



# LABOUR HIRE AGENCIES AND GROUP TRAINING ORGANISATIONS WORK HEALTH AND SAFETY SELF-ASSESSMENT CHECKLIST

SAFework NSW

AUGUST 2021



LET'S TALK SAFETY





## PURPOSE

This checklist can be used by a labour hire agency or group training organisation to assess how well they understand and manage the work health and safety (WHS) of labour hire workers, group training apprentices and trainees.

## WHAT SHOULD HAPPEN?

The labour hire agency or group training organisation can use this checklist to identify any improvements to current WHS systems. The assessment should be kept by the labour hire agency or group training organisation to plan and develop improved safety systems for labour hire workers, group training apprentices and trainees.



# LABOUR HIRE AGENCIES AND GROUP TRAINING ORGANISATIONS WORK HEALTH AND SAFETY SELF-ASSESSMENT CHECKLIST

More information: [www.safework.nsw.gov.au/labour-hire](http://www.safework.nsw.gov.au/labour-hire)

## QUESTION 1

Does your selection criteria for the host person conducting a business or undertaking (PCBU) check how they systematically manage hazards and risks in the workplace that may cause injury?

Yes. *Go to question 1.1*

No. What actions are required?

*Answer then go to Question 2*

**Question 1.1** Do you assess whether the host PCBU has a system for managing safety?

Yes.

No. What actions are required?

**Question 1.2** Do you assess the effectiveness of the host PCBU's system for managing safety?

Yes.

No. What actions are required?

**Question 1.3** Do you have a documented process and tools for guiding this part of the host PCBU selection process?

Yes. If yes, record details of the documents below.

No. What actions are required?

## QUESTION 2

Do you assess the risk of injury to labour hire workers, group training apprentices and trainees at host PCBU's sites before each new placement?

Yes. *Go to question 2.1*

No. What actions are required?

*Answer then go to Question 3*

**Question 2.1** Does the personnel carrying out these assessments possess trade or WHS skills that qualify them as competent to identify all features of the work environment that present a risk of injury?

Yes.

No. What actions are required?

**Question 2.2** Can personnel carrying out these assessments identify the specific control measures needed to reduce the risk of injury?

Yes.

No. What actions are required?

**Question 2.3** Is this process documented, and does the document identify all risks of injury to which the workers may be exposed?

Yes. If yes, record details of the documents below.

No. What actions are required?

## QUESTION 3

Do you discuss with the host PCBU the actions required to improve the management of safety issues?

Yes. Go to question 3.1

No. What actions are required?

*Answer then go to Question 4*

**Question 3.1** Do you ensure a process where risk control measures are reviewed following an incident?

Yes.

No. What actions are required?

**Question 3.2** Do you document the findings and agreed actions?

Yes.

No. What actions are required?

**Question 3.3** Do you follow up on agreed actions to verify completion?

Yes.

No. What actions are required?

## QUESTION 4

Do you ensure workers are not supplied to a host PCBU before adequate measures to control the risk of injury are implemented?

Yes. Go to question 4.1

No. What actions are required?

*Answer then go to Question 5*

**Question 4.1** Do you have a documented procedure for ensuring this always occurs?

Yes. If yes, record details of the documents below.

No. What actions are required?

## QUESTION 5

Do you obtain written information about the jobs, materials and substances, tools and equipment, and the environment to which workers will be exposed?

Yes. Go to question 5.1

No. What actions are required?

*Answer then go to Question 6*

**Question 5.1** Do you gather written Information about the work that is required of the workers?

Yes.

No. What actions are required?

**Question 5.2** Do you gather written details about the materials and substances workers will be exposed to?

Yes.

No. What actions are required?

**Question 5.3** Do you gather written information about the tools and equipment the worker will be using?

Yes.

No. What actions are required?

**Question 5.4** Do you gather written information regarding the environment in which the worker will be working (including supervision)?

Yes.

No. What actions are required?

## QUESTION 6

Do you have a system in place to manage third-party arrangements?

Yes. Go to question 6.1

No. What actions are required?

*Answer then go to Question 7*

**Question 6.1** Do you ensure that there is a clear agreement in place defining role and responsibilities?

Yes.

No. What actions are required?

**Question 6.2** Do you have a documented process and tools for guiding this part of the host PCBU selection process?

Yes. If yes, record details of the documents below.

No. What actions are required?

## QUESTION 7

Do you provide workers with induction training?

Yes. Go to question 7.1

No. What actions are required?

*Answer then go to Question 8*

**Question 7.1** Does the induction training include information about the work and workplace in which the worker will be working?

Yes.

No. What actions are required?



**Question 7.2** Does the induction training include the risks of injury and how these are controlled by the host PCBU?

Yes.

No. What actions are required?

**Question 7.3** Does the induction training include how to use the tools and equipment provided?

Yes.

No. What actions are required?

**Question 7.4** Does the induction training include what to do if asked to perform work different to that for which they are employed?

Yes.

No. What actions are required?

**Question 7.5** Does the induction training include training on how to use, maintain and store personal protective equipment provided?

Yes.

No. What actions are required?

**Question 7.6** Does the induction training include the method for reporting safety concerns and any other issues related to the placement?

Yes.

No. What actions are required?

**Question 7.7** Is the induction information tailored to meet the needs of culturally and linguistically diverse workers?

Yes.

No. What actions are required?



**Question 7.8** Is the induction training documented?

Yes. If yes, record details of the documents below.

No. What actions are required?

## QUESTION 8

Do you ensure the host PCBU provides workers with induction training?

Yes. Go to question 8.1

No. What actions are required?

*Answer then go to Question 9*

**Question 8.1** Does the induction training include information about the work and workplace in which the worker will be working?

Yes.

No. What actions are required?

**Question 8.2** Does the induction training include host PCBU specific information, including health and safety policies and procedures?

Yes.

No. What actions are required?

**Question 8.3** Does the induction training include how to report safety concerns?

Yes.

No. What actions are required?

**Question 8.4** Does the induction training include information about the consultation arrangements for the host PCBU?

Yes.

No. What actions are required?

**Question 8.5** Does the induction training include the risks of injury and how these are controlled by the host PCBU?

Yes.

No. What actions are required?

**Question 8.6** Does the induction training include job/site specific information?

Yes.

No. What actions are required?

**Question 8.7** Does the induction training include how to use the tools and equipment (if provided)?

Yes.

No. What actions are required?

**Question 8.8** Does the induction training include how to use, maintain and store personal protective equipment (if provided)?

Yes.

No. What actions are required?

**Question 8.9** Is the induction training documented?

Yes.

No. What actions are required?

**Question 8.10** Do you verify that induction training has occurred?

Yes.

No. What actions are required?

## QUESTION 9

Do you have a schedule for monitoring the ongoing safety of workers by visiting the workplace?

Yes. Go to question 9.1

No. What actions are required?

*Answer then go to Question 10*

**Question 9.1** Is there a documented system to validate workplace visits?

Yes.

No. What actions are required?

**Question 9.2** During the monitoring visit do you seek to identify whether the risks of injury or illness continue to be adequately controlled?

Yes.

No. What actions are required?

**Question 9.3** During the monitoring visit do you verify that no changes have occurred to the jobs, materials and substances, tools and equipment, and the environment to which workers are exposed?

Yes.

No. What actions are required?

**Question 9.4** Do you participate in safety inspections, safety observations and work health and safety meetings with the host PCBU?

Yes.

No. What actions are required?

**Question 9.5** Do you evaluate the performance of staff responsible for ensuring that your workers are not placed at risk of injury or illness?

Yes.

No. What actions are required?

## QUESTION 10

Do you have a documented business plan?

Yes. Go to question 10.1

No. What actions are required?

*Answer then go to Question 11*

**Question 10.1** Is workplace safety included in the business plan?

Yes.

No. What actions are required?

**Question 10.2** Are the safety goals clear and widely understood within your business?

Yes.

No. What actions are required?

**Question 10.3** Are key and/or senior personnel responsible for achieving the safety goals?

Yes.

No. What actions are required?

## QUESTION 11

Do you have a documented WHS management system?

Yes. Go to question 11.1

No. What actions are required?

*Answer then go to Question 12*

**Question 11.1** Does the WHS management system include systems for managing WHS risks (including hazard identification and risk assessment procedures)?

Yes.

No. What actions are required?

**Question 11.2** Does the WHS management system include systems to verify that workers have the necessary qualifications, licences, skills and training to carry out work safely?

Yes.

No. What actions are required?

**Question 11.3** Does the WHS management system include systems to ensure that there are adequate arrangements in place to provide supervision to workers?

Yes.

No. What actions are required?

**Question 11.4** Does the WHS management system include systems to ensure workplace incidents and injuries are reported, investigated, and actions are taken to prevent a reoccurrence?

Yes.

No. What actions are required?

## QUESTION 12

Do you ensure there is an established consultation arrangement in place with the host PCBU and workers?

Yes. Go to question 12.1

No. What actions are required?

*Answer then go to Summary*



**Question 12.1** Does the consultation arrangement involve the Health and Safety Representatives and/or Health and Safety Committee if required?

Yes.

No. What actions are required?

**Question 12.2** Does consultation take place when there are any changes to the working conditions or tasks?

Yes.

No. What actions are required?

**Question 12.3** Does consultation involve the person in control of the workplace (usually the host PCBU)?

Yes.

No. What actions are required?

**Question 12.4** Do you have regularly scheduled meetings to raise and discuss health and safety issues with the host PCBU?

Yes.

No. What actions are required?

## SUMMARY

Any areas that require corrective actions

Person responsible for corrective actions

Date for corrective actions to be completed (DD/MM/YYYY)

## General comments

Who completed the Work health and safety self-assessment checklist?  
Print Name)

Signed

Date (DD/MM/YYYY)

#### Disclaimer

This publication may contain information about the regulation and enforcement of work health and safety legislation in NSW. It may include some of your obligations under some of the legislation that SafeWork NSW administers. To ensure you comply with your legal obligations you must refer to the appropriate legislation.

Information on the latest laws can be checked by visiting the NSW legislation website [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au)

This publication does not represent a comprehensive statement of the law as it applies to particular problems or to individuals or as a substitute for legal advice. You should seek independent legal advice if you need assistance on the application of the law to your situation.

This material may be displayed, printed and reproduced without amendment for personal, in-house or non-commercial use.

Catalogue No. SW09403

SafeWork NSW, 92-100 Donnison Street, Gosford, NSW 2250

Locked Bag 2906, Lisarow, NSW 2252 | Customer Experience 13 10 50

Website [www.safework.nsw.gov.au](http://www.safework.nsw.gov.au)

© Copyright SafeWork NSW 0821