



Small Business Safety Management System



**A Workplace Health and Safety Management System developed for
Queensland Small Business – Trading Hotels and Taverns**

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- N. Personal Protective Equipment (PPE)
- O. Registrations and Certificates
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- Q. Work Related Fatigue and Stress
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


10 Steps

for completing the Small Business Safety Management System (SBSMS)


Step 1 Read the Introductory Section. This will give you an overview of the SBSMS, and why it has been developed.


Step 2 Please read and understand the statement regarding legislative changes.

Step 3 Go to Module Number 1  and commence at module question 


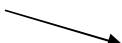
Step 4 If your answer is  to any of the questions then follow red arrow to the  Actions Recommended Box, which is red in colour  You then must do what the Actions Recommended Box say to for you to do i.e.



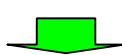
 Develop a written workplace health and safety policy

Step 5 On your journey to the Actions Recommended Box, if you happen to be obstructed by an Information Box, which is yellow in colour,  you must be able to answer all the questions presented in this information box. Not all module questions will have information boxes.

Step 6 In relation to the Information Boxes,  if you arrive at a question in which you are unable to answer or have some doubts regarding the correct answer, then you will have to go to the appendix which correlates to the module. The answer will be there for you, as well as further information regarding that particular module.

Note: You are encouraged to peruse the appendices in order to obtain a further understanding of the particular module topics.

Step 7 Once you have reached the Actions Recommended box  for a particular module question, and you have made a note that you are required to fulfil the specified recommendations within that box, you must then follow the arrows  to the next module question, and continue answering all questions in the seventeen modules.

Step 8 If you answer  to any of the module questions, then you are not required to pursue the path of the red arrow  Instead you are required to follow the green arrows  to the next module question.

Step 9

Once you have reached the end of one module, then go to the next module until all seventeen module's questions are answered.

Step 10

Once all module questions have been answered, either **YES** or **NO** then you are required to complete all the recommended actions which are outlined in the red boxes 