







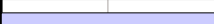




**Organizational Safety Survey  
Mega**

**Saturday, January 26, 2002**

## OVERALL SUMMARY

	Negative			Positive		
	-75%	-25%		25%	75%	
<p><b>1. Building commitment</b> The extent to which you understand the importance of OHS excellence and demonstrate your commitment to it openly in your words and actions to provide an example to others.</p>						
<p><b>2. Risk management strategy</b> The extent to which you appreciate the hazards and risks that may exist in your workplace on a day to day basis and seek to minimize their impact.</p>						
<p><b>3. Safety systems Design</b> The extent to which clear, concise and comprehensive standards, systems and procedures are in place and used to ensure that the potential for incidents and near misses is</p>						
<p><b>4. Control of Documentation</b> The extent to which OHS documents, data and other resources are easily available to ensure that employee OHS needs and expectations can be met in a timely and efficient way.</p>						
<p><b>5. Purchasing &amp; Material Control</b> The extent to which the team has ensured that OHS risks are not introduced to the workplace through buying practices</p>						
<p><b>6. Process management</b> The extent to which OHS systems and work processes are operating efficiently and effectively and are working well at a practical level.</p>						
<p><b>7. Monitoring standards</b> The extent to which the team reviews OHS standards, hazard controls and practices for workplace health and surveillance at a global or 'big picture' level and uses inspections and</p>						
<p><b>8. Deficiency rectification</b> The extent to which any OHS deficiencies or hazards are quickly recognized and rectified both efficiently and effectively.</p>						
<p><b>9. Building skills and competence</b> The extent to which training needs are effectively assessed, identified and appropriate solutions are implemented.</p>						
<p><b>10. Continuous improvement</b> The extent to which the team look to stretch towards even higher standards of OHS performance and looks to continue improving over time.</p>						




## Building commitment

The extent to which you understand the importance of OHS excellence and demonstrate your commitment to it openly in your words and actions to provide an example to others.

The questions that make up this category:

1. Understands the current company OHS policies in place and communicates with others about them.
2. Talks actively with others about OHS on a daily basis in meetings and around the work area.
3. Is accountable for own OHS actions and holds others accountable for OHS performance.
4. Obtains OHS advice from competent persons.
5. Consults, communicates and informs all employees on OHS issues, including where changes arise.
6. Holds regular and well constituted OHS Committee meetings, team briefings, OHS sessions and presentations
7. Knows and follows agreed OHS issues and disputes procedures.
8. Resources OHS project or change requirements and reviews and reports OHS performance progress.

### Average score:

<b>Strongly Positive</b>		<b>25.0%</b>
<b>Positive</b>		<b>37.5%</b>
<b>Negative</b>		<b>37.5%</b>
<b>Strongly Negative</b>		<b>0.0%</b>
<b>Overall</b>	<b>25.00%</b>	
<b>Mean</b>	<b>2.88</b>	

### Interpretive notes

#### Net Positive

The extent to which you understand the importance of OHS excellence and demonstrate your commitment to it openly in your words and actions to provide an example to others.

#### Net Negative

The organization's leadership is not visible or well understood when it comes to health and safety matters and is often seen to take action that is inconsistent with its overall words or general communications. Collectively, leaders/managers are also prone to be seen to be out of touch with employee interests and spend too much time following individualized or factional interests.

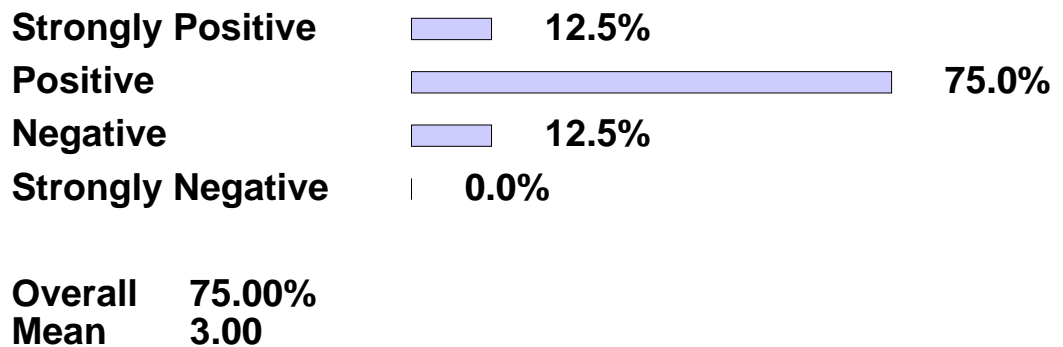
## Risk management strategy

The extent to which you appreciate the hazards and risks that may exist in your workplace on a day to day basis and seek to minimize their impact.

The questions that make up this category:

1. Undertakes a systematic approach to identifying, assessing and controlling risks associated with workplace hazards.
2. Follows the 'Hierarchy of Controls' process in managing identified risks.
3. Involves management and employees, including OHS committees, in assessing and managing risks.
4. Carries out hazard/risk inspections regularly, including review of controls, involving management and employees.
5. Forwards inspection assessments and reports with recommendations for action to responsible personnel.
6. Considers hazard and incident data when developing OHS plans.
7. Uses a risk plan, which contains measurable objectives, sets priorities and allocates resources and responsibilities.
8. Documents OHS procedures to include reviewing workplace changes, undertaking risk assessments and enhancing OHS.

### Average score:



### Interpretive notes

#### Net Positive

The organization is likely to take seriously its responsibility to identify, assess and control risks associated with workplace hazards and therefore formulates sound plans to tackle any problems as a result. In addition, the organization is likely to properly document its risk plans and involve a wide cross section of employees in risk mitigation strategies.

#### Net Negative

The organization is likely to spend insufficient time in identifying and assessing and therefore controlling risks associated with workplace hazards. It is also likely to gather too little data to properly consider and formulate sound risk mitigation plans or strategies.

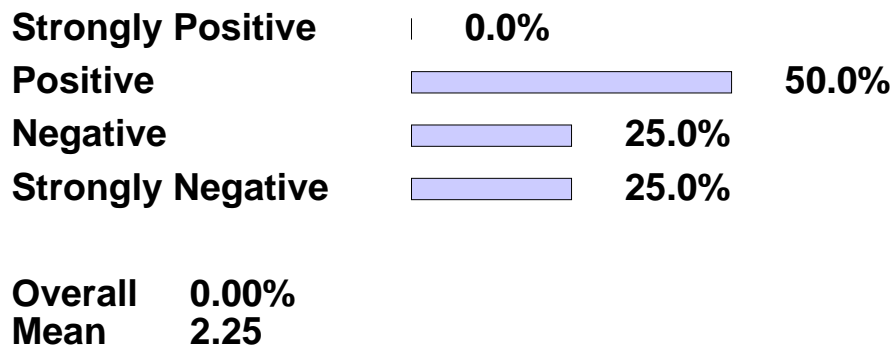
## Safety systems Design

The extent to which clear, concise and comprehensive standards, systems and procedures are in place and used to ensure that the potential for incidents and near misses is minimized.

The questions that make up this category:

1. Follows documented procedures, which require hazard identification, risk assessment and controls during design phases of work.
2. Designs OHS requirements into any relevant products, plant, processes and procedures.
3. Ensures that competent OHS personnel are utilized in the design process.
4. Documents procedures requiring hazard/risk identification, assessment and control when supplying goods and services.
5. Reviews all contracts to ensure OHS specifications, related legislation and standards are met, documented and continually complied with.
6. Takes any necessary OHS support requirements and training into account before providing or buying plant, equipment or services.
7. Reviews customer supplied goods and services to ensure hazards and risks are not introduced to own workplace or processes.
8. Maintains adequate documentation to provide an audit trail of design decisions made, reasons why and who was involved.

### Average score:



### Interpretive notes

#### Net Positive

The organization is likely to carefully design OHS requirements into all relevant products, equipment, processes and procedures. This involves well organized preparation of specifications and the rigorous review of all contracts to ensure that goods and services are entirely fit for purpose.

#### Net Negative

The organization is likely spend insufficient time in reviewing the design integrity or the required specifications for products, equipment, processes and procedures and thereby find itself occasionally falling short of minimum acceptable OHS standards of performance.

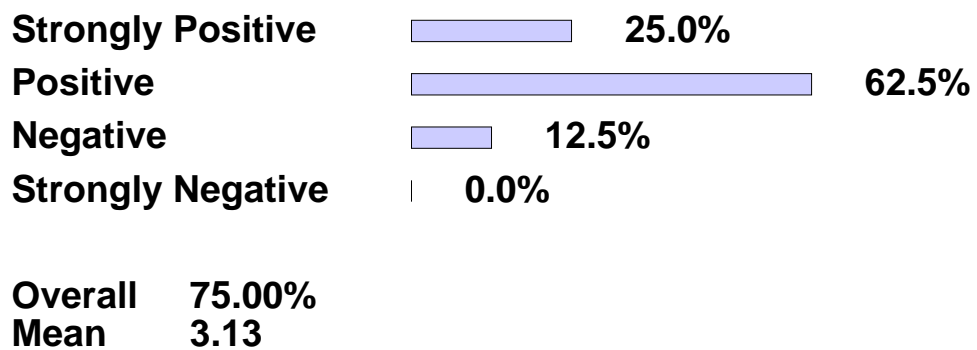
## Control of Documentation

The extent to which OHS documents, data and other resources are easily available to ensure that employee OHS needs and expectations can be met in a timely and efficient way.

The questions that make up this category:

1. Ensures that current OHS legislation, standards and codes of practice are incorporated into documentation and are provided in understandable terms.
2. Ensures documents are identified with status, authorization, date of issue and modification details.
3. Ensures a current document distribution process and list are maintained.
4. Removes obsolete documents and retains required documents for legal preservation.
5. Maintains procedures to ensure that documentation of OHS changes to work tasks or systems occur and are communicated.
6. Maintains systems which effectively identify, collect, file and maintain OHS records.
7. Provides efficient communication processes to ensure that OHS information is disseminated to all staff.
8. Ensures accessibility to current OHS legislation, standards, codes of practice and S.A.F.E. resources.

### Average score:



### Interpretive notes

#### Net Positive

The organization is likely to ensure that OHS documentation is well designed and that it properly incorporates all relevant legislative standards and codes. It is also likely to ensure that OHS documentation is well cared for and therefore updated and communicated to all affected employees whenever it is changed.

#### Net Negative

The organization is likely to have spent insufficient time and focus on OHS documentation systems and therefore have 'gaps' and 'shortfalls' that need to be filled. The organization may also be slow to recognize the need to alter documentation and to communicate when changes to workplace processes or equipment occur.

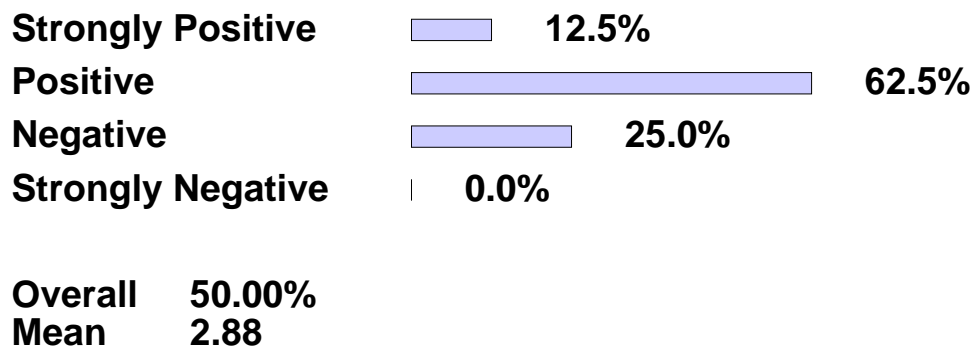
## Purchasing & Material Control

The extent to which the team has ensured that OHS risks are not introduced to the workplace through buying practices

The questions that make up this category:

1. Ensures that technical data, OHS issues and legislative requirements are examined prior to decision to purchase.
2. Considers and includes OHS performance measures and requirements in specifications.
3. Consults on OHS related issues with employees affected by purchasing decisions.
4. Considers the need for training, PPE or work changes prior to purchase.
5. Considers OHS issues when choosing suppliers and contractors
6. Evaluates suppliers and contractors' OHS capabilities.
7. Verifies conformance to OHS specifications after purchases are made.
8. Monitors and reviews contractor OHS performance and adherence to specifications.

**Average score:**



### Interpretive notes

#### Net Positive

The organization is likely to regularly evaluate the OHS capability and performance of its significant suppliers and /or contractors and ensure that any OHS performance claims are fully verified and tested wherever necessary on an on-going basis.

#### Net Negative

The organization is likely to spend insufficient time in monitoring suppliers or contractors in terms of their OHS capabilities or performance, and may often make goods or services purchases with little or no regard to OHS issues or considerations.

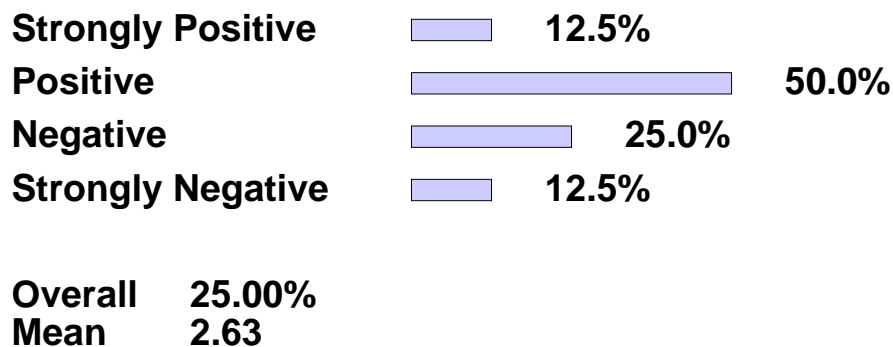
## Process management

The extent to which OHS systems and work processes are operating efficiently and effectively and are working well at a practical level.

The questions that make up this category:

1. Maintains systems such as signage, Permit to Work and PPE according to current standards and practices.
2. Ensures facilities, amenities, health, welfare and first aid needs are considered, provided and maintained according to legislative standards.
3. Maintains systems for the identification, labeling, safe storage, handling, transport, disposal of and provision of information on all materials, hazardous substances and dangerous goods.
4. Ensures systems of identification, assessment and control of manual handling and plant hazards are in place.
5. Maintains documented systems for scheduled and as required plant and equipment registration, maintenance, inspections, repair and alteration.
6. Ensures emergency situations are identified, responsibilities allocated, training conducted, equipment maintained and procedures developed and rehearsed regularly.
7. Ensures employees are effectively supervised, trained and qualified on allocated tasks and work is performed safely with instructions and procedures followed.
8. Provides informed, effective and timely Rehabilitation to injured workers.

### Average score:



### Interpretive notes

#### Net Positive

The organization is likely to ensure that all practical workplace processes that lead to improved OHS performance, are effectively managed and well executed (including issues such as emergency response processes, the wearing of personal protective equipment where necessary and permit to work systems etc).

#### Net Negative

The organization is likely to allow OHS systems and work processes to operate with insufficient review or scrutiny to ensure that they are working effectively. The organization is also likely to make too little investment of time and resources to ensure that every key OHS process is well understood by the relevant personnel.

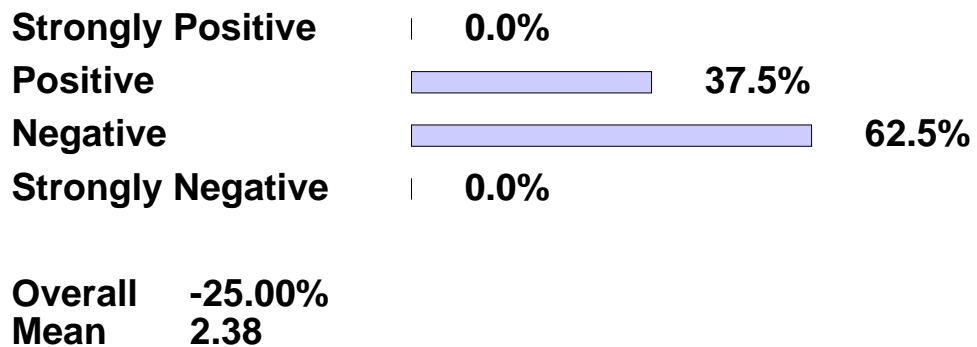
## Monitoring standards

The extent to which the team reviews OHS standards, hazard controls and practices for workplace health and surveillance at a global or 'big picture' level and uses inspections and surveys to meet its targets

The questions that make up this category:

1. Carries out and records workplace environmental monitoring wherever appropriate.
2. Maintains and calibrates OHS inspection, measuring and test equipment.
3. Identifies the need for health surveillance through risk assessments and legislation review.
4. Understand the consequences or potential severity of major workplace risks.
5. Develops schedules of OHS surveillance in consultation with employees.
6. Fully participates in any employee health monitoring systems, keeping effective on-going records.
7. Understands legislative monitoring requirements for all exposed employees.
8. Ensures processes and controls are reviewed and managed to reduce risk where monitoring identifies deficiencies.

### Average score:



## Interpretive notes

### Net Positive

The organization is likely to conduct systematically and rigorously monitor employee and environmental health and will openly and widely share the data so as to discuss the implications and involve employees in the process for future OHS improvements to be made

### Net Negative

The organization is likely to spend little or no time in on going environmental or health surveillance and therefore may remain relatively unaware of any OHS shortfalls or longer-term issues that need to be addressed.

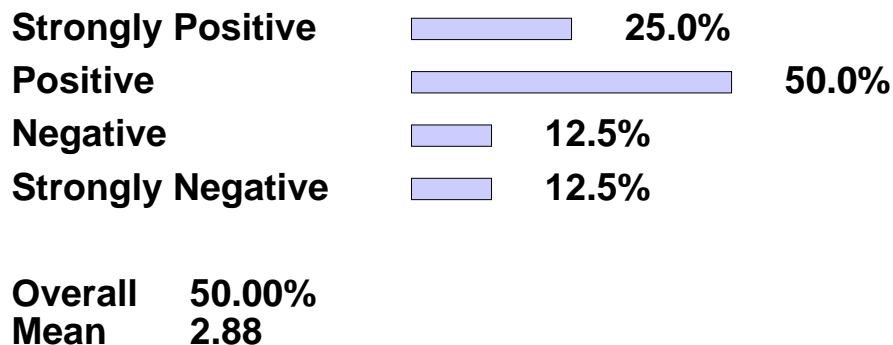
## Deficiency rectification

The extent to which any OHS deficiencies or hazards are quickly recognized and rectified both efficiently and effectively.

The questions that make up this category:

1. Maintains reporting and recording procedures for OHS hazards and ensures they are known by all affected individuals.
2. Reports and records all workplace injuries, incidents and illnesses.
3. Knows and complies with legislative reporting requirements e.g. Serious Incident Reporting.
4. Ensures procedures exist and management and staff properly investigate hazards, incidents and injuries.
5. Ensures that relevant staff are fully trained in hazard and incident investigation.
6. Recommends appropriate and effective OHS corrective actions in reports.
7. Properly assigns responsibilities for implementing corrective actions arising from investigations.
8. Fully discusses corrective actions with employees and evaluates success after implementation.

### Average score:



### Interpretive notes

#### Net Positive

The organization is likely to systematically seek to review all OHS hazards that exist in the workplace, including any incidents that occur, in order to rectify any problems or take any necessary corrective action.

#### Net Negative

The organization is likely to pay too little attention to known workplace hazards or OHS incidents that may arise and therefore often fails to correct or rectify recurrent problems that may be occurring.

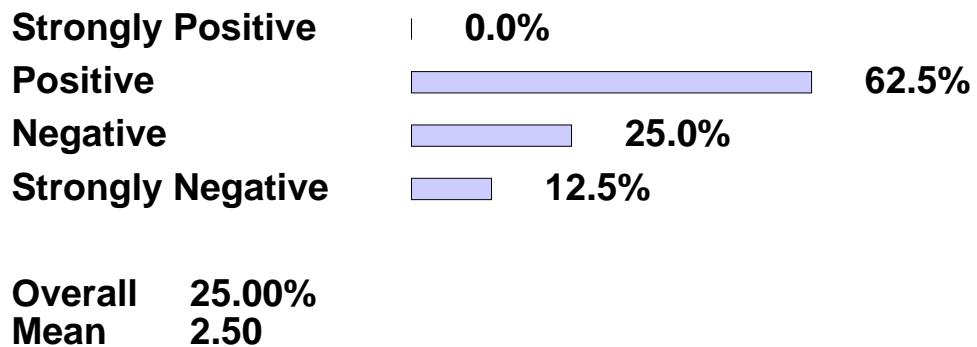
## Building skills and competence

The extent to which training needs are effectively assessed, identified and appropriate solutions are implemented.

The questions that make up this category:

1. Inducts all new employees fully and formally via a documented OHS program appropriate to their roles and responsibilities prior to their starting work.
2. Provides appropriate OHS induction and training to contractors.
3. Maintains records, which identify training needs and plans developed.
4. Conducts OHS training by competent personnel.
5. Fully documents relevant training content and methods.
6. Ensures Managers, Supervisors and employees receive specific initial and ongoing refresher OHS training appropriate to their roles and legislative requirements.
7. Provides OHS training to affected employees when workplace changes occur.
8. Reviews training programs regularly to ensure effectiveness.

### Average score:



### Interpretive notes

#### Net Positive

The organization is likely to take OHS training needs analysis and resultant training solutions seriously at all levels, including new employees, contractors and experienced employees that face changed workplace processes or conditions from time to time.

#### Net Negative

The organization is unlikely to assess OHS training needs as systematically as necessary and therefore provides insufficient levels of training and guidance (in quantity or quality) to employees (new or experienced) or to contractor personnel.





## Continuous improvement

The extent to which the team look to stretch towards even higher standards of OHS performance and looks to continue improving over time.

The questions that make up this category:

1. Carries out scheduled system audits by competent persons to determine compliance.
2. Maintains records of all assessments, inspections and audits conducted and distributes records to appropriate personnel.
3. Develops OHS action plans and monitors progress of implementation.
4. Seeks opinions of employees on OHS issues and collates/analyses data.
5. Ensures that reviews and monitoring of OHS processes, systems and procedures are regularly undertaken by line and Executive Managers and ensures that ways to improve are sought.
6. Seeks best practice OHS approaches and applies them in the workplace.
7. Records and reports OHS system reviews to senior management.
8. Ensures regular executive management oversight of S.A.F.E. for effectiveness and enhancement.

### Average score:

<b>Strongly Positive</b>		<b>37.5%</b>
<b>Positive</b>		<b>37.5%</b>
<b>Negative</b>		<b>12.5%</b>
<b>Strongly Negative</b>		<b>12.5%</b>
<b>Overall Mean</b>		<b>50.00%</b> <b>3.00</b>

### Interpretive notes

#### Net Positive

The organization is likely to be conscious of the need to keep improving OHS standards on a continual basis without necessarily being prompted to do so by outside agencies or minimum specifications or standards. To do this, they are likely to solicit ideas from many quarters and regularly make improvement recommendations for management consideration.

#### Net Negative

The organization is likely tolerate minimal OHS performance standards or to accept the prevailing level of OHS performance without question or challenge. In addition, opinions or ideas may not be regularly sought and improvement actions for the future will be rarely recommended.

## Free form comments

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### KEEP (or continue to do well)

Keep holding the weekly safety meetings

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### STOP (or do less of)

Stop hiding the real safety figures

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### START (or do completely differently to their current practice)

Get more people to talk about near misses