

## WHS action checklist

To ensure that risks to health and safety are minimised in parliamentarians' workplaces, Finance recommends that you take the following steps:

### Stay up to date with WHS information

- Read all WHS circulars and letters provided by Finance and Comcare
- Familiarise yourself with the WHS resources on the Ministerial and Parliamentary Services website: [http://maps.finance.gov.au/employee\\_pages/ohs/index.html](http://maps.finance.gov.au/employee_pages/ohs/index.html)
- Check the [Comcare website](#) regularly for updates
- Attend WHS information sessions offered to Senators and Members
- Encourage MOP(S) Act employees to attend WHS and *Know Your Entitlements* training
- Encourage MOP(S) Act employees to undertake online WHS training
- [http://maps.finance.gov.au/employee\\_pages/ohs/WHS\\_Training.html](http://maps.finance.gov.au/employee_pages/ohs/WHS_Training.html)

### General

- Cultivate a safe working culture in your office, model healthy behaviours
- Identify hazards that could occur within your workplace, and make sure there are processes in place to control them
- Ensure that an induction checklist is completed for all new workers in your office:
- [http://maps.finance.gov.au/employee\\_pages/docs/Induction\\_Checklist.pdf](http://maps.finance.gov.au/employee_pages/docs/Induction_Checklist.pdf)
- Ensure that everyone in your office knows how to report hazards and incidents
- [http://maps.finance.gov.au/employee\\_pages/ohs/reporting\\_a\\_hazard.html](http://maps.finance.gov.au/employee_pages/ohs/reporting_a_hazard.html)
- If a hazard or incident has been reported by your office, make sure that someone within the office follows it up, to ensure it has been controlled
- Implement WHS policies and procedures for MOP(S) Act employees within your office
- [http://maps.finance.gov.au/enterprise\\_agreement/index.html](http://maps.finance.gov.au/enterprise_agreement/index.html)

### Consultation

- Consult with workers on matters that may affect their health and safety
- Include WHS as a standing agenda item at regular staff meetings
- Consult with Finance if you have any concerns about health and safety in your workplace
- Consult with other Senators and Members when your staff are working together
- Discuss matters raised at the [WHS Committee for MOP\(S\) Act employees](#) with your staff

### Physical safety

- Ensure that all WHS issues that you become aware of are addressed promptly

Ensure that all WHS roles in your office are filled at all times, your nominated WHS officers are up to date with their training and the duties of the WHS roles are being performed

Nomination form: [http://maps.finance.gov.au/forms/docs/Form\\_144.pdf](http://maps.finance.gov.au/forms/docs/Form_144.pdf)

Undertake risk assessments as part of routine work planning in your office

### Creating a mentally healthy workplace

Ensure that all workers know the standard of behaviour you expect

Prepare a clear duty statement for each worker in your office

Ensure that MOP(S) Act employees are aware of the Employee Assistance Program

Ensure that feedback about work performance is clear, calm and regular – no surprises!

Make sure MOP(S) Act employees take sufficient breaks and scheduled leave

If in doubt about how to manage a matter within your workplace, act quickly and seek assistance from your Entitlements Manager