## Compliance at a glance – How do you rate?

Tick the boxes that most apply to you.

<table>
<thead>
<tr>
<th>Management Commitment</th>
<th>Consultation</th>
<th>Safe work procedures</th>
<th>Training and Supervision</th>
<th>Reporting Safety</th>
<th>Workers Compensation and return to work</th>
<th>RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager/s and worker safety responsibilities clearly understood and acted upon.</td>
<td>Agreed consultation arrangements are used to discuss safety issues and are working effectively.</td>
<td>All tasks with safety risks have been identified and risks controlled.</td>
<td>All workers inducted.</td>
<td>Procedures for reporting safety issues and incidents are developed and implemented.</td>
<td>Workers compensation insurance policy accurately reflects business details.</td>
<td>Each tick in the green zone means you are more likely to be compliant.</td>
</tr>
<tr>
<td>Time and money allocated to meet safety responsibilities.</td>
<td>Workers involved in safety decisions and developing procedures.</td>
<td>Safe work procedures developed and implemented for these tasks.</td>
<td>Workers trained in safe work procedures before commencing tasks.</td>
<td>Safety issues and incidents are reported and acted on, including notifications required to NT WorkSafe.</td>
<td>Claims forms are submitted to insurance providers.</td>
<td>MONITOR AND REVIEW TO CONTINUALLY IMPROVE.</td>
</tr>
<tr>
<td>Manager/s promotes safety as a high priority.</td>
<td>Workers views are valued and taken into account.</td>
<td>Workers involved in developing safe work procedures.</td>
<td>Workers understand procedures and demonstrate they can perform tasks safely.</td>
<td>Safe work procedures and training reviewed following incident reports.</td>
<td>Workers informed of the return to work policy, including procedures to follow if injured at work.</td>
<td></td>
</tr>
<tr>
<td>Manager/s involved in all safety initiatives.</td>
<td>Procedures followed in day-to-day operations.</td>
<td>Workers are supervised to ensure safe work procedures are followed.</td>
<td>Workers are supervised to ensure safe work procedures are followed.</td>
<td>Return to work plans implemented for injured workers when required.</td>
<td></td>
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<tr>
<td>Manager/s lead by example.</td>
<td>Safe work procedures are reviewed.</td>
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</tr>
</tbody>
</table>

- Safety responsibilities identified but not understood or operating effectively.
- Insufficient time and money allocated to meet safety responsibilities.
- Safety not a priority.
- Limited involvement of manager/s in safety initiatives.
- Manager/s do not always lead by example.

- Consultation arrangement in place but not working effectively.
- Workers not always involved in safety decisions and developing procedures.
- Workers views not always valued or taken into account.

- Only some of tasks with safety risks have been assessed.
- Limited development and implementation of safe work procedures.
- Limited involvement of workers in developing safe work procedures.
- Procedures developed but not always followed in day-to-day operations.

- Induction and training in safe work procedures complete or inconsistently applied.
- Some workers not able to demonstrate they can do the tasks safely.
- Supervision does not always result in safe work procedures being followed.

- Reporting procedures developed but not always followed.
- Some incidents reported, but follow-up action limited.
- Safe work procedures and training not always reviewed following an incident report.

- Provisions for reporting safety issues and incidents are not effective in reflecting business details.
- Not all claim forms completed and submitted to insurance provider.
- Workers not aware of return to work policy or procedures follow if injured at work.
- Returns to work plans are not effective in supporting injured workers.

- No reporting procedures.
- Incidents not reported as required.
- No review of work practices following an incident.

- No workers compensation insurance policy.
- No return to work policy or procedures or plans.
- Workers not assisted to return to work after an injury.

Each tick in the orange zone means you are increasing your level of compliance.

- No clear understanding of safety responsibilities.
- No time or money allocated to meet safety responsibilities.
- Safety not a priority.
- No safety initiatives.
- Manager/s set a poor safety example.

- No consultation arrangements in place.
- No involvement of workers in safety issues.
- Workers views not valued.

- Tasks with safety risks not identified nor the risks controlled.
- No safe work procedures developed.
- Safe work procedures not reviewed.
- Responsibility for doing tasks safely is left to workers.

- Workers not inducted.
- No safety training provided.
- Workers ability to perform tasks safely is not checked.
- Ability of workers to do tasks safely is not checked.
- No supervision to ensure workers are performing tasks safely.

- No workers compensation insurance policy.
- No return to work policy or procedures or plans.
- Workers not assisted to return to work after an injury.

Each tick in the red zone means you are less likely to be compliant.

ADDRESS THESE AREAS IMMEDIATELY.

Refer to the compliance at a glance advice sheets for further guidance.