

Recording the cost of WHS Compliance (adapted from DisabilitySafe: NDS)

Activity	Staff involved – No. and Position	Frequency/ Time spent per year	Cost per year
WHS Management System			
Legal compliance			
Production of WHS Policies, procedure etc			
Production of safe work procedures			
Scheduling audits of use of the above			
Carrying out audits			
Review and update of same			
Data collection, analysis and reporting			
EAP counselling services			
WHS Training			
WHS Induction Training			
Ongoing WHS training:			
Manual handling training			
WHS Induction			
Infection Control training			
Safe work procedure training			
First aid training			
Emergency procedures training			
Risk assessment training			
Defensive driver training			
Client specific training			
Toolbox talks			
Risk Management			
Client home assessments			
Venue assessments			
Activity assessments			
Manual handling assessments			
Workplace inspections			
Workplace modifications e.g. ramps			
Vehicle pre-use checks			
Obtain/review material safety data sheets			

Activity	Staff involved – No. and Position	Frequency/ Time spent per year	Cost per year
Provision of first aid			
Evacuation drills			
Pre-employment medical/functional assessments			
Reviewing/filing contractor forms and induction and supervision of contractor			
Specialist assessment e.g. OT for client needs or staff workstations etc			
Injury/ incident management			
Reporting injury/incident internally			
Incident Notification to insurer, WorkCover			
Incident investigations			
Reviewing injury/ incident data			
Corrective actions			
WHS Consultation			
WHS Committee/Rep training			
WHS Committee meetings salaries			
Produce, distribute WHS Committee minutes			
Communication to employees on WHS issues e.g. memos etc.			
Supervising activities of WHS reps / committee members			
WHS Equipment			
First aid kits			
Provision & maintenance of safety switches			
Testing and tagging of electrical equipment			
Provision and maintenance of fire extinguishers/ signs/ lights etc			
Provision of WHS signs e.g. hot surface, visual prompts			
Provision and maintenance of duress alarms			
Provision and maintenance of mobile phones			
Provision of PPE – gloves, masks etc			

Activity	Staff involved – No. and Position	Frequency/ Time spent per year	Cost per year
Vehicle modifications			
Workers Comp & Injury Management			
Premium renewal			
Insurer relationship management			
Training of RTW Coordinator			
Supervising RTW Coordinator activities			
Workers Compensation file administration			
Maintaining regular communication with injured worker			
Ensuring regular communication between line manager and RTWC			
Early screening of injured worker (eg OMPQ)			
Liaison with injured worker's treating doctor			
Liaison with insurer re: injured worker			
Liaison with rehab provider			
Liaison with other stakeholders			
Provision of suitable duties			
Attendance at claims review meetings			

References

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