

Occupational Health and Safety Management System Quiz

How Does Your Organisation Rate?

Occupational Health and Safety Management Systems are designed to assist organisations improve their management of health and safety. In doing so, they help establish safer working environments that protect people at work by eliminating, or better managing, health and safety hazards.

The following quiz helps you make a quick and easy evaluation of your existing health and safety management system and identify its strengths and weaknesses. All you need to do is score your organisation against each of the following statements. This diagnosis can be carried out by an individual or a small team and is not based on any preconceived management structure.

Score each question from 1 to 5 as indicated below and then use the total to compare to the coloured line at the bottom of the table.

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| <p>0 Nothing in place to show that this occurs</p> <p>1 Little evidence exists to show this occurs and it is likely to be overlooked on many occasions</p> <p>2 Some evidence exists that things are in place but there are significant gaps in implementation</p> | <p>3. A fair amount of evidence exists but there is still some way to go until everything is in place</p> <p>4. A significant amount of evidence is in place to demonstrate that this occurs but more could be done to ensure that it will happen on a consistent basis</p> <p>5. There is significant evidence to demonstrate that this occurs and you have confidence that appropriate actions will occur when needed</p> |
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Your Score (0 to 5)

1. We have a formal health and safety policy that sets clear responsibilities, goals and objectives for all sections of our organisation and for all persons including the CEO, line management and employees.	
2. We have a health and safety action plan (including timeframes and responsibilities) that shows what we are trying to achieve and we have communicated this to all employees.	
3. We have provided adequate resources to successfully implement our health and safety plan.	
4. We have reviewed our legal obligations for health and safety and checked that we comply with them.	
5. Our employees, including health and safety representatives, are consulted about health and safety and involved in identifying and resolving health and safety issues.	
6. Our organisation has identified all workplace hazards both physical and psychological eg. stress, occupational violence, etc through a collaborative process and has reduced the risk associated with these hazards to an acceptable level.	
7. All of our employees, including supervisors and managers, are trained in the health and safety requirements relevant to their position.	
8. We have an induction process that ensures the health and safety of new employees.	
9. We have developed documented work procedures for all hazardous tasks and we monitor and enforce compliance with them.	
10. We have identified possible emergency situations that may occur, and have trained our employees in the procedures to effectively respond to them.	
11. We have appropriate first aid resources (trained first aiders, kits, eye wash stations etc.) that meet the needs of our organization.	
12. We record any injuries and incidents and investigate the causes to prevent recurrence.	
13. We conduct regular inspections of our workplace to identify hazards and to check that our hazard control measures are working.	
14. We specify our health and safety requirements before purchasing goods or using the services of contractors and verify that these requirements are met.	
15. We have a health and safety manual, that includes our safe work procedures, and these are known and used by our employees.	
16. We have obtained current Material Safety Data Sheets for all the chemicals we use and we make them available in the workplace.	
17. The materials we use are stored safely to minimise manual handling and to prevent spills or undesirable chemical reactions.	
18. We maintain our plant and equipment according to a schedule and we keep maintenance records.	
19. We regularly audit our organization's occupational health and safety management system, review the results and take action to address areas that need improvement.	
20. We have a process to collect, file and retain our health and safety records.	
Now check how your total score compares to the following scale:	TOTAL SCORE

