# Tick the boxes that most apply to you.

| **Management Commitment** | **Consultation** | **Safe work procedures** | **Training and Supervision** | **Reporting Safety** | **Workers Compensation and** **return to work** | **RATING** |
| --- | --- | --- | --- | --- | --- | --- |
| [ ] Manager/s and worker safety responsibilities clearly understood and acted upon.[ ] Time and money allocated to meet safety responsibilities.[ ] Manager/s promotes safety as a high priority.[ ] Manager/s involved in all safety initiatives.[ ] Manager/s lead by example. | [ ] Agreed consultation arrangements are used to discuss safety issues and are working effectively.[ ] Workers involved in safety decisions and developing procedures.[ ] Workers views are valued and taken into account. | [ ] All tasks with safety risks have been identified and risks controlled.[ ] Safe work procedures developed and implemented for these tasks.[ ] Workers involved in developing safe work procedures.[ ] Procedures followed in day-to-day operations.[ ] Safe work procedures are reviewed. | [ ] All workers inducted.[ ] Workers trained in safe work procedures before commencing tasks.[ ] Workers understand procedures and demonstrate they can perform tasks safely.[ ] Workers are supervised to ensure safe work procedures are followed. | [ ] Procedures for reporting safety issues and incidents are developed and implemented.[ ] Safety issues and incidents are reported and acted on, including notifications required to NT WorkSafe.[ ] Safe work procedures and training reviewed following incident reports. | [ ] Workers compensation insurance policy accurately reflects business details.[ ] Claims forms are submitted to insurance providers.[ ] Workers informed of the return to work policy, including procedures to follow if injured at work.[ ] Return to work plans implemented for injured workers when required. | **Each tick in the green zone means you are more likely to be compliant.****MONITOR AND REVIEW TO CONTINUALLY IMPROVE.** |
| [ ] Safety responsibilities identified but not understood or operating effectively.[ ] Insufficient time and money allocated to meet safety responsibilities.[ ] Safety not always 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 incomplete 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. | [ ] Workers compensation insurance policy does not accurately reflect 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. | Each tick in the orange zone means you are increasing your level of compliance.BUT YOU STILL HAVE WORK TO DO. |
| [ ] 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 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 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.