



Assess the Effectiveness of your Health and Safety Training

Employee Information, Training and Supervision	Yes	No	Unsure
Is all information and training provided to employees in a manner that can be reasonably understood, taking into account their literacy and language skills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are your employees informed on the emergency procedures that exist in your workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all your employees informed of the hazards they may be <i>exposed to</i> while at work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all your employees informed of the hazards the employee <i>may create</i> while at work which could harm other people?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all your employees informed of how to <i>minimise</i> the likelihood of these hazards becoming a source of harm to themselves or others?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all your employees informed of the <i>location and correct</i> use of safety equipment and the hazards they are in place to minimise?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all employees informed of the results of any health and safety monitoring in a way that the privacy of individual employees is protected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you provide adequate information to health and safety representatives on health and safety matters?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you ensure employees are not given any work unless they have received instruction or training on the risks attached to the work, the precautions to be taken against them, and how to perform the task safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you ensure employees are either sufficiently experienced to do their work safely or are supervised by an experienced person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you instructed your employees in the effective use of personal protective clothing and equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you maintain records of training, together with copies of certificates from recognised training establishments or individuals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you NOT require employees to perform any task in which he/she may be exposed to a dangerous and unnecessary risk?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>