



Aircraft maintenance information and checklists

Sept 09

Introduction

In 2009 WorkSafe conducted an inspection campaign in the aircraft maintenance industry aimed at improving safety and health issues within the industry.

The checklists used by WorkSafe inspectors during this campaign are included in this newsletter. Please use the checklists to ensure your workplace meets the occupation safety and health legislation.

What issues do the checklists cover?

Issues covered by the checklists include:

- Manual tasks
- Electrical
- Slips trips and falls
- Mobile plant
- Emergency procedures
- Confined space entry
- New and young workers
- Machine guarding
- First aid and amenities
- Fire and emergency safety
- Housekeeping

Further information can be obtained by contacting WorkSafe on 9327 8777 or by visiting the website at www.worksafe.wa.gov.au

Safe movement of vehicles at workplaces

Vehicles and mobile plant moving in and around workplaces cause far too many occupational injuries and deaths in WA.

Reversing, loading, unloading and pedestrian movements are the activities most frequently linked to accidents.

To avoid incidents, traffic and pedestrian movement needs to be designed, planned and controlled.

Here are some tips for safe movement of vehicles:

Design traffic routes so they are wide enough for the largest vehicle using them. They should be one-way (if possible) and have clearly signed traffic instructions.

- Separate pedestrian footpaths or walkways from traffic or make traffic routes wide enough for both vehicles and pedestrians. Use pedestrian barriers to prevent people walking in front of vehicles.
- Situate loading bays where vehicles can be manoeuvred easily and they are protected from adverse weather conditions. Raised loading platforms should be fitted with rails and raised wheel stop edges on the non-loading sides, to prevent people, forklifts or trolleys rolling over the edge.
- Mark reversing areas so drivers and pedestrians can see them easily. To reduce reversing accidents, place fixed mirrors at blind corners.
- Ensure that people directing traffic wear high-visibility clothing and that their signals can be seen clearly.

Safety priorities for working with hazardous substances

Lost time at work, illness and sometimes death are all outcomes of failing to store, use or dispose of hazardous substances properly. Great care is essential and following the information in this leaflet will reduce the risk of such serious outcomes.

Hazardous substances are any chemicals or other materials that may put people at risk. They include chemical paint strippers, battery acid and fuel. Some substances may cause allergic reactions and other medical conditions of varying severity. Other substances may be corrosive, harmful or toxic.

Employers must identify any hazardous substances being used in their workplace and should question whether their use is essential. For example replace spotting agents containing hydrogen fluoride with a safer one.

Material Safety Data Sheets (MSDS) must be provided for each hazardous substance, identifying the ingredients, and giving health information and precautions for safe use and handling. Continual vigilance is essential.

During their inspection, inspectors will be looking for many of the common problems affecting the handling of hazardous substances that WorkSafe has found in workplaces.

The elements of the checklist do not cover all mandatory requirements under workplace safety and health laws. However, following the checklist will assist you to identify any shortcomings in your procedures or training and to correct or update them, thus helping you started meet your safety and health responsibilities.

In looking at safety in relation to hazardous substances and all workplace safety matters, please remember the three ThinkSafe steps:

- spot the hazard;
- assess the risk; and
- make the changes.

Slips trips & falls

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How can I reduce the risk of slips and trips in my workplace?

There are many controls that employers can use to prevent slips and trips in the workplace. Firstly though, it is important to complete hazard identification and a risk assessment in consultation with your staff. This will ensure that the right control is chosen for the hazards that are relevant in YOUR workplace.

Common controls used in workplaces can be categorised according to the hierarchy of controls:

- **Eliminate the hazard** - install more power points to avoid cords on floor, widen aisles
- **Substitution** - resurface floors with 'less hazardous materials'
- **Isolation** - restrict access to some work areas
- **Engineering controls (minimising risk by redesign)** - improve lighting, mark walkways install drainage, use ramps instead of steps
- **Administrative Controls** - ensure good housekeeping - clean up spills immediately, use signs for slippery or wet floors
- **Personal Protective Equipment** proper footwear

What risk factors contribute to slips and trips incidents?

Slips and trips account for 20% of all lost time injuries every year. They can result in serious injuries and lengthy periods of time off work.

Risk factors that contribute to slips and trips injuries will vary according to the type of workplace and work tasks being completed.

Common risk factor categories include:

- Floor surface & condition
- Floor contamination
- Objects on the floor
- Ability to see floor/ walkways/ hazards
- Cleaning/ spill containment
- Space & design
- Stairs & stepladders
- Work activities, pace & processes
- Footwear & clothing
- Individual factors

Working at heights

Working at heights - Identifying hazards

Identifying hazards involves recognising things that may cause injury or harm to the health of a person, such as where a person may fall from, through or into a place or thing.

There are a number of ways to identify potential things or situations that may cause a fall to occur.

Choosing an appropriate process or procedure for identifying hazards will depend on the nature of the work environment and hazards involved.

A hazard identification process or procedure may range from a simple checklist for specific equipment, such as a ladder or fall-arrest system inspection checklist, to a more open-ended appraisal of a group of related work processes. Generally, a combination of methods will provide the most effective results.

Key things to check at the workplace include:

- **surfaces:** the stability; the fragility or brittleness; the slipperiness (eg. where surfaces are wet, polished, glazed or oily in the case of new steelwork); the safe movement of employees where surfaces change; the strength or capability to support loads; and the slope of work surfaces (eg. where they exceed 7°);
- **levels** (where levels change and workers may be exposed to a fall from one level to another);
- **structures** (the stability of temporary or permanent structures);
- **the ground** (the evenness and stability of ground for safe support of scaffolding or working platform);
- **the raised working area** (whether it is crowded or cluttered);
- **edges** (edge protection for open edges of floors, working platforms, walkways, walls or roofs);
- **hand grip** (places where hand grip may be lost);
- **openings or holes** which will require identification or protection or **unguarded shafts or excavations**;
- **proximity of workers to unsafe areas:** where loads are placed on elevated working areas; when objects are below a work area, such as reo bars and star pickets; where work is to be carried out above workers (eg. potential hazards from falling objects); and power lines near working areas;
- **movement of plant or equipment** (ensuring there is no sudden acceleration or deceleration);
- **access to, egress from and movement around the working area** (checking for obstructions);
- **lighting**;
- **weather conditions** (when heavy rain, dew or wind are present);
- **footwear and clothing** (suitability for conditions);
- **ladders** (where and how they are being used); and
- **young, new or inexperienced workers** (ie. workers unfamiliar with a task).

Source: Commission for Occupational Safety and Health Code of Practice Prevention of Falls

Noise

What is a 'safe' level of noise?

One of the main effects of noise at work is noise-induced hearing loss. This can happen in two ways:

- noise of very high peak levels (more than about 135-140 decibels (dB)) can cause immediate damage to the structures of the inner ear; or
- noise of a lower level over an extended period of time can cause gradual damage.

People vary in their susceptibility to noise damage. A 'safe' level to protect the most noise-sensitive people from any hearing loss during a working lifetime, would be an average over the work shift of about 75 dB(A). For more information see Section 1.2 of the Code of practice, Managing noise at workplaces.

Noise can also contribute to other health effects such as increased blood pressure, stress and tinnitus (ringing in the ears). Safe levels to guard against these effects have not yet been determined and research is continuing. As a guide, stress can be reduced by keeping levels below 55 dB(A) in areas where people need to do work requiring concentration.

Another effect of noise is difficulty communicating and hearing warning signals or other sounds needed to work safely. A 'safe' level in these situations will vary depending on the level of the signals and the hearing capabilities of the listeners.

Why do employers have to reduce noise at the source when workers can wear hearing protectors?

The various types of hearing protectors (earmuffs, ear plugs, semi-inserts) are not the best forms of protection because they rely on individual workers being able and willing to use the equipment correctly. Failure to wear the hearing protectors correctly 100% of the time in excessive noise will significantly decrease the effective protection. Their effectiveness is also reliant on their condition and whether they fit correctly, which is particularly difficult if other protective equipment also needs to be worn. They can also fail or be inefficient without this being visibly obvious.

For all these reasons, hearing protectors are regarded as a last resort risk reduction measure, to be used only when all other practicable steps to reduce excessive noise have been taken.

How can noise levels of loud machines and equipment be reduced?

Depending on the source, noise can be reduced in several ways, as follows:

- buying quiet machinery and equipment;
- maintaining machinery and equipment routinely;
- reducing machinery and equipment vibration;
- muffling engine and compressed air noise;
- isolating the noise source in an insulated room or enclosure;
- placing a barrier between the noise source and the worker; or
- isolating the worker from the source in an insulated booth or room.

Electricity

Information on electricity in the workplace

Electricity is a frequent cause of workplace deaths and does not have to be high voltage to cause electrocution. Electrical hazards exist in almost every workplace and the smallest error can be fatal. Each year on average two to three workers are electrocuted in Western Australia. Although there are many different causes of electrocution, they have one thing in common – they could be prevented.

On 1 January 2009, changes to occupational safety and health regulations will come into effect that allow the testing and tagging of portable electrical equipment and portable RCD's on construction and demolition sites to be undertaken by a competent person or a licensed electrician.

What are the requirements for residual current device (RCD) protection in the workplace?

Regulation 3.60 of the Occupational Safety and Health Regulations 1996 requires a person having control of a workplace to provide protection against earth leakage current for workers using portable or hand held electrical equipment by means of a non-portable RCD installed at the switchboard.

Confined space

A person working in a designated confined space may be at risk of exposure to:

- electrical shock or electrocution;
- oxygen deficiency;
- toxic gases or fumes;
- engulfment/Suffocation by solids;
- fire and/or explosion;
- drowning in liquids;
- falls from height; and
- environmental factors such as noise, extremes of temperature, poor lighting, manual handling and radiation.

A person should be on standby in the immediate vicinity outside the designated confined space. As the person on standby has to remain outside the confined space it is not always possible for them to keep the person/s working inside the confined space in sight at all times.

Continuous communication with the worker/s inside the confined space must be maintained. Dependent upon the location, communications may be achieved using:

- voice;
- radio (intrinsically safe one if used in flammable conditions);
- mobile phone (not to be used if flammable gas or vapour is present in sufficient concentration to cause explosion or fire); or
- hard wired communications.

New and young workers

'Young people' includes those leaving school and starting work for the first time (encompassing apprenticeships and traineeships); those employed on a casual basis or working part-time outside school hours; work experience, vocational and training students; and children who visit the workplace (but may not necessarily be 'workers').

When assessing risks to young people, special factors to consider are:

- the size of the person and their level of physical maturity;
- their general behaviour and psychological maturity;
- their work experience and training;
- their ability to make mature judgements about their own safety and the safety of others; and
- their ability to cope with unexpected, stressful situations.

With the high rates in lost time injury for new and young workers, one of the department's seven priority areas is to focus on their safety in the workplace.

When our inspectors visit your workplace they will pay particular attention as to whether you are meeting your 'duty of care' in respect of any new and young workers.

They will be looking for evidence that you have specifically assessed risk factors in respect of new and young workers, as well as fulfilling your legal responsibilities under the *Occupational Safety and Health Act 1984*.

The aim is for employers to prevent accidents by identifying the hazards, assessing the risks, and dealing with them before new and young workers are exposed.

In respect to information, instruction and training, it is your responsibility to provide this before a new or young worker starts work. Similarly, your induction of new and young workers must ensure they understand emergency procedures and how to seek help in the event of an accident or injury. This instruction must be specific and relevant to your workplace and working conditions.

In their inspection, the department's inspectors will be looking for the six key elements presented in the checklist below. These deal with many of the common problems affecting new and young workers that WorkSafe Western Australia has found in workplaces. The elements of the checklist do not cover all mandatory requirements under workplace safety and health laws. However, following the same checklist yourself will assist you to identify any shortcomings in your procedures or training and to

How do I use these checklists?

1. Use the checklists in this newsletter to inspect your workplace. You may see other hazards as you are going through – add them to the checklist.
2. Anything that you have ticked 'No' or added to the list needs to be fixed. So, look at each hazard using the table below to prioritise identified hazards.

Risk rating table – for working out level of risk Use the vertical and horizontal columns to consider both the likelihood of injury or harm to health and the consequences to work out the level of risk

Likelihood of injury or harm to health	Consequences of any injuries or harm to health			
	Insignificant eg no injuries	Moderate eg first aid	Major eg extensive injuries	Catastrophic eg death
Very likely	High	Extreme	Extreme	Extreme
Likely	Moderate	High	Extreme	Extreme
Moderate	Low	High	Extreme	Extreme
Unlikely	Low	Moderate	High	Extreme
Highly unlikely (rare)	Low	Moderate	High	High

Risk assessment is a 'best estimate' on the basis of available information. It is important the responsible person undertaking a risk assessment has the necessary information, knowledge and experience of the work environment and work process, or such a person is involved.

3. If the hazard falls into 'high' or 'extreme', based on your view of how likely it is someone will get hurt and what level of injury could happen, then you need to fix it straight away.

If it is lower down in the table – moderate or low – then plan when you will fix it.

Remember hazards have to be controlled – you can't ignore them.

Checklists

electricity safety checklist			
check	yes	no	n/a
Electrical installations are installed, constructed, maintained, protected (cover) and tested to minimise the risk of electric shock or fire. Evidence of maintenance and testing in place. Components clearly marked and switchboard free from obstructions.			
RCD's <ul style="list-style-type: none"> • Hand held portable equipment is protected by RCD (not construction) • Switchboard or fixed sockets marked whether RCD protected. • Maintenance program in place 			
Plugs sockets and electrical cords <ul style="list-style-type: none"> • Flexible cords and extension cords are used in a safe manner • Connection moulded or transparent plug • Plugs, sockets (explosion proof - lights & sockets must be approved for spray painting & flammable storage area) and extension leads in good condition and protected from damage 			
Electrical installations are protected from damage that would increase the risk of electrical shock or fire			
The work is organised for the safety of workers and others at the workplace Work in the vicinity of power lines and plant			
Electrical leads do not exceed 30 metres in length			
GROUNDING OF AIRCRAFT Are there enough grounding points to adequately support aircraft parking & maintenance facilities. Is there a system in place for the regular testing of the ground rods? and testing of continuity on cables and leads.			
AVIONICS / ELECTRICAL REPAIRS, All physical and high-voltage hazards have been identified and marked, Rubber floor mats or similar insulating materials are provided for repair positions. Is all testing equipment properly grounded?			
POWER CARTS / GROUND POWER UNITS, operators are trained; plant is maintained, operational manual available, appropriate maintenance, records of maintenance			

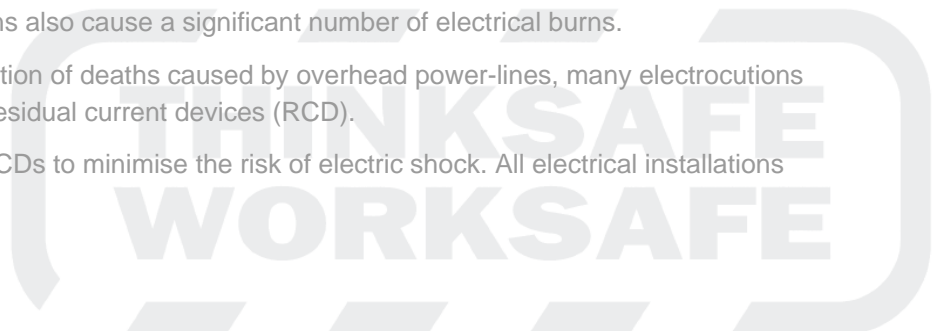
Electricity

Electrical hazards exist in almost every workplace. It is not only high voltage that causes electrocution – the smallest mistake can be fatal.

People can be electrocuted by coming into contact with overhead wires, carrying out maintenance work on live electrical circuits, working with damaged electrical equipment, extension cords, plugs or sockets. Familiar appliances like toasters and microwave ovens also cause a significant number of electrical burns.

A WorkSafe study found that, with the exception of deaths caused by overhead power-lines, many electrocutions could have been prevented with the use of residual current devices (RCD).

Safety regulations require employers to fit RCDs to minimise the risk of electric shock. All electrical installations must meet Australian Standards.



confined spaces
safety checklist

Confined space work in fuel tank maintenance / aircraft hull access

check	yes	no	n/a
Are people required to enter into a confined space for work purposes?			
Has the confined space entry point been designed to reduce the risk of injury ie safe access, entry and exit?			
Is the work being done in the confined space compliant with AS 2865 requirements?			
When people enter a confined space is there another person present in the immediate vicinity outside the confined space?			
Have the people who supervise, enter, work near, purchase or maintain equipment, are likely or could be involved in any rescue or first aid procedure, received training on confine space entry in accordance with Australian Standard 2865. Confined space training includes: - hazards on confined spaces; - assessment procedures; - control measures; emergency procedures; and - selection fit storage, use and maintenance of safety equipment.			
Is there adequate lighting for the type of work been done and the location?			
Are work practices arranged so that workers are protected from extremes of heat and cold?			
Are confined spaces monitored for hazards such as fumes?			
Has a documented risk assessment been carried out and completed and permit for entry been endorsed. Risk assessment MUST comply to AS 2865 requirements?			



hazardous substances safety checklist

check	yes	no	n/a
A register of hazardous substances is complete and current. The register includes a contents list and material safety data sheets (MSDS) for all hazardous substances, such as cleaning products, used from time to time at the workplace. The MSDS are less than 5 years old			
The register of hazardous substances is readily available for workers			
The outcome of the risk assessment for all hazardous substances is recorded in the hazardous substances register			
Decanted bottles containing hazardous or other substances are labelled			
Practical control measures are in place to reduce risks relating to hazardous substances For instance, substitute hazardous substances for non-hazardous substances, use substances in accordance with MSDS ensure adequate personal protective equipment (PPE) is provided and used			
PPE for use with hazardous substances is maintained and in good working order			
Training has been provided to workers working with hazardous substances. Training includes potential health risk and toxic effects, control measures to minimise risk, correct use of methods to reduce exposure, correct care and use PPE			
A record of hazardous substance training is kept at the workplace			
Health surveillance is undertaken where appropriate			
Activity involving chemical paint strippers is conducted in a well ventilated area.			
Are clean and dirty rags separated from each other and stored in a proper place to reduce the risk of spontaneous combustion.			
DE-FUELLING OF AIRCRAFT Are flammable and other harmful liquids stored out in the open? Is the moving, storage, & disposal of fuel in accordance with Australian Standards?			
OXYGEN GASEOUS CYLINDERS Are they stored in a separate location away from aircraft servicing and maintenance areas of the hangar?			
BATTERY SHOP MAINTENANCE			
<ul style="list-style-type: none"> • Eye wash or shower is within 10 metres of work area. • Correct fire extinguisher is available. • Appropriate PPE is available and used. • Is the battery charging area adequately ventilated to prevent the accumulation of explosives gases? (ie do exhaust ducts lead to the outside, above roof level where fumes cannot accumulate). • Non-seal batteries are located in enclosures with outside vents or in well ventilated areas. • Facilities are provided for flushing & neutralizing spilled electrolyte. • Lead acid batteries are stored separately from NICAD batteries. 			

abrasive blasting
 safety checklist

check	yes	no	n/a
Abrasive medium used for abrasive blasting is an approved abrasive material that is not prohibited as defined in Column 1 of Schedule 5.2 or does not contain more than 2% crystalline silicon dioxide as a contaminant.			
A safe system of work is developed and controlled to prevent excessive dust emissions occurring.			
Abrasive blasting is conducted in a fully enclosed chamber that will prevent the escape of dust and noise.			
Blasting chamber inspection port must allow effective visibility, be constructed of toughen glass, laminated safety glass or safety wired glass.			
Blasting chamber to contain or provide lighting to 200 lux illumination.			
Abrasive blasting chamber has eye protection and hearing protection safety warning signs displayed.			
Abrasive blasting automatic cut off device (dead man control) has a quick release control if accidentally dropped by operator and ceases immediately.			
Procedures are in place for workers to shut down nozzle in the event of an emergency, when operator is unable to do so.			
Blasting nozzle has the capacity to discharge static electricity.			
Sand Pot is registered with WorkSafe Commissioner as registered item of plant (eg (Hazard C Level Pressure Vessel).			
Blasting chamber emergency exits clearly identified and doors are fitted with quick release system.			
Ventilation air flow must pass through filtration system. Air flow rates: <ul style="list-style-type: none"> • Blast chamber with down draft air flow 0.3 metres /sec • Blast chamber with cross draft air flow 0.4 Metres /sec 			
Evidence is kept at the workplace that shows air supplied to blasting helmet is tested for air quality.			

spray painting safety checklist

check	yes	no	n/a
Air supplied respirators are used when two pack polyurethane paint or specialized aircraft coatings are being applied at the workplace, meets AS/NZS 1716:1994			
Appropriate PPE is worn by the operator when two pack polyurethane paint or specialized aircraft coatings are used in the workplace. AS 3765 & AS 2161			
Evidence is kept at the workplace that shows air supplied to respirators is tested for air quality.			
System of work is in place to minimise the risks to others from conducting spray painting at the workplace.			
Dedicated Paint Hangar / Spray Booth, must meet Australian Standards AS 4114 – 1995 for adequate ventilation, & correct type of fire extinguishers.			

mobile plant, lifting and racking safety checklist

check	yes	no	n/a
Mobile plant is maintained to minimise risks including aircraft lifting jacks and equipment. Log book/records, pre-start checks. Vehicles operating airside must have anti-collision beacon & seatbelts fitted, no seat, no ride policy.			
Evidence of training/instruction exists.			
Do operators have a licence for high risk work ie forklifts, crane and hoist operation.			
The plant is a safe condition, eg plant registration, access to cab, seat & seat-belt, FOPS/ROPS as required, load chart as required, operator's manual, controls labelled, and guarding dangerous parts.			
Work is organised for the safety of workers and others. Pedestrian control, traffic mgt, 2-way communication as required, high-visibility clothing as required.			
Site hazards are identified, assessed and controlled (ramps, slopes, rough ground, power lines, excavations, ground load limits, underground services).			
Operator has received instruction on the operation of the aircraft / engine lifting equipment in accordance with manufacturer's instruction / manual.			
Evidence that webbed slings have been inspected by competent person in accordance with the manufacturer.			
Plant does is not suspended over, or travel over persons underneath.			
Plant and vehicles are prevented from entering area where loads are lifted by means of warning signs, flashing lights, barriers, traffic controllers.			
Movement of vehicles are controlled at the workplace.			

manual tasks safety checklist			
check	yes	no	n/a
Practical control measures have been implemented and maintained to eliminate or reduce risk associated with manual handling work activity: hazard identification, risk assessment conducted, worker feedback Accident or hazard investigation is conducted.			
Everyone involved in organising and implementing manual tasks where manual handling hazards have been identified have been provided with adequate instruction and training (induction and ongoing training)			

Manual tasks-lifting

Lifting is the single most common cause of manual handling related injury in Western Australia. On average, workers with injuries from manual tasks take the longest time to recover and return to work.

The weight of an object is only one of many factors to consider in avoiding injuries. Other things to take into account include: how often and how quickly a task is performed; the age and physical strength of the person; and the size and shape of the object.

Workplace injuries most commonly linked to manual tasks include sprains and strains, hernias and damage to the back. Injuries can be the result of gradual wear and tear from frequent or prolonged lifting or sudden damage from a single lift of something very heavy or awkward.



new and young people
safety checklist

check	yes	no	n/a
Induction, information, instruction & training emergency/evacuation procedures is provided.			
Induction, information, instruction & training is provided in hazard and accident reporting			
Induction, information, instruction & training is provided in how to reduce the risk of injury or harm for hazards new/young workers may be exposed to in the course of their work			
Induction, information, instruction & training is provided in use, maintenance & storage of PPE			
Supervision: ensure that new & young workers are working in accordance with safety instructions including instructions re. skylarking, initiation ceremonies, bullying			
Employers ensure the risk of injury or harm to (young) visitors is reduced by means appropriate for the workplace and the type of work activity			



working at height safety checklist

check	yes	no	n/a
Practical control measures have been implemented and maintained to eliminate or reduce the risk associated with work at heights Hazard identification, risk assessment conducted? Is there an alternative way in which the work could be performed? Would the fall be arrested before contact with the ground or a structure?			
Edge protection is required is provided in accordance with OSH regulation 3.55 if there is a risk of a person could fall 2 or more metres.			
People required to work at height have been provided with adequate information, instruction and training for the work being performed.			

Working from heights

In Western Australia, an average of two workers die each year after falling. Most of these falls occur from relatively low heights ie. less than 5 metres. A further 5 people are killed by falling objects. Many more suffered serious injuries.

Workers falling from ladders, stairs or scaffolding are typical accidents and the most common types of injuries are sprains and strains, fractures and bruising.



slips and trips safety checklist			
check	yes	no	n/a
Floor or any stair or ramp has unbroken and slip resistant surface. Special provisions for slip resistance provided in wet areas			
Floor or any stair or ramp is free from any obstruction that may cause a person to fall (eg. electrical leads, hoses, floor mounted power boxes in walkways, etc.)			
Access to egress from workplace safe and at all times kept free from obstructions			
Are workshops and hangars kept clean and free of grease and oils on floors, are hangars well arranged and uncluttered			
Spill kits available and a clean as you go policy in place.			
Passages/walkways kept free of obstructions.			
Access and egress (emergency exits) kept free of obstructions.			
Warning signs available and erected near spills.			
Guard rails or other safeguards provided on ramps and stairs.			
Appropriate PPE, such as slip resistant footwear is provided.			
Ramps in areas where height of floor levels change and trolley access required or items are carried regularly.			

Slips, trips and falls

Slips, trips and falls are a significant problem affecting every workplace, from factory floor to office. People who work near wet floors or concrete surfaces face the greatest risk of suffering an injury from slipping or tripping.

Factors that contribute to the risk of slips and trips include:

- unstable, loose, or uneven floor surfaces;
- obstacles blocking walkways;
- slippery floor surfaces from spilt substances, eg. fluid, mud or oil;
- types of flooring or surface texture, such as wood, concrete or vinyl;
- inadequate lighting; and/or
- inadequate footwear.



machine guarding safety checklist			
check	yes	no	n/a
Is every dangerous part of fixed, mobile or hand held powered plant (machinery) securely fenced or guarded?			
Are adequate safe work procedures provided and documented to set, test and use machinery during all cycles of production and maintenance? Look for:			
<ul style="list-style-type: none"> • Pre-operational checks? 			
<ul style="list-style-type: none"> • Presence sensing system: safe system of work documented and a clearly identified warning provided when guard is muted? 			
<ul style="list-style-type: none"> • Presence sensing system: inspection and maintenance records maintained? 			
<ul style="list-style-type: none"> • Appropriate isolation and lock-out procedures provided for maintenance? 			
<ul style="list-style-type: none"> • Where setting, testing and start-up of machinery is required with the final means of safeguarding removed, have interim safeguards been provided? 			
<ul style="list-style-type: none"> • Where fixed physical guards are provided is adequate provision made for cleaning, maintenance, adjustment and repair? 			
<ul style="list-style-type: none"> • Where it is not practical to guard machinery is a safe system of work in place for people operating or passing in close proximity? 			
Are operators and maintenance personnel properly trained, familiar with the operation and set up of the machinery and able to demonstrate safety features?			
Are manufacturers decals, manuals and operator instructions readily available and in the English language?			
Is the highest level of guarding that is practical being provided?			

For more information about guarding of machinery see the new Code of practice Safeguarding of machinery and plant

consultation safety checklist			
check	yes	no	n/a
Elected and trained safety and health representatives at the workplace			
Safety committee in place			



other
safety checklist

check	yes	no	n/a
Have notifiable accidents been reported to WorkSafe			
Have LTI/LTD accidents and notified hazards been investigated			
Have workers received induction and on the job training			
Emergency egress enable safe egress in event of emergency / exit signs provided			
Portable fire extinguishers provided and maintained			
Evacuation procedures & diagram available and displayed and practised and training in the use of fire extinguishers provided. Is all necessary contact numbers posted in the advent of an emergency for workers to use?			
Warning signs posted relevant to each hazard, signs meet Australian Standards AS 1319.			
Seating provided and maintained			
Workplace facilities provided , is there a supply of cool clean drinking water available to workers working in the hangar.			
Portable ladders meet Australian Standards AS 1892.1 (metal) or AS 1892.2 (wooden)			
Gas cylinders secured (exception is cylinders scheduled to be installed in aircraft)			
Flash back arrestors are fitted (oxy-acetylene or oxy-LPG)			
PPE provided where necessary.			
Instruction and information is provided on maintenance, storage of PPE.			
Noise (ARE AIRCRAFT TAKEN TO THE RUN UP AREA, BEFORE HIGH RPM TESTING) - Noise assessment conducted - Control measures in place / avoid noise above exposure standard - Provision of personal hearing protection (PHP) - Instruction fitting, use, selecting, testing, maintenance and storage PHP - Training on noise - Signage PPE according to AS 1319			
First Aid box or facilities available and first aid trained person available			
No smoking in enclosed workplaces			

**THINKSAFE
WORKSAFE**

Information to help you meet the OSH laws

The WorkSafe website contains a number of publications which may assist you in making your workplace a safer place. Go to the WorkSafe website www.worksafe.wa.gov.au

Code of practice

- Fatigue management for commercial vehicle drivers
- First aid, workplace amenities and personal protective clothing
- Manual tasks
- Prevention of falls at workplaces
- Safeguarding of machinery and plant
- Working hours and risk management guidelines

Guidance note

- Alcohol and other drugs at the workplaces
- Formal consultative processes
- General duty of care in Western Australian workplaces
- Plant in the workplace
- Preparing for emergency evacuations at the workplace
- Prevention of carbon monoxide poisoning
- Provision of information on hazardous substances (MSDS)
- Safe movement of vehicles at workplaces
- Working alone
- Working safely with forklifts

Bulletin

- Gloves-selection use and maintenance
- Machine guarding
- New licence for high risk work
- Tips for investigating accidents and incidents

Guides

- Application guide for a national certificate of competency
- Armed hold-ups and cash handling
- Priority area checklists
- The first step
- The next step

Fact sheets

- Safety and health tips for laundry staff

Regular OSH updates

Do you want receive regular emails from WorkSafe to keep you up to date with changes to occupational safety and health in Western Australia, then go to www.worksafe.wa.gov.au →services→mailing lists

