

# Workplace Health + Safety



Checklist Topic	In Place	Do Not Have	Not Sure
The safety of our employees, contractors, visitors, customers, suppliers etc. is our number one priority.			
We have up to date Workplace Health + Safety (WHS) policies, procedures + documentation in place.			
Fire/emergency evacuation drills are undertaken on a regular basis - at least quarterly for locations with severe fire hazards + at least annually for all other locations.			
All our employees have been trained + educated on our OH+S policy + process for reporting accidents, hazards + near misses.			
We retain up to date copies of First Aid Officer Certificates + ensure we have the adequate number of First Aid Officers for our business.			
We ensure that 'if you get injured at work' posters, first aid kits + emergency evacuation signage are all visible + accessible to employees.			
The employees know who the First Aid Officers, OH+S Representatives + Fire Wardens are + all information, including fire/emergency evacuation process are clearly visible.			
All accidents, hazards + near misses are formally communicated, reported + recorded in the Register of Injuries book.			