

CHECKLIST: HOW TO IMPLEMENT AN SMS	
Safety policy and documentation:	
✓	Is there a commitment from business owners and managers to ensure and improve the safety of the transport activities your business performs?
✓	Are roles and responsibilities related to safety clearly defined?
✓	Is there a process in place to manage safety when interacting with other parties?
✓	Are there policies and procedures in place that document how work is performed safely?
✓	Does your business have sufficient resources (financial, human, material) to support the SMS?
✓	Has your business identified and documented safety objectives that support the safety policy?
✓	Does your business have a safety manager/officer or someone appointed to implement, manage, communicate and promote the SMS?
✓	Does your business have an SMS Manual that outlines the safety requirements and direction for your business?
Safety risk management:	
✓	Does your business have a process in place to identify and record hazards?
✓	Do you have a culture encouraging hazards to be reported to senior management?
✓	Does your business have a risk register in place to assess risks created by hazards, develop and implement controls, and ensure the ongoing effectiveness of risk controls?
✓	Are controls in place to eliminate or minimise risks?
✓	Does your business have a formal process in place for reporting incidents and near misses?
Safety assurance:	
✓	Does your business have an internal safety investigation framework to deal with incidents or near misses?
✓	Are risk controls regularly reviewed to ensure that they are appropriate?
✓	Does your business conduct regular checks of work activities associated with documented procedures and processes?
✓	Does your business have a process to monitor and measure the control's effectiveness?
✓	Are improvements made to the SMS following outcomes of risk management and safety assurance activities?
Safety promotion and training:	
✓	Are your employees provided with appropriate and ongoing training?
✓	Does your business conduct ongoing safety promotion activities (e.g. regular briefings, toolbox talks, newsletters, display board)?
✓	Does management/leadership play an active role in ensuring workplace safety is a top priority?