



## Maximise your compliance - protect your assets

Every week in every state and territory a business owner/manager is in court before a magistrate facing Work Health & Safety charges being laid by the authority (WorkSafe, WorkCover, SafeWork) in each jurisdiction.

In most cases relatively small \$ fines are handed out and the business leaves with a conviction recorded.

All too often this is followed by a litigation lawyer who is on a "cut of the action" representing the person/s who was injured.

The business now has a conviction against them so there is no defence. **It is just when & how much.**



## PROTECTING YOUR ASSETS FROM LAWSUITS

### Some tips in no particular order...

1. Be very familiar with your Smarter Safety system - particularly your Management System Overview (MSO).
  2. Open, read and act on what is relevant to your business in each Monday's "SmarterSubscription" email.
  3. Display Safety Alerts on your Notice Board and file proof of doing so.
  4. Hold regular Safety Meetings (at least once every 3 months) and record and file the Minutes.
  5. Seek your workers contribution to decisions impacting their health and safety at work.
  6. Select relevant Safety Talks and go through them at Safety Meetings.
  7. Ensure all workers read and sign as doing so a master copy of each SWMS at least once each year.
  8. Ensure all workers are properly inducted and formally sign off as reading the Induction Booklet.
  9. Ensure all workers are provided with adequate information, training and supervision in order to perform their jobs safely.
  10. Ensure you have first aid skilled workers on every work site.
  11. Ensure workers have access to current Safety Data Sheets, Emergency Contacts, SWMS and SWP at all times when on each and every work site.  
→ *this can easily be achieved via **worker access to SmarterScreen** via mobile phone*
  12. Ensure Plant PreStarts are documented everyday and any maintenance issues are promptly corrected.  
→ *this can easily be achieved by providing worker access to the **online Pre-Start module***
  13. Ensure a Site Hazard Toolbox is documented on arrival and every day at each and every work site.  
→ *this can easily be achieved by providing worker access to the **online Toolbox module***
  14. Ensure every Incident/Near Miss is immediately documented and follow up corrective action is recorded.  
→ *this can easily be achieved by providing worker access to the **online Incident Report module***
  15. Ensure regular crew and depot audits are carried out, documented and filed.  
→ *this can easily be achieved by providing worker access to the **online Crew/Depot Audit module***
  16. Ensure all Plant and Equipment Maintenance is actioned on time and comprehensively recorded.  
→ *this can easily be achieved by providing worker access to the **online Plant/Eqpt Maintenance module***
- Plan every job in advance, attend to the details, be aware of what your workers are doing and document, document, document, file, file, file.
  - If this is not your skill, employ somebody. Plenty of office skilled people looking for part time work.
  - The Smarter Safety online modules have been developed with best practice compliance and ease of operation in mind. Focused use of this cutting edge technology will be extremely rewarding.