



## Inspection - Safety Behaviours Checklist

### Major Hazard\_ Performance & Sustainability - Major Hazard\_ Performance & Sustainability

Item #	Prompt	Responses	Comments
1	Employee Checklist	( X ) Yes ( ) No ( ) N/A	
2	Has my performance been discussed with me by my Supervisor?	( ) Yes ( ) No ( ) N/A	
3	Do I understand my roles and responsibilities and am I able to carry it out effectively?	( ) Yes ( ) No ( ) N/A	
4	Am I open to change and new ideas and display a "can do" attitude?	( ) Yes ( ) No ( ) N/A	
5	Do I plan work and work to the plan?	( ) Yes ( ) No ( ) N/A	
6	Do I help coach others and help them to succeed?	( ) Yes ( ) No ( ) N/A	
7	Do I seek clarification when I am unsure or understand something?	( ) Yes ( ) No ( ) N/A	
8	Am I re-using and recycling resources where possible?	( ) Yes ( ) No ( ) N/A	
9	Am I maintaining equipment and property so it lasts longer and work efficiently?	( ) Yes ( ) No ( ) N/A	
10	Do I plan work to access and use only what I need?	( ) Yes ( ) No ( ) N/A	
11	Do I reduce or minimise waste where possible?	( ) Yes ( ) No ( ) N/A	
12	Supervisors/ Superintendents Checklist	( X ) Yes ( ) No ( ) N/A	
13	Have I discussed performance with all personnel?	( ) Yes ( ) No ( ) N/A	
14	Are job roles and responsibilities clarified for all personnel?	( ) Yes ( ) No ( ) N/A	
15	Do I encourage personnel to be open to change and new ideas?	( ) Yes ( ) No ( ) N/A	
16	Have I checked that teams have planned the work and are working to the plan?	( ) Yes ( ) No ( ) N/A	
17	Have I coached and mentored personnel to help them succeed?	( ) Yes ( ) No ( ) N/A	
18	Departmental goals and objectives aligned to the organisational strategy and shared to team?	( ) Yes ( ) No ( ) N/A	

Item #	Prompt	Responses	Comments
19	Re-using and recycling resources where possible is encourage at the workplace?	( ) Yes ( ) No ( ) N/A	
20	Program in place and implemented to ensure equipment and property is maintained so it lasts longer and work efficiently?	( ) Yes ( ) No ( ) N/A	
21	Are personnel planning work so they access and use only what they need?	( ) Yes ( ) No ( ) N/A	
22	Are personnel reducing or minimising wastes where possible?	( ) Yes ( ) No ( ) N/A	
23	Managers/ General Manager Checklist	( X ) Yes ( ) No ( ) N/A	
24	Are systems or process in place for performance review to be completed for personnel?	( ) Yes ( ) No ( ) N/A	
25	Roles and responsibilities are clarified and clearly communicated to personnel?	( ) Yes ( ) No ( ) N/A	
26	Is there a process in place or avenue to encourage personnel to suggest new improved ideas?	( ) Yes ( ) No ( ) N/A	
27	Teams have planned the work and are working to the plan?	( ) Yes ( ) No ( ) N/A	
28	Succession plans are in place and followed through?	( ) Yes ( ) No ( ) N/A	
29	Departmental goals and objectives aligned to the organisational strategy and shared to team?	( ) Yes ( ) No ( ) N/A	
30	Re-using and recycling resources where possible is encouraged at the workplace?	( ) Yes ( ) No ( ) N/A	
31	Program in place and implemented to ensure equipment and property is maintained so it lasts longer and work efficiently?	( ) Yes ( ) No ( ) N/A	
32	Work plan effectively planned and carried out so Teams can access and use only what they need?	( ) Yes ( ) No ( ) N/A	
33	Teams are reducing or minimising wastes where possible?	( ) Yes ( ) No ( ) N/A	

Item #	Explanation
1	Employee Checklist
12	Supervisors/ Superintendents Checklist
23	Managers/ General Manager Checklist