

ARPANSA Holistic Safety Micro Assessment Tools

KEY AREA: *Leadership*

Date:	
Area(s) examined:	
Follow-up actions:	

GENERIC RATING CRITERIA			
Not Observed	Low	Medium	High
NA	1	2	3

Approachability:

	Observations	Rating
1. Is there a small change we can make to make staff feel more comfortable approaching us should they have a safety concern?		
2. When was the last time we reviewed our safety policy and does it discuss how staff can report a safety concern to management?		

Seeking safety information:

	Observations	Rating
3. How often do we ask staff to report on or provide information on safety threats or vulnerabilities during meeting or walk-arounds?		
4. Do our leaders discuss safety as part of their section or branch meeting and proactively seek out safety information from staff?		

Management understanding of the work:

	Observations	Rating
5. How well do we understand the work being conducted by our staff and do we conduct management walk-arounds?		
6. Do our leaders receive basic training in the work being conducted by our operators?		

Promoting safety:

	Observations	Rating
7. How can we better promote safety within the workplace and demonstrate that safety is a key consideration in making decisions?		
8. How do we encourage collaboration between staff and management in addressing safety concerns?		
9. What decisions and actions do our leaders take to tangibly demonstrate that safety is important? Can this be made more transparent to staff?		

Maintaining safety standards:

	Observations	Rating
10. Is there some way we can further promote safety standards within the organisation?		
11. How often do we review our documentation and procedures and ensure that they are consistent with our practices?		
12. How can we better encourage staff to suggest changes to documentation where it is considered appropriate?		

ACTIONS:

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