

Checklist for small business

As an employer, you have legal obligations in the following areas:

Health and safety obligations

Work through this checklist to ensure your workplace is safe

- Provide and maintain safe machinery and equipment, and safe systems of work
- Maintain the workplace in a safe condition
- Ensure safe use, handling, storage and transport of chemicals
- Provide workers and contractors with adequate facilities
- Keep records relevant to your workers' health and safety
- Consult with workers on matters that may affect their health, safety or welfare
- Notify WorkSafe Victoria on 132 360 of any:
 - workplace death
 - serious injury where medical treatment is required
 - incident that could have caused death or serious injury
- Display the **If you are Injured** poster where all workers can see it

When a worker is injured

Read this list to understand your obligations

- Assist your injured worker with appropriate medical treatment
- Complete the employer section of the Worker's Injury Claim Form (blue form), ensuring you sign and date it
- Confirm receipt of your Worker's Injury Claim Form in writing – give your worker the carbon copy
- Complete the Employer's Injury Claim Report (green form)
- Send original documents to your WorkSafe Agent within 10 calendar days of receiving the Worker's Injury Claim Form or penalties may apply

Helping injured workers return to work

Read this list to understand your obligations

- Nominate a Return to Work Coordinator if you don't already have one
- Prepare a return to work plan for any injured worker who has or will have an incapacity for work for 20 days or more - your WorkSafe Agent can assist you with this
- Support your worker and regularly review their Return to Work Plan
- Provide your worker with suitable employment when they have a capacity for work
- Establish Occupational Rehabilitation and Risk Management Programs within three months of the date your injured worker's claim for weekly payments is accepted
- Keep your worker's job or equivalent position open for them for 12 months
- Contact your WorkSafe Agent for advice or assistance on claims or return to work

For a copy of **12 Ways to Make Small Business Safer** or for more information on health and safety and return to work, visit [worksafe.vic.gov.au](https://www.worksafe.vic.gov.au) or call the **WorkSafe Advisory Service 1800 136 089**.