers been trained in the Safe Work Procedures?		
20	Is a program in place to provide " top-up" or refresher training?		
21	Do employees have access to all relevant safety information including equipment manuals and Material Safety Data Sheets?		
22	Are all of your Material Safety Data Sheets current?		
23	Do your Policies and Procedures have a review date and have they been reviewed in the last 3 years?		
24	Have employees been consulted on training needs?		
25	When you introduce new equipment or chemicals, do you train your employees on any new process and do you record this detail?		

If you answered 'No' to any question, you have immediately identified gaps in your Safety Management Plan and corrective action is needed.

With the assistance of Discovery Training Pty. Ltd., we can work toward minimising your level of exposure and as a result, we can assist you in providing a safer and more productive workplace.

Dave Chapman.

*Safety and Training are not expenses.  
They are an investment.*