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OSH management

☐ Consultation takes place on OSH matters between management and employees.

☐ Hazard and injury reporting:
  - systems are in place for reporting hazards and injuries;
  - reported hazards and injuries have been adequately investigated;
  - notify the employee of any determined intended actions in respect of the reported matter; and
  - systems are in place for reporting notifiable injuries to WorkSafe.

☐ In relation to all tasks:
  - hazards have been identified;
  - the risk of injury has been assessed;
  - control measures have been so far as is practicable implemented; and
  - implemented control measures are regularly reviewed.

☐ Safe operating procedures have been developed and implemented.

☐ Employees have received adequate safety induction and task specific training in relation to OSH.

☐ An OSH management system has been implemented, including elements such as management commitment, safety planning, consultation and reporting, hazard management and training and consultation.

☐ Safety and health representatives have been elected and trained, as per Act.

☐ An OSH committee is in place.
Manual tasks  eg baggage handling; pushing unit load devices/cans, ground support equipment and wheelchairs

☐ Manual task hazards have been identified in consultation with employees.

☐ Risk assessments of hazardous manual tasks have been conducted. Risk factors, such as carrying, pushing, pulling, holding, restraining have been considered.

☐ For example, during:
  - baggage handling between conveyors and unit load devices; conveyors/belt loaders and barrows; belt loaders/barrows and aircraft hold;
  - manually moving unit load devices on roller systems and on load profiles/dollies (eg when devices/systems are defective/inoperable);
  - manually moving ground support equipment (eg mobile aircraft stairs, barrows);
  - assisting customers with their mobility requirements to/from aircraft (eg pushing customers on wheelchairs up/down ramps with hand carry baggage, assisting customers up/down stairs);
  - storing customers' wheelchairs in hold;
  - check-in workstation use;
  - in cabin hand carry baggage assistance (eg into overhead bins/lockers and closing of overhead bins/lockers);
  - in cabin maneuvering of galley carts (eg particularly when defective).

Look out for:
  - forces exerted by the worker (eg pushing, pulling, lifting, lowering and carrying)
  - awkward postures;
  - sustained postures;
  - repetitive movements;
  - exposure to vibration;
  - handling a person or animal;
  - handling loads which are unstable, unbalanced, or difficult to grasp/hold;
  - frequency of task
  - different tasks affecting the same body part;
  - cumulative loading throughout the shift; and
  - defective equipment.

☐ Risk assessments of hazardous manual tasks have been conducted. It may be helpful to consider the reasons for the presence of the identified manual task hazards in consultation with workers, eg:
  - work area design and layout (eg check-in workstation space and height);
  - nature of the item, equipment and tool (eg wheelchairs appropriate for load and or slope use, manual roller system for movement of unit load devices, unserviceable automated systems, non-powered ground support equipment, defective equipment);
  - nature of the load (eg heavy baggage, heavy/damaged/defective/poorly loaded unit load devices);
  - working environment (eg cool, hot, wet, dusty, space constraints, noise);
  - systems of work, work organisation and work practices (eg labelling of heavy baggage, check-in baggage weight restrictions, hand-carry baggage restrictions and enforcement, staffing, task rotation, aircraft turn-round, maintenance of equipment).
Manual tasks cont’d

☐ Practicable control measures have been implemented and maintained to eliminate or reduce manual task risk in consultation with employees, such as: altering the aforementioned sources of the identified manual task hazards, such as:

- work area design and layout;
- nature of the item, equipment and tool;
- nature of the load;
- working environment;
- systems of work, work organization and work practices. For further guidance, refer to the sample template manual task investigation report on www.worksafe.wa.gov.au.

☐ Manual task training has been provided to workers which includes how to eliminate or reduce their exposure to hazardous manual tasks for example:

- preparing the work area and layout (eg adjusting check-in counter area, adjusting conveyor/belt loader height, having a system for loading cargo holds and unit load devices);
- selecting, adjusting and use of relevant equipment and tools (eg appropriate wheelchair for load and or slope, wheelchair with brakes, vacuum lifter for baggage movement, motorised roller systems for unit load device movement, assistive equipment to move ground support equipment, fork lift truck for freight);
- preparing and adjusting the load (eg identifying and managing heavy baggage, managing unit load devices that have become caught or are difficult to move on roller systems, managing defective unit load devices);
- preparing and adjusting the working environment (eg space or orientation between baggage barrow and belt loader);
- performing and maintaining systems of work, work organisation and work practices (eg labelling heavy baggage, enforcing baggage weight restrictions, restriction and enforcement of hand-carry baggage, adequate staffing, task rotation, reporting of aircraft turn-round issues, how to inspect and report faulty equipment eg load profiles/dollies, roller systems, galley carts, overhead lockers/bins, wheelchairs);
- task specific induction and refresher training in relation to manual tasks is provided. Refer to pages 17-18 of the Code of practice for Manual tasks or to the manual task training package on the WorkSafe website for information.

Reported manual task injuries and hazards have been investigated

- The investigation examined the incident details, mechanisms of injury, relevant risk factors, sources of risks, contributing factors, actions required and practicable control measures to be implemented; and
- Outcomes of the investigation have been reported to the person who reported the hazard or injury within reasonable timeframe.

Further information, including a manual tasks toolkit is available from www.worksafe.wa.gov.au and includes:

- Code of practice Manual tasks;
- Manual tasks training package;
- Video: Manual tasks risk management - Running time: 11:32 mins;
- Worksheet: Manual tasks incident investigation (Word);
- Worksheet: Manual tasks risk management tool (pdf); and
- Risk management checklist for manual tasks.
Slips and trips  eg pushing unit load devices, baggage handling in wet weather, movement around ground service equipment

Slips, trips and falls account for around 20 percent of all lost time injuries claims every year. They can result in serious injuries and lengthy periods of time off work. Risk factors that contribute to slips and trip injuries will vary according to the type of workplace and tasks being undertaken.

Slips, trips and falls hazards have been identified in consultation with employees. For example, during:

- manually moving unit load devices on roller systems and load profiles;
- movement around ground support equipment;
- baggage handling between conveyors/belt loader and barrows; conveyors and unit load devices; barrows and aircraft; and
- aircraft turn-round.

Look out for:

- ground, floor, stairs and ramps have unbroken surfaces;
- ground, floor, stairs and ramps are free from any obstruction or fall hazards that may cause a person to fall (eg wiring/cabling, drink bottles, deteriorated carpet);
- systems are in place to ensure that the ground or floor are free from fall hazards and obstructions;
- warning signs are available and erected near spills (as appropriate);
- access to and egress from the workplace are free from obstructions at all times; and
- appropriate protective equipment, such as safety boots, are provided;
Falls from height  
*eg during aircraft access/egress, aerobridge retraction or cleaning*

- **Hazards have been identified and risks assessed**
- **Edge protection is in place where required**
- **Provide training and instruction**
- **Keep walkways free of obstructions**
- **Ladders comply with Australian Standards**

☐ **Falls from heights hazards have been identified** in consultation with employees. For example, during:
  - access/egress from cargo hold;
  - access/egress of aircraft via catering vehicles and stairs;
  - cleaning of aircraft cabin near opened service door without ground service equipment/falls prevention systems in place;
  - cleaning of aircraft externally;
  - aircraft door opening;
  - retraction of aerobridge without falls prevention systems in place; and
  - aircraft turn-round.

☐ **Risk assessments** of falls from heights have been conducted.
  - Risk factors have been considered.

☐ **Practicable control measures** have been implemented and maintained to eliminate or reduce falls from heights risk in consultation with employees. Consider the following:
  - adequate means of access to and egress from areas where employees are working at heights;
  - adequate edge protection or fall injury prevention systems are in place when employees have a need to work at heights;
  - height of first step, width and tread on step, grab rails, three points of contact are available;
  - guard rails or other safeguards are provided on ramps and stairs;
  - use portable platform ladders, scaffolds, fall arrest system etc;
  - ramps are available in areas where height of floor levels change and trolley access is required or where items are carried regularly;
  - no riding on the rear or the side of vehicles.

☐ **Edge protection** is in place where a person could fall more than 2 metres from a scaffold, fixed stairs, landing, suspended slab, formwork, or false work.

  In any other situation where a person could fall 3 or more metres edge protection or a fall injury prevention system (*eg catch platform, scaffold, safety nets, safety mesh, or fall-arrest system)* is in place (*eg during retraction of aerobridge, cabin cleaning of aircraft near opened service door*).

Safe means of access to and egress from the work at height is provided.

- Stairs, walkways, ladders, mechanical lifts are obstruction free.

- People required to work at height have been provided with adequate information, instruction and training for the work being performed.

- **Anchorage points and fall injury prevention systems**
  - Anchorage and fall injury prevention system are of an appropriate design. The fall injury prevention system and anchorage points must be designed, manufactured, constructed, selected or installed so as to be capable of withstanding the force applied to them as a result of a person’s fall.
  - An inspection regime is in place for each component of the fall injury prevention system and means of attachment (*eg harnesses, safety belts, shock absorbers, lanyards, inertia reels*) to an anchorage point.
  - If any signs of wear or weakness are found during the inspection, the components or means of attachment are withdrawn from use until they are replaced with properly functioning components.

  Permanently fixed anchorage points are checked by a competent person in accordance with the manufacturer’s instructions. If these are not available, anchorage points should be checked by a competent person at least every six months if in regular use or if not regularly used before it is used.
Falls from height cont’d

Portable ladders provided are in accordance with AS 1892.1 (metal) or AS 1892.2 (wooden). For working at heights near or on electrical installations, lighting, etc. appropriate equipment has been provided.

Where items are stored on suspended storage areas or on mezzanine floors:

- A competent person has conducted a risk assessment to ensure the structural integrity of the storage area;
- Adequate edge protection has been provided; and

The access and egress to and from this storage area is safe.
### Mobile plant and vehicle movement

**eg tugs, catering, cleaning, toilet waste, water, refuelling vehicles & fork lift trucks**

- Plant is well maintained
- Premap start checklists are used
- High risk work licences are held
- Seat belts are worn
- Manage the movement of traffic

**☐ Vehicles and mobile plant moving in and around workplaces cause occupational injuries and deaths in Western Australia. 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.**

Vehicles and mobile plant are adequately maintained in accordance with the manufacturer’s instructions (or if not available by procedures developed by a competent person).

**☐ Mobile plant is kept in a safe condition – for instance the seat is maintained, seatbelt is available, controls are labelled, dangerous parts are guarded, the plant is registered if required, if required roll over protective structure (ROPS) or falling object protective structure (FOPS) is in place.**

**☐ Pre-start checks are conducted and logbooks/records are kept of pre-start checks and maintenance. Maintenance records of forklifts, vehicle hoists, mobile cranes, bridge cranes >10 tonnes and presence sending safeguarding systems are kept and accessible at all reasonable times.**

**☐ Training and licences:**
- employees driving vehicles hold appropriate driving licences (eg Authority to Drive Airside);
- operators of mobile plant are adequately trained; and
- where applicable, employees hold an appropriate High Risk Work Licence, for instance for forklifts, dogging, rigging, boom type elevated work platform >11 metres.

**☐ Items, including waste, (empty) gas cylinders are adequately restrained while being moved and the contents cannot leak.**

**☐ Movement and speed of vehicles and mobile plant is managed to minimise the risk of collision or crush injury to pedestrians and persons operating vehicles, including:**
- loading and unloading areas are adequate, ie surfaces are in good condition, ramps are maintained;
- pedestrians are segregated from areas where there is vehicle movement or areas where vehicles are being loaded or unloaded;
- where applicable, pedestrian walkways and/or adequate signage is installed, eg speed limits, vehicles in use, no unauthorised entry;
- personal protective equipment (PPE) is provided where required; and
- persons working in vehicle movement areas are wearing PPE such as hi-visibility vests or clothing.

**☐ Where mobile plant is used, site hazards such as ramps, slopes, rough ground, power lines, excavations, ground load limits, underground services are identified, assessed and controlled.**

**☐ Adequate control measures are in place such as procedures and means of communication specific to site.**

Hazardous substances are used every day in work tasks and have the potential to cause injury or illness.

Register of hazardous substances
- A register of hazardous substances is available and accessible for persons likely to be exposed to hazardous substances.
- The register of hazardous substances is complete – the register includes a contents list and current Safety Data Sheets (SDS) (also known as Material Safety Data Sheets [MSDS]).
- The register of hazardous substances is current – SDS (also known as MSDS) are not older than 5 years.

Labelling
- Hazardous substances are properly labelled – e.g., containers are labelled with manufacturers labels that are complete and legible.
- Decanted chemicals are labelled with name, risk and safety phrases.
- Empty food or beverage bottles are not used to store chemicals.

Risk assessment and control
- Risk assessments have been completed for all hazardous substances – when conducting a risk assessment, consider how the substance is used, where it is stored, is ventilation required, are directions in the SDS (also known as MSDS) followed, what personal protective equipment is required.
- A record is made in the hazardous substances register that the assessment has been done.
- A risk assessment report is available where the risk is significant.
- Practical control measures have been implemented and maintained taking into account the hierarchy of control (e.g., appropriate segregation of certain types of substances, provision of chemical spill kit).

Information, instruction and training
- Workers who may be exposed or work with hazardous substances have been provided with adequate information and training, including health effects, controls, safe work methods, personal protective equipment and where applicable health surveillance.
- A record of the hazardous substances training is kept.

Asbestos containing materials at the workplace
- The presence and location of asbestos containing materials at the workplace has been identified.
- Where asbestos has been identified, a risk assessment is conducted in accordance with the Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC:2018 (2005)].
- Asbestos register is available and used at the workplace where asbestos has been identified.
- Where an asbestos register is present, relevant persons have been trained on the contents and use of the asbestos register.

Asbestos waste
- Employees have been trained in recognising asbestos waste materials.
- Any asbestos waste material is disposed of in accordance with Part 11 of the Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC: 2018 (2005)].
Incidents with electricity are usually caused by broken equipment or dangerous working conditions such as frayed or broken cords, plugs or power points, installation and/or repairs being undertaken by an unqualified repairer, absence of a residual current device (RCD), lack of testing of RCDs or lack of experience, training or supervision.

### Electrical installations
- Electrical installations are maintained, protected and tested to minimise the risk of electric shock or fire.
- Evidence of maintenance and testing is in place.
- Components on the switchboard are clearly labelled.
- Switchboard is free from obstructions.

### Residual current devices
- Hand held portable equipment is protected by RCD.
- Switchboard or fixed sockets marked whether RCD protected.
- Testing program in place.

### Cord, connections, plugs and sockets
- Flexible cords and extension cords are used in a safe manner.
- Connections have either a moulded or transparent plug.
- Plugs, sockets and extension leads are in a good condition and protected from damage.

### Electrical installations are protected from damage that would increase the risk of electrical shock of fire – check suitability and protection of switchboards, light fittings, and power points.

### Procedures are in place for work in the vicinity of underground services and overhead power lines

### The use of any plant does not expose workers to the risk of electrical injury or electrocution.
Guarding of plant  *eg conveyors, ground support equipment, maintenance*

☐ Every dangerous part of fixed, mobile or hand held powered plant (machinery) securely fenced or guarded in accordance with Regulation 4.29, except where the plant is so positioned or constructed that it is as safe as it would be if fenced or guarded.

☐ Adequate safe work procedures provided and documented to set, test and use machinery during all cycles of production and maintenance. Look for:
  - pre-operational checks;
  - appropriate isolation and lock-out procedures provided for maintenance;
  - where setting, testing and start-up of machinery is required with the final means of safeguarding removed, interim safeguards are used;
  - where fixed physical guards are provided, adequate provision is made for cleaning, maintenance, adjustment and repair;
  - presence sensing system:
    - safe system of work documented and a clearly identified warning provided when guard is muted; and
    - inspection and maintenance records maintained;
  - the highest level of guarding that is practicable is being provided; and
  - where it is not practicable to guard machinery, a safe system of work is in place for persons operating or passing in close proximity

☐ Operators and maintenance personnel are properly trained and familiar with the operation and set up of the machinery, including safety features.

☐ Manufacturers decals, manuals and operator instructions are readily available and are in English and if required in other languages spoken at the workplace.

☐ In relation to plant each hazard has been identified:
  - from the design, manufacture, erection, installation or use of plant;
  - before and during the introduction of plant at the workplace
Isolation of plant  *eg conveyors, ground support equipment, maintenance*

This checklist applies where any inspection, cleaning, repair, maintenance or alteration of plant is carried out or where the function or condition of plant is impaired to the extent that it presents an immediate risk to safety

☐ If access to plant is required for the work described above, the employer must:
1. identify all relevant items of plant;
2. identify all hazards associated with each item of plant;
3. identify energy sources for each item of plant, including multiple energy sources such as electrical, fluids under pressure, fuels and any other potential energy sources;
4. authorise one or more employees, for instance a plant operator, supervisor, maintenance person, who must if it is practicable to do so:
   o stop the plant, before the above work is carried out;
   o ensure that risks associated with identified hazards are reduced; and
   o ensure the procedure for isolation/lock-out tag-out below is followed.

☐ The employee(s) authorised by the employer must ensure that the isolation/lock-out tag-out procedure below is followed:
1. the plant is stopped/shut down;
2. all energy sources are identified and de-energised;
3. all energy sources are isolated using an isolation device and locked out using a lock-out device
   o all common lock-out points have been identified to ensure energy cannot be restored while someone is still working on the plant; and
   o if more than one person carries out the work, consider a multiple lock system so that each person can attach their own ‘personal’ lock to prevent the plant is operated before all locks have been removed;
4. an out of service tag is fixed to the plant;
5. danger tags are fixed at the energy sources and the operating controls of the plant;
6. all other potential hazards are controlled;
7. before any work is carried out, the plant is tested by trying to re-activate the plant, without exposing the tester or others to a risk;
8. the work is carried out on the plant; and
9. once the work is completed, the workers who tagged the controls remove the locks and tags before the plant is returned to operational status.

☐ The procedure above is *always* used.

☐ If it is not practicable for the employee(s) authorised by the employer to carry out all matters in the above procedure, the employer must:
1. ensure a written procedure, such as a permit to work system, is developed by a competent person that deals with the hazards and energy sources;
2. provide the procedures to the employee(s) authorised by the employer; and
3. ensure the procedures are followed by all workers carrying out the work.

☐ If access to plant is required for the above work and it is not practicable to stop the plant, the employer must:
1. ensure the plant is fitted with operating controls that allow controlled movement of the plant;
2. provide written procedures to be followed; and
3. ensure that persons working on the plant carry out the work in accordance with the procedures.

☐ Isolation switches are installed on the wall or on the item of plant.
If items of plant are hard-wired or where there are no isolation points:
1. the appropriate circuit on the switchboard is de-energised and locked out with a lock-out device; or
2. the appropriate circuit is de-energised and switchboard cover is locked with a lock-out device.

☐ All relevant employees and contractors have been provided with information and training in relation to the isolation/lock-out tag-out procedure.

www.dmirs.wa.gov.au
Infectious diseases, sharps and body fluids  eg aircraft cleaning, waste removal, baggage handling, handling livestock

☐ Infectious diseases hazards have been identified

☐ Risk assessments have been conducted regarding:
  • the exposure to infectious diseases such as Hepatitis A, B, C, HIV, Tetanus and Q fever at the workplace; and
  • the need for a vaccination program.

☐ Practicable control measures have been implemented and maintained to eliminate or reduce risk of exposure to infectious diseases. Implement:
  • development of procedures;
  • information and training for employees;
  • vaccination program; and
  • provision, maintenance and use of personal protective equipment.

☐ Procedures are in place for:
  • immediate first aid response after exposure to blood and body fluids;
  • reporting of exposure to blood or body fluids including needle stick injuries.

☐ Information and training has been provided to employees in relation to:
  • infectious diseases (eg Hepatitis A, B, C, HIV, Tetanus, Q fever);
  • what are the risks of exposure to blood and body fluids;
  • systems including precautions to prevent the spread of infectious diseases
    • covering open cuts;
    • decanting waste/rubbish,
    • cleaning up blood or body fluids;
  • systems for handling and removal of needles/syringes (eg sharps containers);
  • cleaning up broken glass (eg using puncture resistant gloves, throwing out the cleaning cloth containing glass);
  • immediate first aid treatment after needle stick incidents or exposure to blood or other body fluids onto mucous membranes or broken skin (ie thoroughly wash the area with soap and water and go to a doctor or nearest emergency department asap); and
  • benefits of vaccinations and the vaccination program.

☐ Vaccination program
  • Vaccination program is available (ie for Hepatitis A, B, Tetanus and Q fever).
  • Vaccination program is strongly advised.
  • Records are kept of employees who have been vaccinated and their immune status.

☐ Follow up care is provided for employees that have been exposed to sharps or body fluids, including visit to doctor or nearest hospital emergency department asap, appropriate tests and counselling.
## Contractor management

<table>
<thead>
<tr>
<th></th>
<th>Adequate information, instruction and training is provided to contractors and visitors on hazards and controls, such as buildings containing asbestos materials, evacuation procedures, hazard and injury reporting, confined spaces, roof access.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Adequate systems are in place to supervise and audit contractors to ensure that their work does not expose people to hazards, such as mobile plant hazards, falling object hazards, trip hazards.</td>
</tr>
<tr>
<td></td>
<td>Adequate permit systems are in place for high risk work such as hot work (refer to AS1674), work in confined spaces (AS/NZS 2865.2001), and working at heights (such as roof access).</td>
</tr>
</tbody>
</table>
### Personal protective equipment

<table>
<thead>
<tr>
<th>A risk assessment is conducted</th>
<th>PPE meets Australian Standards</th>
<th>PPE is maintained in good working order</th>
<th>Sunscreen and hats are worn if working outside</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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</tbody>
</table>

- **PPE is provided where necessary** – e.g. eye protection, hearing protection, safety helmets, safety boots, gloves, high visibility vest and other personal protective clothing or equipment

- **PPE meets relevant Australian Standards**

- **PPE is maintained in good working order, replaced if damaged**

- **PPE is used by all workers on site**

- **PPE is used as per manufacturer’s instructions**

- **Sunscreen and protective hats are provided for sun protection**

- **PPE is provided without any cost to workers.**

- **Training has been provided in relation to the selection, instruction, fitting, use, maintenance and storage of PPE as per Australian Standard AS 2161.2-2005**

- **PPE**
  - Impermeable sharps containers for the disposal of needles are provided and used.
  - Puncture resistant gloves have been provided.
  - Tongs for removing used needles/syringes may be provided.
Other issues

☐ Induction, training and supervision

- Induction and training has been provided in relation to:
  - task specific hazards;
  - safe operating procedures;
  - provision, use and maintenance of PPE;
  - hazards and injury reporting;
  - emergency and evacuation procedures;
  - fit for work procedures (e.g., fatigue, alcohol and drugs at work);
  - bullying, aggression and violence procedures;

- Staff capabilities are assessed and, where applicable, a training plan is developed in consultation with the employee.

- Age, experience and non-English speaking background have been taken into account.

- Adequate supervision is provided to new employees to ensure they follow instructions and safe work procedures.

- Skylarking, initiation ceremonies and bullying are not permitted.

- Risk of injury or harm to visitors is eliminated or reduced as far as is practicable, for instance visitors are accompanied at any time and are segregated from vehicles, mobile plant and machinery.

☐ Noise

- A risk assessment has been conducted.

- Where practicable, control measures have been put in place to reduce the risk of hearing loss where noise levels > 85dB(A), and if this is not practicable, personal hearing protectors are provided that have been selected in accordance with the procedures specified in AS/NZS 1269.3 and is used.

- Workers have received information and training in relation to noise at the workplace and the use of hearing protection.

- Workers have been instructed on the fitting, use, selecting, testing, maintenance and storage of personal hearing protection.
### Other issues cont’d

<table>
<thead>
<tr>
<th>☐ Working alone and remotely</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Where employees work remotely or alone, safe systems of work are in place, for example consider weather, travelling distance, terrain, procedures in the event of vehicle breakdown or injury.</td>
</tr>
<tr>
<td>- Employees are provided with information training and supervision in relation to working alone or remotely.</td>
</tr>
<tr>
<td>- If employees are isolated from other persons, there is a means of communication which enables the employee to call for help in an emergency and a procedure is in place and training regarding regular contact with the employee.</td>
</tr>
<tr>
<td>- Communication equipment provided such as long range radio, GPS, EPIRB, is provided as required and regularly tested and maintained to ensure it is in good working condition.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>☐ Workplace behaviours</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Policies and procedures are provided for managing bullying, violence and aggression in the workplace and reporting incidents.</td>
</tr>
<tr>
<td>- Employees are provided with training and information in relation to bullying, violence and aggression in the workplace.</td>
</tr>
<tr>
<td>- Reports of bullying, violence and aggression in the workplace are thoroughly investigated.</td>
</tr>
<tr>
<td>- Bullying, violence and aggression are prevented and managed if applicable.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>☐ Emergency procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Evacuation procedures and a diagram of the workplace are available, displayed and practiced.</td>
</tr>
<tr>
<td>- Means of emergency egress enable safe egress in the event of an emergency.</td>
</tr>
<tr>
<td>- Means of emergency egress not obstructed.</td>
</tr>
<tr>
<td>- Exit signs are provided and clearly visible.</td>
</tr>
<tr>
<td>- Portable fire extinguishers are provided in the workplace and in vehicles.</td>
</tr>
<tr>
<td>- Portable fire extinguishers are maintained.</td>
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<table>
<thead>
<tr>
<th>☐ First aid</th>
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</thead>
<tbody>
<tr>
<td>- Adequate first aid facilities (ie first aid kit, eye wash station, emergency shower) are provided.</td>
</tr>
<tr>
<td>- Adequate number of persons trained in first aid is provided.</td>
</tr>
</tbody>
</table>

| ☐ Adequate workplace facilities are provided. |
| ☐ Clean cool drinking water is provided and is readily available. |
| ☐ Skin protection for outdoor workers is provided (eg long sleeve pants and shirts, sunscreen, hats, shade). |
| ☐ Work areas are monitored for cleanliness and removal of debris/waste. |
| ☐ Warning signs are provided. |
| ☐ Adequate seating is provided. |
| ☐ Gas cylinders are secured. |
| ☐ Flash back arrestors are fitted (oxy-acetylene or oxy-LPG). |
| ☐ Welding screens are provided and are in good condition. |
| ☐ Smoking is not permitted in the enclosed workplace or in vehicles. |

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