

# The Quick-How-to *Safety eBook* *For Small Business*

**Inductions?**

**Safety Reporting?**

**What happens if I don't?**

**But how do I put it together?**

Written by Neil Johnston

[www.smallbusinesssafetysystems.com.au](http://www.smallbusinesssafetysystems.com.au)

# The Small Business Safety System

A quick-how-to safety *eBook*

## Introduction

*The government is happy to tell you of the workplace safety laws, the regulations and the mandatory codes of practice that bind your business. It's happy to explain all of the penalties and fines you'll face if you breach the law.*

*But they leave unanswered the one key question every business needs to know:*

***"I want to comply, but how do I actually do this???"** The **Small Business Safety System** is a straightforward workplace safety compliance system that has the flexibility to fit your business and the scalability to grow with your business.*

*This book is for the owner, manager or safety person who wants to know 'How' to get started and 'Where' to find further information. If an incident happens at your workplace and the government inspector start asking questions, then the **Small Business Safety System** will help you demonstrate compliance.*

*Read on to learn about the **Small Business Safety System**, learn how to customise it for your business and learn how to involve managers, employees and contractors in identifying, assessing and fixing workplace safety problems.*

*The Quick How To Safety ebook is designed to give you a starting point to build your safety system to suit you.*

*As mentioned in throughout this safety ebook, buying it is a good start.*

*Applying it is how it can best protect you and your workers*

# Contents

Introduction.....	2
How is each chapter structured? .....	4
About the Author - Neil Johnston .....	5
1 Keeping people safe.....	6
2 Managing risks - where to start?.....	9
3 Policies.....	11
4 The core parts of the Safety System.....	14
5 Induction.....	18
6 WHS Safety Meetings.....	20
7 Risk Assessment and SWMS.....	22
What is risk assessment? .....	24
SWMS.....	27
8 Reporting incidents and near misses.....	29
9 Serious Incident Reporting.....	31
10 File completed Safety Documentation.....	33
11 Archives.....	35
Glossary-Typical descriptions.....	39
Appendix 1.....	39
Safe Work Process (SWP) Example1-10.....	40
Appendix 2.....	40
How two workplaces changed instantly from a negative attitude about safety.....	42

## How is each chapter structured?

You will see in each chapter the sub headings so you can locate the information quickly.

Each chapter stands alone with minimal but helpful cross referencing.

<b>What</b>	What is this topic?
<b>Why</b>	Why should you meet the safety laws?
<b>How to</b>	An option to show you how you can get started.
<b>What if I don't take it seriously?</b>	What can happen if this is not addressed?
<b>Some examples</b>	Some examples to demonstrate the point.
<b>Free information</b>	Where to find some free information.
<b>Newsletters</b>	Any newsletters on this topic?
<b>Online media 1-2 minutes</b>	Any online media related to this topic?
<b>Checklist</b>	A checklist to see if you have covered the points listed
<b>Reference material and useful websites (Web search)</b>	Additional information

Glossary if you see a [\*word underlined in blue and in italics\*](#) there is a link to the description in the Glossary.

What advice would you give a son or daughter going into business about safety? Click here for article [\*Dear Son / Daughter - going into business?\*](#)

SBSS refers to my Small Business Safety Systems website.

Numbers like '[\*7.2 Hazard Report\*](#)' are in the SBSS Safety System [www.smallbusinesssafetysystems.com.au](http://www.smallbusinesssafetysystems.com.au) and provided as links.

The beauty of the eBook is that it's designed so useful resources and links that can be progressively added.

## About the Author - Neil Johnston

I'm Neil Johnston. I'm the creator of the Small Business Safety System website and I'm also the driving force behind the creation of the Safety Report App for workplaces. The Small Business Safety System and the Safety Report App work together to make sure that managers, employees and contractors are active in identifying workplace hazards, are properly informed of those hazards and have a chance to fix them before injury



I have a love of educating and I've helped over 200 businesses across a wide range of industries and inducted well over 2000 people. I've taken ISO 9000 systems through to Certification and worked with AS4801 Safety and EMS 14000 Environmental Standards. I've been an active member of the Safety Institute of Australia since 2006. I'm an experienced Project Manager and a Registered Lead Auditor.

I'm frequently retained by business to investigate and prepare reports for the regulator following serious workplace incidents. I also worked through with businesses and state and local government to resolve entrenched workplace conflict.

I have worked in a wide variety of roles from underground mines, construction, hospitality, sales, retail and managing 280 trainees and the 350 people on labour market programs. I am always interested in what I can learn to assist other businesses in the workplace so they have access to helpful and timely information.

**My goal is to help make workplaces safer and to save you time.**

### Qualifications

- ✓ Advanced Diploma of Occupational Health & Safety 2012 TasTAFE
- ✓ Certificate IV in Training and Assessment TAA40104 (upgraded from BSZ40198)
- ✓ Advanced Diploma of Community Services Management 2000 TAFE
- ✓ White Card CPCCOHS1001A 2013 Skills Institute
- ✓ Qualified Workplace Coach CoachCorp Melbourne 2005

- ✓ Registered Lead Auditor SGS 1995
- ✓ Internal Auditor SGS 1994

# 1 Keeping people safe

## Why keep people safe?

Five minutes of assessing risks could save you months or years of being involved in a difficult and painful investigation when someone you probably know may have been seriously hurt or died. On the financial side, you could lose your job or your business and then there are the fines and penalties you may have to pay.

**It is also the Law.**

## How to take action to address risks that could happen

You need to know that you have met the safety laws and implemented the requirements of the applicable regulations and Codes of Practice. It's much faster and easier for smaller businesses to outline exactly what they do and the possible risks involved in doing business. The relevant legislation, regulations and codes of practice can then be mapped to identify where specific risks exist. Knowing these risks can then allow you to address them effectively.

## This book is about strategies for managers who want to keep people safe

My sincere hope is that this safety eBook will help you see what is important for your business to build a safety system that fits and suits you and your workplace, as well as meeting your obligations under law. I believe that a reasonable person can use this information to both guide and keep control of the safety system as you operate each day.

## You must comply with the Safety Laws, Regulations and Codes of Practice (CoP)

Safety in the Workplace is controlled by strong legislation with fines into the millions of dollars and prison terms of up to five years.

With the exception of Victoria and Western Australia, all Australian States and Territories have adopted a generally [harmonised system of workplace safety legislation](#). (Vic and WA legislation still requires an effective safety system that addresses risks before you undertake them).

Central to all workplace safety legislation is the need for a **proactive approach to safety** - you must be able to show that you did everything that was [reasonably practical](#) to address the risks.

*There are some differences in States and Territories, it is worth checking to see if there are additional obligations with your WorkSafe Regulator, before investing time and money on building a safety system; only to find there is another obligation to meet which would have been simple if you had known at the start. Progress in the States and territories of Australia*

<http://www.safeworkaustralia.gov.au/sites/swa/model-whs-laws/pages/jurisdictional-progress-whs-laws>

### Example - Maximum Tasmanian Penalties for breach of health and safety duty offences

	Corporation	Information Individual as PCBU or officer	Individual as worker or other
Category 1	\$3 million	\$600 000, five years in jail or both	\$300 000, five years jail or both
Category 2	\$1.5 million	\$300 000	\$150 000
Category 3	\$500 000	\$100 000	\$50 000

Source WorkSafe Tas GB311

### What if I don't take it seriously?

- Workplace accidents cause pain to the injured and those around them
- Injuries, death/s, penalties
- WHS investigation - plus lost sleep and worry
- Negative impact on injured person's family
- Negative impact on you and your family
- Loss of customers and loss of income
- Lost productivity while others are trained up
- Legal fees to prepare your case
- Loss of good staff who are looking for another employer
- Increased insurance premiums because of an accident
- Fines could mean your business is destroyed
- Risk of reputational harm including negative social media comments.

### Some examples

[Appendix 2 - How two workplaces changed instantly from a negative attitude about safety to doing what they should without complaining anymore?](#)

Free information	Newsletters	Online media 1-2 minutes
<a href="#">WorkSafe in your State or Territory</a>  <a href="http://www.safeworkaustralia.gov.au/sites/SWA/about/Publications/Documents/717/Guide-to-the-WHS-Act.pdf">http://www.safeworkaustralia.gov.au/sites/SWA/about/Publications/Documents/717/Guide-to-the-WHS-Act.pdf</a>		<a href="#">Safety Meeting</a>

## Checklist

- ✓ Have you checked the WHS Laws, Regulations and Codes of Practice that apply to your business? (Links in the Glossary).
- ✓ Are you confident you have done everything that is reasonably practical to keep people safe?
- ✓ Do you think your peers would all agree with your actions or do you think some might think you have taken shortcuts?
- ✓ But **you must** cover and include what **could** happen at **this** site on **this** day with these **workers**.

## Reference material and useful websites (Web search)

[Worksafe Tasmania](#)

Attend WorkSafe Seminars and event e.g. [Better Work Tasmania events](#) or events in your state or territory.

[WorkSafe in your State or Territory](#)

Due diligence will be considered in any incident investigation. It is used to determine was this a fluke incident or is it an obvious risk in your workplace and you ignored it. Find out what [Due Diligence](#) means?