



## THE WORKPLACE HEALTH AND SAFETY TOOLKIT

HOW TO KEEP YOUR WORKPLACE  
SAFE AND MEET LEGISLATIVE  
REQUIREMENTS

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# THE WORKPLACE HEALTH AND SAFETY TOOLKIT

## ABOUT THIS TOOLKIT

No business owner can afford to neglect Work Health and Safety. The legislation is tight and it's enforced - as it must be to protect workers. But there's a lot of information that can be hard to understand and interpret.

This toolkit is designed to make the process easier for you, so you can find the basics, implement the processes and set up the documentation.

## THE TOOLKIT WILL COVER:

- Effective Policies and Procedures
- Health and Safety Templates
- How to implement a safety system
- How to create a safety culture

## THE TOOLKIT GUIDE

This section is an overview of Work Health and Safety - what it is, why it matters and how to implement safe practices in your workplace.

## TEMPLATES AND SAMPLES

These are designed to help you implement the knowledge you've gained from the guide. The templates, procedures and checklists are in a separate folder ready for you to brand and use.



*Please note: this toolkit sets the foundations and gives you all you need to understand how WHS works. It's enough for most small businesses.*

*HOWEVER: if you're in a higher-risk business (like construction) you should read this guide and check out the documents. Then get in touch with us to make sure that you have more robust processes in place.*

# WORKPLACE HEALTH AND SAFETY OVERVIEW

## WHAT'S THE POINT OF ALL THESE RULES?

It's simple. Work health and safety (WHS) legislation exists to keep people safe in the workplace.

It's important to keep this in mind when you're going through all the documents and it seems like an unnecessary burden. Just remember you're doing it for a crucial reason.

“

*No-one wants to go to work and come home injured. Or worse.*

## WHO DO THE RULES COVER?

People who work casually, part-time, full time, as volunteers or those on work experience. The legal name for all of these is Workers and that's the term we'll use. Employers also have a duty of care to customers/clients, subcontractors, visitors who may enter business premises or are exposed to work being undertaken by your company. In other words - everyone who is on your premises or working for you.

The legalities aren't easy to understand and there are lots of different pieces of legislation that may or may not apply to you. We get that. That's why we focus on the foundations so every business can use this guide.

We do that by making sure that our information comes from the AS 4801 - 'Occupational health and safety management systems' standard. All Australian workplaces must comply with this standard. You must also comply with any other State, Territory or Commonwealth legislation that applies to you.

Some aspects are common to all WHS legislation requirements:

- Support for WHS in the workplace
- Provision of safe work systems that don't risk health
- Injury and disease prevention
- Protection of the general public's safety and health
- Inspectors
- Regulations
- Enforcement

“

*Employers have a 'duty of care' to provide a safe place of work for workers.*

*If you're an employer, this is probably the most important principle for you to*

Your Workplace Health and Safety procedures must enable you to:

- Meet your legal obligations and remain compliant

- Understand your risks and how to mitigate them
- Implement an effective safety system and create and maintain a positive safety culture
- Make training and development central
- Eliminate Accidents and Incidents as much as possible and manage them if they occur
- Keep accurate records and continually review and improve them.



*Above all - don't panic! The main thing is to get your foundation in place and build on it.  
If you're unsure, you can contact us at **Employment Toolkits**. We're here to make your life*