The Annual Safety Assessment (ASA) is a comprehensive study of a workplace and its operations to identify health and safety issues of concern, and to review safety processes that may need improving. Completing an ASA contributes to meeting our legal duty under the Work Health and Safety Act 2011 to ensure the safety of everyone at our workplace.

**What is the purpose of the ASA?**

By conducting a comprehensive ASA you will:

1. Identify the hazards that exist at work.
2. Review safety incidents and existing processes to determine if adequate levels of safety and compliance are in place.
3. Develop a plan to document and prioritise how issues will be addressed. (Note: A *Safety Action Plan* template is provided as an example. See Appendix 2 of the Annual Safety Assessment document linked to below.)

**Who completes the ASA?**

DETE workplaces with over 30 workers are required to complete an ASA each year. However, it is recommended that *all* DETE workplaces conduct the ASA.

Normally, the ASA would be facilitated by your Health and Safety Adviser (HSA) *– formerly WHSO*. For those workplaces which do not have a HSA, a person with a designated responsibility for health and safety at your workplace would be suitable to facilitate the ASA.

The ASA process should be developed in consultation with your Health and Safety Committee and others, such as, your Admin team.

**What is the scope of the ASA?**

The *Annual Safety Assessment* template located on the Creating Healthier Workplaces website (see link below) details 13 ‘performance criteria’,[[1]](#footnote-2) which are the safety aspects of your workplace to be assessed.

**ASA Process**

It is important that the ASA process obtains accurate health and safety information about your workplace, while also being easy enough to complete each year.

The ASA process will involve the following steps.

1. Planning to determine:
   1. when the assessment will be conducted
   2. what process will be used to complete the ASA
   3. who will be involved in the ASA process.
2. Gathering information about each of the 13 criteria.
3. Collating the results and assessing the workplace.
4. Developing a plan that will outline and prioritise the safety initiatives required for the next 12 months. Remember, you can use the *Safety Action Plan* template provided as part of the ASA document. This process can also inform priorities to be included in annual operational plans.

**For more information:**

Visit the Creating Healthier Workplaces website: [Annual Safety Assessment](http://education.qld.gov.au/health/safety/managing/annual.html)

Contact your [Regional Health and Safety Consultant](http://education.qld.gov.au/health/contacts/hscontacts.html)

1. These criteria closely align to DETE’s procedure: [*Health, Safety and Wellbeing Management Systems Audit*](http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Health,-Safety-and-Wellbeing-Management-Systems-Audit.aspx). [↑](#footnote-ref-2)