

WHS checklist

- Take out appropriate workers' compensation insurance. This insurance provides a 'pool' of funds held in trust with an insurance company on which the employer can draw to pay for medical expenses associated with the injury of employees at work.
- Make contact with the Occupational Health and Safety authority in your state and request guidelines.
- Clearly mark fire exits and ensure exits are not blocked in any way. Arrange inspection by fire services.
- Ensure you have fire extinguishers that are clearly labelled and maintained twice yearly. Most insurance companies will insist on regular services for extinguishers.
- Educate staff at least yearly on fire procedure and extinguisher use. This can be arranged through the fire brigade or your fire safety services supplier.
- Organise regular maintenance and servicing of all equipment. All maintenance should be recorded on equipment management register.
- Purchase a portable 'slippery when wet' sign and use as a warning for wet floors.

Implement a procedure for your practice manager to conduct monthly inspections (or safety walks) of the premises to ensure the provision and encourage the use of:

- safe equipment
- safe work methods
- safe storage and handling
- safe entrances and exits
- a safe work environment
- protective clothing and equipment.

Invite an occupational rehabilitation provider or physiotherapist to your practice to assess the ergonomics and to educate staff on correct posture. The following is a guide for workstation set-up:

- position is directly in front of computer
 - neck rotation to remain within 30 degrees either side of midline
 - screen tilt – 5 - 20 degrees (top of screen away from operator)
 - distance from screen to eyes is 350 - 750mm
 - elbow angle is 90 - 110 degrees
 - chair height 380 - 510mm
 - seat is fixed horizontal
 - backrest height – seat to centre of convex area 220 - 250mm.
- Install security alarms and an emergency (duress) button out of sight but within reach of receptionist. Test this regularly. Engage a reputable security firm to assess your security needs. Use a supplier registered with the Australian Security Industry Association Ltd (ASIAL).

Have written procedures on :

- accident reporting
- incident reporting
- ergonomics/workstation setup
- manual handling/lifting heavy objects
- fire safety
- armed hold-up
- non medical emergencies
- money
- drugs of addiction.