**attachment 90**

Annual employer review checklist

**Recommended Instructions**

1 Employer to complete this review once per year, recommended second last meeting of each year to allow for corrective action to be completed prior to new year   
and likely high changeover of employer/management team membership.

2 Due to time limitations, for the month that the employer completes this yearly review, the employer may agree to omit review of items in prior months Checklist for Employer Review – Once per month, except for high risk items which should be reviewed. If this is the case, then please remember to revisit this in the next   
month’s Employer Management meeting.

3 Please remember to review the outstanding items from this yearly review in subsequent monthly meetings, until each item is closed out.

4 Keep an updated record as attachment to relevant Monthly Employer Management Meeting and note in the meeting that the review has been completed. Where it   
has not been completed then note in minutes when this is scheduled to be completed and after consultation with employees, and other persons/parties as required, agree on action parties.

5 Where the employer is not sure of what to do, please follow guidance in Service OHS Issue Resolution Procedure.

Some services will need to modify their checklists in order to cater for the particular needs of their service.

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|  | Description of OHS  item or issue. | Comment and proposed corrective action for OHS item or issue.  Where and when this was first identified? Provide initial date e.g. weekly inspection  dd/mm/yy. Employer to consult with employees, and employees to update employer  if OHS risk increases. Consider using Health and Safety Consultation Checklist in Attachment 106. | Person(s) responsible  for corrective action. | By when?  Include revised target dates if required. |
| 1 | OHS Policy/Procedure checklist (provided separately, below) completed once per year, and for procedure part of this checklist as each procedure is developed or changed |  |  |  |

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| 2 | | At least one mock lockdown drill  was completed in the prior year,  and after consultation with employees, learning points included in an updated Emergency Response Plan. Also were employees provided with opportunity  to understand and clarify questions about the changes. | |  | |  | |  | |
| 3 | At least one mock evacuation drill per term was completed in the prior year, and after consultation with employees, learning points included in an updated Emergency Response Plan. Also were employees provided with opportunity to understand and clarify questions about the changes. | |  | |  | |  | |
| 4 | At least one other mock emergency drill (e.g. a desktop drill in consultation with employees of what to do in event of one of; medical emergency such as an allergic reaction of employee or child, illness/injury of employee or child, bomb threat, other…) was completed in the prior year, and after consultation with employees, learning points included in an updated Emergency Response Plan. Also were employees provided with opportunity to understand and clarify questions about the changes. | |  | |  | |  | |
| 5 | Where there any real Emergency  Situations and, after consultation with employees, were learning points included in an updated Emergency Response Plan. Also were employees provided with opportunity to understand and clarify questions about the changes. | |  | |  | |  | |
| 6 | Has the Training Needs Analysis Spreadsheet been reviewed by  the employer? | |  | |  | |  | |
|  | Has there been consultation with  relevant employees about the Training Needs Analysis Spreadsheet? | |  | |  | |  | |
|  | Please include outstanding specific  OHS issues from these assessments  as separate items in this review table. | |  | |  | |  | |
| 7 | Other – please provide details | |  | |  | |  | |
| 8 | Other – please provide details | |  | |  | |  | |