

OHS Business Questionnaire



1. Contact Details

Company Name	
Address	
Contact	
Position	
Phone Number	
Email	
Website	

2. Business Details

Site arrangement (eg "we are located on 2 sites. One has two storeys and consists of an office, warehouse and retail space ..." etc)	
What kind of business do you carry out?	
Organisation Chart?	<input type="checkbox"/> (Please attach a copy if you have one)
Do you have Job Descriptions? If so, do they include OHS responsibilities?	<input type="checkbox"/> (If yes, please attach a copy)
Do you have a company logo that can be used on your OHS manual?	<input type="checkbox"/> (If yes, please attach a copy)
Is your company a group, or part of a group? If yes, please describe the arrangement.	
How many staff do you have? How many are full time/how many are part time?	

3. Your OHS

What are the biggest risks to your staff / contractors at your business? (eg. Manual Handling, Hazardous Chemicals, armed robbery)	
Do you have a person responsible for OHS management?	
Do you have any written OHS policies / procedures?	<input type="checkbox"/> If yes, please attach copies
Do you have copies of the relevant legislation and standards relating to OH&S?	<input type="checkbox"/> If yes, what legislation and standards do you have?
Do you have an OH&S Committee or an OH&S representative? Please describe.	
How many staff are trained in First Aid?	

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Or call for help on 1300 463 227 or 0423 400 676

Do you meet with staff regularly to discuss safety issues? If yes, how often?	
Do you carry out health monitoring on your employees (eg. Sight, hearing, lung function tests; pre-employment medicals)	
Do you write up the minutes/details of those discussions/meetings and store them in an appropriate place?	
Do you provide OH&S information to staff and have a record of where that information is kept/stored?	

4. Contractors

Do all contractors sign a written contract before beginning work?	<input type="checkbox"/> (If there is a written contract, please attach a copy)
What documents are contractors required to submit (eg workers compensation, OHS etc) ?	
When a Contractor comes to the workplace, do you induct them to the site? Is their work ever supervised?	
Have you made any minor/major structural repairs or alterations to the workplace in the last 12 months?	

5. Hazardous Chemicals

Do you have hazardous chemicals on site (check cleaner's closets, kitchens, bathrooms etc)?	
Do you have a Hazardous Substances register?	
Do you have a Material Safety Data sheet for each hazardous chemical?	
Do you have contract cleaners? Do they bring their own chemicals on site?	

6. Maintenance and servicing

How often is fire equipment serviced, and by whom?	
Is electrical equipment such as computers, microwaves etc tested and tagged? How often? By whom?	
Do you have regular servicing contracts for your air handling, refrigeration etc.	

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7. Injuries and Incidents

How many First Aid kits to you have on site?	
Do all staff know where to find First Aid kits?	
Do you have an injury/incident register?	
Do you have a Return to Work Coordinator to manage workplace injuries?	
Workers Comp/Public Liability Premiums – per year (Optional)	
Has your business had an insurance claim (of any kind) in the last five years?	

8. Training

Are staff sent on OH&S related training courses?	
Do you keep OHS training records of all staff? (Manual Handling, OH&S Consultation etc.) If so, where do you keep records?	

9. Risk Assessment

Do you or have you conduct/ed OH&S Risk Assessments within this organisation?	
If so, how often is a risk assessment carried out on this site?	
If so, who is responsible for conducting them and do you have procedures in place for a control measure to be implemented?	

10. Emergency

Do you have an evacuation plan which indicates escape route and location of fire and first aid equipment?	<input type="checkbox"/> (If yes, please attach a copy)
Have you considered all the possible types of emergency that might apply to your building, and written a plan for each?	
Do you carry out a regular fire drill? If so, how often?	

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11. And finally

Do you have an OH&S Provider/Independent Auditor or have you ever used an OH&S Consultant in the past?	
Which of the following work instructions might be required in your workplace? Manual Handling Hazardous Substances Office Ergonomics Food Safety Cellar Safety Personal Protective Equipment Safe operation of forklifts and reach Trucks Warehouse Safety	<input type="checkbox"/> (if staff do any heavy lifting) <input type="checkbox"/> (if you have any hazardous chemicals on site) <input type="checkbox"/> (if you have office workstations on your premises) <input type="checkbox"/> (if food preparation is part of your business) <input type="checkbox"/> (hotels/pubs) <input type="checkbox"/> (if you use PPE, eg masks, gloves, hearing protection, goggles, hard hats, on your premises) <input type="checkbox"/> (if you have mobile plant / warehouse racking on your premises) <input type="checkbox"/> (if you have a Warehouse or high racking)
Any other information that may be relevant:	

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