

# How to Develop Positive Performance Indicators (PPIs) for your Business

## Step 1

### List workplace hazards in your business

- o List hazards you have identified and assessed in your workplace. You may want to refer to risk assessments you have made in the past.

## Step 2

### Identify current hazard controls you already have in place

- o List controls that your business has already put in place to manage the hazards. Think about what procedures you've put in place to improve health and safety.

## Step 3

### Choose areas for your business to measure

- o Identify areas from your list of controls that you may want to improve further.
- o Decide which areas from your list you want to use to measure OHS performance.

## Step 4

### Develop your PPIs

- o Select or develop PPIs based on areas you wish to measure or improve - PPIs may include such things as rating of management commitment to OHS, percentage of workplace inspections undertaken, percentage of contracts with OHS clauses etc.

## Step 5

### Develop your methodology – what, how and when

- o Select indicators that will be relevant and cost effective to collect, easily understood by people in the workplace and can be quickly and easily measured.
- o Choose how you'll collect the information – surveys, interviews, observations and inspections are some useful ways.
- o Work out how often you'll need to collect the information for it to be useful.

## Step 6

### Collect and analyse your information

- o Start collecting the information.
- o Once you've collected your information, work out whether or not your OHS initiatives are done as you planned – if not, why not?
- o Decide how you can improve your current OHS initiatives.

## Step 7

### Review the performance and effectiveness of your PPIs

- o Review the performance of your PPIs by checking whether they are effective measures of the areas that you identified.
- o Undertake the review periodically or when processes or equipment change.