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## Assess the Effectiveness of your Health and Safety Manuals

Health and Safety Manuals	Yes	No	Unsure
Do you have a clearly documented health and safety policy that outlines what your business will do to keep the people within your business safe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your policy outline your commitment to safety management practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you clearly outlined the health and safety roles and responsibilities of all the people within your workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is everyone made aware of the policy (including visitors and contractors)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have hazard identification, assessment and management procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have incident and injury reporting, recording and investigation procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have documented processes for employee participation in health and safety management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have emergency plans and are these plans communicated to affected persons?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have procedures for the provision and maintenance of protective clothing and equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have procedures in place for on-site work undertaken by contractors and subcontractors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you provide health and safety information, training and supervision to your employees, contractors and visitors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have evidence that the information, training and supervision has been provided to employees, visitors and contractors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a hazard register that contains all the significant hazards that employees, contractors and visitors could be exposed to?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your hazard register include adequate control measures for eliminating, isolating or minimising the significant hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>