

Occupational safety and health

To protect the health and safety of employees (and others), you need to manage the work environment.

Are your risks under control in these areas?

Yes No N/A

- Physical hazards, for example noise, lighting, temperature
- Accident hazards
- Musculoskeletal disorders
- Chemical/biological hazards
- Work-related stress
- Unsafe behaviour
- Other

Yes = satisfactory
No = action or more investigation is needed
N/A = not applicable

Wellbeing at work

Good physical and mental health form the basis of employees' wellbeing. If you have a high rate of work-related illness or stress, this could be a symptom of poor management.

Are your risks under control in these areas?

Yes No N/A

- Job satisfaction
- Health and fitness
- Maintaining health and wellbeing
- Other

Employment

You need to manage all stages of employment, including drafting employment contracts, inducting new employees and retirement. To do this, you need to know the relevant regulations.

Are your risks under control in these areas?

Yes No N/A

- Recruitment and making sure the job fits the person
- Retaining key people
- Employment contracts
- Working hours and holidays
- Terminating employment
- Other

Expertise

You need to help employees maintain and develop their skills, and make sure that you have cover for those people who have 'critical skills'.

Are your risks under control in these areas?	Yes	No	N/A
Customers and users			
Safety analyses			
Design reviews			
Documents			
Operating instructions			
Other			

Entrepreneurs

Being an entrepreneur involves taking on a range of special risks.

Are your risks under control in these areas?	Yes	No	N/A
Own livelihood			
Handing down the business to the next generation			
Disputes between owners			
Unemployment and pension cover			
Other			

Violence at work

Violence directed at employees is a significant risk, particularly in service industries.

Are your risks under control in these areas?	Yes	No	N/A
Robbery or the threat of criminal acts			
Physical violence			
Bullying			
Harassment			
Verbal threats			
Other			

Travel and traffic

Journeys between home and work, work-related trips and the business's internal traffic expose employees to the dangers of traffic. Trips abroad have their own special risks, such as diseases, climate extremes, unfamiliar laws and customs.

Are your risks under control in these areas?	Yes	No	N/A
Work-related road risk			
Internal traffic management			
Journeys abroad			
Other			

Damage or loss

Wherever there are people, intentional or unintentional acts of damage are possible.

Are your risks under control in these areas?	Yes	No	N/A
Vandalism			
Information leaks and theft			
Unsafe practices and risk taking			
Unintentional damage			
Other			

The workforce

Good management is the key factor in achieving a strong workforce. The risks relate to common issues that affect the workforce as a whole.

Are your risks under control in these areas?	Yes	No	N/A
Line management			
Strategic and operational planning issues			
The morale of employees			
Communications			
Flow of information			
Salary issues			
Other			