



## Introduction

This occupational safety and health (OSH) newsletter has been developed to provide information and assistance to employers, self-employed persons, persons having control of workplaces operating amusement centres and inflatable amusement structures. This newsletter will assist you with identifying OSH requirements and will provide you with information on how to comply with the requirements of the *Occupational Safety and Health Act 1984* and regulations.

## What is a RISK ASSESSMENT?

The OSH laws require risk assessments to be carried out. A risk assessment is the process of determining whether there is a risk associated with an identified hazard. The risk is the chance or likelihood (high or low) that someone could be injured or harmed by a hazard, together with an indication of how serious the injury or harm could be (the consequence). The risk assessment should be carried out with employees involved in the task being assessed. When determining the risk level, the experience and training of the employee, the tasks to be performed and the length of time the employee is exposed to the identified hazard should be taken into account.

## What are the RISKS?

Risks associated with amusement centres and inflatables, unless eliminated or controlled, can result in serious injuries to employees and members of the public, including children. WorkSafe's priority areas reflect hazards where most workplace injuries occur. These priority areas include manual tasks, slips, trips and falls, electricity, working at heights, mobile plant and vehicle movement, machine guarding and hazardous substances. Specific risk factors for involving amusement centres and amusement structures (including inflatables) relate to:

- the amusement structure installation; and
- the operation of amusement structures - to be in accordance with the manufacturer's instructions and Australian Standard AS3533.2-1997.

## How do I use the CHECKLIST?

A checklist has been developed to assist you with identifying hazards and assessing the risk of injury or harm to persons, including employees and members of the public. The checklist covers WorkSafe's priorities including manual tasks, slips, trips and falls, falls from heights, movement of vehicles/mobile plant and machine guarding along with industry specific hazards.

1. Use the checklist 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.
3. If the hazard falls into the 'high' or 'extreme' category 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 falls into the 'moderate' or 'low' category, then you need to plan when you will fix it as soon as possible.

<b>Risk rating table – for working out level of risk</b> - 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.

## The NEXT STEP

Take the next steps to ensure you comply with OSH requirements:

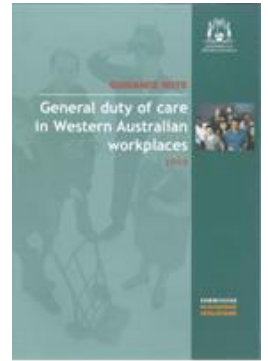
- work through this newsletter and checklist and implement control measures;
- review guidance material referenced in this newsletter; and
- check that you comply with industry standards in relation to amusement structures.

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

## What you need to KNOW

Under the *Occupational Safety and Health Act 1984* (the Act), all parties involved with work have responsibilities for safety and health at work. This includes employers, employees, self-employed persons and others, such as people who control workplaces, design and construct buildings or manufacture and supply plant.

The duties under the Act are expressed in broad terms and some of these duties are listed below. The [Guidance note General duty of care in Western Australian workplaces](#) provides further information about the duty of care and is available from the WorkSafe website.



### Employers must:

- provide and maintain the workplace, plant and systems of work (ie procedures) so that, so far as is practicable, your employees are not exposed to hazards;
- ensure that the safety and health of visitors/patrons is not adversely affected by the work or systems of work;
- provide information to employees about any hazards and risks from the work;
- provide instruction, training and supervision to all employees so they are able to work safely;
- provide instruction and supervision to patrons to ensure their safety and health;
- consult and co-operate with employees about safety and health;
- where it is not practicable to avoid the presence of hazards, provide adequate personal protective clothing and equipment without any cost to employees;
- ensure, so far as is practicable, that the use, cleaning, maintenance, transportation, and disposal of plant including amusement structures does not expose employees and others to hazards;
- maintain plant and keep records and logbooks;
- where relevant, work closely together with event organisers and authorities to ensure public safety;
- ensure amusement structures are registered with the WorkSafe WA Commissioner, if required; and
- ensure amusement structures are operated, maintained and inspected in accordance with:
  - Australian Standard AS 3533 -1997 – Amusement rides and devices;
  - manufacturer's instructions or instructions developed for the structure by a competent person; and
- ensure records are kept in relation to amusement structures in accordance with Australian Standard AS 3533.

### Employees must:

- work safely to ensure your own safety and health;
- make sure your actions do not cause injury or harm to others;
- follow the employer's instructions on safety and health – ask for assistance if you do not understand the information;
- take care of any protective clothing and equipment (PPE) in the way you have been instructed and report any concerns about it to your supervisor;
- report any hazards, injuries or ill health to your supervisor or employer; and
- cooperate with your employer when they require something to be done for safety and health at the workplace.

## Reporting an INJURY or DISEASE

All deaths and certain types of injury or disease in connection with work must be reported to WorkSafe. Reporting must be done by the relevant employer. A relevant employer may include an employer, a self-employed person, a principal contractor, a contractor, a labour hire agent or a client (host employer).

In some cases, WorkSafe will require notification of the same reportable death, injury or disease by different relevant employers. For example, if an employer engages a self-employed person whose work caused a reportable injury at the workplace, a report would be required from both the employer and the self-employed person. Further information on reporting requirements is available from the WorkSafe website: [How-report-an injury-or-disease to WorkSafe](#).

## Further INFORMATION

- WorkSafe website [www.worksafe.wa.gov.au](http://www.worksafe.wa.gov.au)
- Australian Standards available from [SAI Global](#):
  - AS 3533.2 - 1997 Amusement Rides and Devices – Operations and Maintenance.
  - AS 3533.4.1-2005 Amusement Rides and Devices - Land-borne inflatable devices.
- [General guide for amusement devices](#)  
Safe Work Australia has produced the *General guide for amusement devices* which provides information for persons conducting a business or undertaking on how to manage the risks associated with amusement devices at a workplace.
- [Amusement devices information sheet for Inflatable devices](#)  
This information sheet from Safe Work Australia provides additional information on inflatable devices.

## Amusement structures - GENERAL

Risks associated with amusement structures must be so far as is practicable managed. Most risks associated with amusement structures are related to the installation and the operation of the amusement structure.

The following steps should be used to so far as is practicable ensure that persons, including employees and patrons, are not exposed to safety and health risks from amusement structures:

- identify hazards – find out what could cause injury or harm;
- assess the risk – identify the likelihood of injury or harm and how serious the injury or harm can be; and
- control the risk – take action to eliminate or minimise the risk.

Before using an amusement structure within a workplace, you must:

- register the amusement structure with the WorkSafe WA Commissioner (for details see below);
- prepare and maintain an emergency plan;
- ensure the amusement structure is suitable for the intended purpose;
- ensure the amusement structure is in a safe condition;
- ensure the site conditions are suitable;
- ensure that safe work procedures have been developed for the transport, installation, commissioning, operation, maintenance, inspection and storage of the amusement device;
- ensure the amusement device is operated, maintained and inspected in accordance with the relevant Australian Standard and manufacturer's instructions;
- provide employees with instruction and training in the proper operation of the amusement structure; and
- identify and manage so far as practicable risks related to the site where the amusement structure will be operated.

Under Regulation 4.52, amusement structures must be operated, maintained and inspected in accordance with Australian Standard AS3533 and the manufacturer's instructions or instructions developed by a competent person.

Relevant parts for of Australian Standard AS3533 include, but are not limited to:

- AS3533.2 - 1997 Amusement Rides and Devices – Operations and Maintenance;
- AS3533.4.1 - 2005 Amusement Rides and Devices - Land-borne inflatable devices.

## Amusement structures - REGISTRATION

Under the Occupational Safety and Health Regulations 1996, Regulations 4.2 and 4.14, both the design and the plant (eg amusement structure) itself must be registered with the WorkSafe WA Commissioner. The requirement includes amusement structures, within the scope of Australian Standard AS 3533.1-1997 other than Class 1 devices.

When registering an amusement structure, the application must be submitted in an approved form accompanied with additional information, including:

- sufficient information to identify the specific item of plant and any relevant matter;
- information about the registration of the design, including the design's registration number; and
- a copy of a signed statement by a competent person to the effect the individual item of plant has been inspected by that person and the plant is safe to operate, including particular information from the designer.

Further information on registration of plant is available from the WorkSafe website: [What kinds of plant require registration or re-registration?](#) Application forms including explanatory notes are available through:

[Application 101: Registration or re-registration of an item of plant including explanatory notes](#)

## Amusement structures - INFORMATION AND TRAINING

Employees must be provided with information, training, instruction and supervision necessary to protect themselves, patrons and others. Training should take into account the role and specific needs of employees, for example literacy levels, experience and specific skills required for the safe use of the structure. Depending on the structure and the role of the employees, training on the 'proper operation' of the amusement structure may include:

- safe start-up, operation and shut-down in accordance with the manufacturer's instructions;
- safe control of the amusement structure (eg supervision, age, height and weight restrictions, safe speed, noise levels, emergency controls, guarding of blowers, barriers and access gates, inspection of anchorage, security);
- safe entry/access for placement, the management and security of patrons;
- providing safety instructions to patrons (eg while in operation not reaching hands/feet outside the structure or standing up, securing seat belts/safety equipment, no horseplay, no riding while tired, dehydrated or intoxicated);
- safe exit from the amusement structure; and
- what to do in the event of an emergency.

## Amusement structures - SITE CONDITIONS

Amusement structures can be set up and operated in a range of locations indoors and outdoors. The site conditions at each location should be considered, including:

- ground and supporting surfaces;
  - firm ground that can support the weight of the loaded device and any plant used to erect or maintain it (eg forklift)
  - temporary foundations or footings that can carry applied loads
  - site drainage and the potential impact from rain
  - underground services
  - ground that is suitable to hold anchors in place for inflatable devices
- weather conditions (eg high winds);
- vertical and horizontal clearance between the amusement device and other amusement devices, buildings, trees, overhead electric lines, vehicle and pedestrian pathways, etc.; and
- safe access for employees, patrons, emergency services and vehicles.

## Amusement structures - INSTALLATION

Amusement structures can be set up and operated in a range of locations indoors and outdoors. Amusement structures must be installed by or under direct supervision of a competent person in accordance with the manufacturer's instructions or if not available, in accordance with instructions prepared by a competent person.

When installing or erecting an amusement device, ensure you check that:

- parts are properly aligned and not bent or distorted;
- parts that are worn or damaged beyond specified discard criteria or limits are replaced;
- parts requiring lubrication are lubricated regularly;
- any necessary fastening and locking devices are installed and properly secured;
- makeshift apparatus is not used (eg temporary structural supports);
- artificial lighting is installed where necessary during installation and for employees and patron safety;
- safety and health equipment is kept in good working order and free from defects;
- welding is not conducted on load bearing parts unless by a competent person and the part is not compromised by the welding;
- where split pins or taper pins are used in floating spindles, washers are fitted between the pins and adjacent rubbing surfaces;
- the correct pins, bolts and other connectors are used as specified by the manufacturer or competent person;
- protective padding is placed over sharp edges.

## Amusement structures - OPERATION

Amusement structures must be operated, maintained and inspected in accordance with Australian Standard AS3533 and the manufacturer's instructions or instructions developed by a competent person.

Prior to daily operation, the amusement structure must be checked. The amusement structure must also be checked under power without passengers. These daily checks must be recorded in the log book for the structure.

Information and training provided to the operator should cover how to safely operate the amusement structure, including:

- following manufacturer instructions or operating instructions written by a competent person;
- general use of controls including emergency braking;
- speed limits, loads, ride times and frequencies;
- operator distractions, including restrictions on the use of mobile phones;
- safe loading and unloading;
- passenger restrictions (eg height and weight)
- procedures to manage patrons who misbehave or not follow instructions;
- safe waiting and viewing places for spectators;
- use and maintenance of safety equipment;
- inspection, testing and maintenance procedures;
- local environment conditions, eg what to do in adverse weather;
- location considerations (vicinity of other amusement structures, power lines, public viewing areas);
- emergency training, including procedures in case of equipment failure; and
- using, testing and storing personal protecting equipment.

The risk of unauthorised people entering the area of the amusement structure should be controlled, eg by dedicated fencing or barriers. Any fencing and barriers should be checked regularly to prevent unauthorised access.

## Amusement structures - EMERGENCY PROCEDURES

An emergency plan must be prepared for responding effectively in emergencies. Employees must be trained in these procedures and patrons should be instructed where necessary. Emergency and first aid procedures should include:

- a system for contacting emergency services quickly;
- warning systems and evacuation procedures;
- emergency numbers displayed where they are easily read
- firefighting equipment and rescue equipment (where relevant) available on site
- emergency stop system and safe shut-down procedures for amusement devices
- the provision of training to employees in the emergency procedures and using emergency equipment to release patrons from the amusement structure in the event of an emergency
- the provision of first aid training and equipment for employees to respond to injured persons at the workplace.

## Amusement structures - EXPOSURE TO NOISE

### What is a 'safe' level of noise?

Operators and patrons may be exposed to hazardous noise levels resulting from the operation of amusement structures. 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). Another effect of noise is difficulty communicating and hearing warning signals or other sounds needed to work safety. 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 employees 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 employees 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. For these reasons, hearing protectors are regarded as a last resort risk reduction measure, to be used only when 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 employee; or
- isolating the employee from the source in an insulated booth or room.

*Source: General Guide for amusement devices – Safe Work Australia*

## Amusement structures - INCIDENTS INFLATABLE STRUCTURES

In recent years, there have been a number of incidents involving inflatable amusement structures. As a result of these incidents, children have been injured. In one situation, while tandem riding, a child was thrown from the lap of his father when coming down a water slide. In another incident, a child received facial injuries while bouncing down a waterslide. Incidents have also happened where children came down the waterslide head first or while coming down the waterslide in pairs or in larger groups (tandem riding).

Contributing factors to these incidents include:

- tandem riding: allowing more than one person going down the slide at the same time;
- orientation of the ride: allowing children to go down head first;
- inadequate instruction and training; and
- inadequate supervision of children.

To avoid injuries to members of the public, inflatable waterslides must be operated in accordance with:

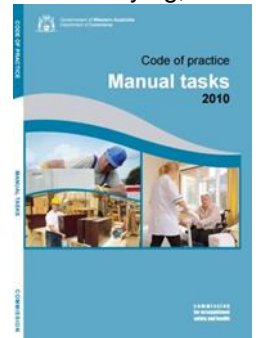
- Australian Standard AS 3533.2 - 1997 Amusement Rides and Devices – Operations and Maintenance;
- Australian Standard AS 3533.4.1-2005 Amusement Rides and Devices - Land-borne inflatable devices; and
- the manufacturer's instructions or instructions prepared by a competent person.

## Manual TASKS

Workplace injuries most commonly linked to manual tasks include sprains and strains, hernias and damage to the back. Such injuries are a major cause of lost time at work and are the most common cause of injuries at workplaces.

Manual tasks are more than just keeping your back straight and knees bent, or lifting properly– it includes carrying, pushing and pulling, and holding or restraining. Manual tasks refer to any activity or sequence of activities that requires a person to use their physical body to perform work including:

- manual handling (the use of force in lifting, lowering, pushing, pulling, carrying or otherwise moving, holding or restraining any person, animal or thing);
- performing repetitive actions;
- adopting awkward or sustained postures; and
- using plant, tools or equipment that exposes employees to vibration.



Traumatic joint/ligament and muscle/tendon injuries continue to record the highest proportion of work-related injuries. More than half of all workers compensation injuries fall in this category.

Injuries can be the result of:

- gradual wear and tear (eg from frequent or prolonged activities), or
- sudden damage (eg from a single lift of something very heavy or awkward to handle or from tripping and falling while carrying an object).

Strain injuries may occur when:

- the load is lifted from the floor, or from below mid-thigh height;
- reaching above shoulder height to either access items or work for any length of time in this position;
- there is too much twisting and bending;
- excessive forward reaching is required; and
- items such as machine parts are too heavy when other risk factors, such as:
  - the number of times things are moved or the distance moved, are taken into account; and
  - the items being moved are awkward to grasp due to their size and shape.

### How do I reduce the risk of injury from manual tasks?

First step	<p>The first step, in consultation with your employees, is to identify the manual task hazards in your workplace.</p> <p>Manual task hazards can be identified by:</p> <ul style="list-style-type: none"> <li>• reviewing hazard/injury reports;</li> <li>• consulting with employees and safety and health representatives; and</li> <li>• by observing tasks being performed.</li> </ul>
Second step	<p>Next, in consultation with your employees, identify trends and determine which tasks are higher risk/priority. For each task, complete a risk assessment to identify which risk factors are present for that task. Risk factors may be actions and postures; forces and loads; vibration; work environment; systems of work; and employee characteristics – please refer to the WA <a href="#">Code of practice Manual tasks</a> for more information.</p>
Final step	<p>Finally, for each hazard, determine what controls are needed to minimise risk. These controls may include, training and supervision and provision of a range of equipment such as:</p> <ul style="list-style-type: none"> <li>• trolleys;</li> <li>• castors and wheels;</li> <li>• forklifts;</li> <li>• hand trucks;</li> <li>• lift tables;</li> <li>• work stands;</li> <li>• mobile plant; and</li> <li>• pallet lifters.</li> </ul>

### What is a safe weight to lift?

There is no safe weight. The risk of injury increases as the weight of the load increases.

Evaluating the risk posed by the weight of the object needs to take into account:

- how long the load is handled;
- how often the load is handled; and
- the physical characteristics of the individual.

## Slips, trips and FALLS

Slips, trips and falls account for 20 percent 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 trip injuries to employees and patrons will vary according to the type of workplace (eg outdoors, indoors) and tasks being undertaken.

Common risk factor categories include:

- floor surface and condition;
- floor contamination, ie rubbish, hoses, leads;
- unexpected or unsecured objects on the floor;
- ability to see floor/ walkways/ hazards;
- cleaning and spill containment;
- space and design;
- stairs, ramps and (step)ladders;
- work activities, pace and processes;
- footwear and clothing; and
- poor lighting.

### How can I reduce the risk of slips trips and falls 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 employees. This will ensure that the right control is chosen for the hazards that are relevant in the workplace.

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

- **Eliminate the hazard** - remove the slip or trip hazard.
- **Substitution** - install non-slip surface on truck steps and ladders.
- **Isolation** - restrict access to some work areas.
- **Engineering controls (minimising risk by redesign)** - improve lighting, mark walkways and use ramps instead of steps.
- **Administrative Controls** - ensure good housekeeping - clean up spilled scrap immediately and use signs for slippery or wet floors.
- **Personal Protective Equipment** – use adequate safety boots.

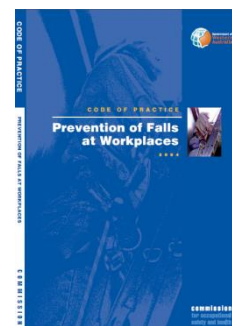
## Falls from HEIGHTS

Identifying working at height hazards involves recognising situations 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 situations that may cause a fall to occur. 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 result.

### Key things to check at your workplace:

- **surfaces:** identify if the surface is stable or fragile, brittle, slippery (ie wet, greasy or oily); safe movement of employees where the surface or slope changes; the strength to support load; etc.
- **levels:** where levels change and employees 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 employees to unsafe areas:** where loads are placed on elevated working areas or work is carried out above employees;
- **movement of plant or equipment:** ensure there is no sudden acceleration or deceleration;
- **access to, egress from and movement around the working area:** check for obstructions;
- **lighting;**
- **weather conditions:** when heavy rain, dew or wind are present;
- **footwear and clothing:** suitability for conditions;
- **ladders or elevated work platforms:** where and how they are being used and by who; and
- **training:** employees have been trained and, if required, hold the appropriate high risk work licence.



For further information, download the [Code of practice Prevention of falls at workplaces](#) from the WorkSafe website.

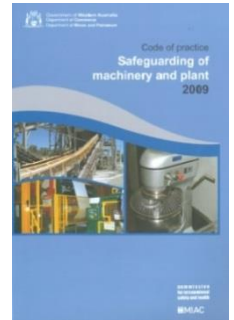
## Machine GUARDING

Employers, manufacturers, designers and suppliers of machinery and equipment are legally required to make sure dangerous parts are safe guarded so that operators and others are protected from injury.

A guard may be any shield, cover, casing, physical or electronic barrier intended to prevent contact between a hazardous machine part and any part of a person or a person's clothing.

Some of the hazards associated with machinery and likely to cause injury include:

- any pulley or flywheel that incorporates openings, spokes or protrusions, etc. that renders it anything except totally smooth;
- any crushing or shearing points, such as roller feeds and conveyor belts;
- rotating shafts, for example joints, couplings, shaft ends and crank shafts;
- gearing, including friction roller mechanisms, cables, sprockets, chains, clutches, cams or fan blades;
- keyways, keys, grease nipples, set-screws, bolts or any other projections on rotating parts;
- rotating knives, blades, tines or similar parts of power driven machines that operate in or near the ground;
- any machine component that cuts, grinds, pulps, crushes, breaks or pulverises;
- hot parts of any machine;
- machinery being accidentally started during maintenance



See [Guidance note - Isolation of plant](#) for further information.

### Control the risk

Old machinery is sometimes poorly guarded. Hazard areas may include extra moving parts like shafts, sprockets and pulleys that have been added for other uses. Original guarding may have also been removed for maintenance and not put back. There may be times when an operator may need to reach over, under, around or into a machine while it is running. If so, any moving parts or other hazards must be appropriately guarded from human contact.

The Commission for Occupational Safety and Health has developed a [Code of practice - Safeguarding of machinery and plant](#). You can download this publication for free from WorkSafe's website [www.worksafe.wa.gov.au](http://www.worksafe.wa.gov.au).

## Hazardous SUBSTANCES

Hazardous substances (chemicals including many cleaning products) are used every day in work tasks and have the potential to cause injury or illness. Some common chemicals used include cleaning products, unleaded fuel, degreasers, paints, acids and solvents. Lost time injuries, diseases and sometimes death are all outcomes of failing to store, use or dispose of chemicals properly.

Employers must identify all chemicals being used in the workplace. A current hazardous substances register must be established and must be readily available at the workplace. The register must include a contents list, reference to the risk assessments together with the material safety data sheets (MSDSs) for each hazardous substance used at the workplace. MSDSs list the ingredients and give health information and instructions for their safe storage, use and handling. MSDSs are available from the manufacturer and suppliers and the issue date should be less than 5 years.

For substances which are not classified as hazardous, there is a general duty of care to ensure there is enough information provided so that the chemical can be used safely. This may be information from the label, product information sheet or MSDS. This information should be used to identify any potential hazards that may arise from the use, storage, and transportation of the chemicals.

### What should I watch for?

- ensure chemical containers have a label to identify the chemical and the safety information;
- store chemicals in approved containers; do not use old drink or food containers;
- maintain a current hazardous substance register;
- do a risk assessment for all hazardous substances in consultation with employees to determine if the substances are used in accordance with the material safety data sheet and how to use the substances safely;
- train staff to use chemicals safely and to administer first aid. Records of training must be kept and need to include, potential health risks and toxic effects, control measures used to minimise risk to safety, correct use, correct care and use of any personal protective equipment, if applicable health surveillance; and
- post emergency numbers, including poison information numbers, beside the telephone.

[Forms for hazardous substances registers, risk assessments and training records](#) are available on the WorkSafe website for employers to modify, adopt and use as their own.



## Safe movement of VEHICLES AND MOBILE PLANT

Vehicles and mobile plant, such as forklifts may be used at the workplace for transport, loading and unloading of amusement structures and equipment. Vehicles and mobile plant moving in and around workplaces cause far too many 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.

### Safety issues when using forklifts are:

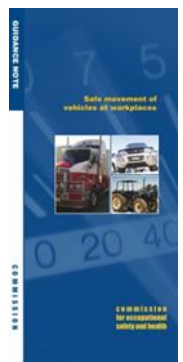
- pedestrians being hit by forklifts or moving parts of a forklift;
- pedestrians being trapped or caught between a moving forklift and a stationary object;
- operators suffering muscular stress due to a combination of seating, vibration and manual handling;
- operators falling while getting into or out of forklifts;
- collisions between forklifts and other vehicles or stationary objects;
- overloading or unsafe stacking of loads on forklift tines;
- forklift is not used for towing unless the manufacturer has approved this in writing;
- forklift operators and others being hit by objects falling from the forklift tines;
- the operator's body protruding from the cab and hitting an object; and
- forklifts tipping over.

### High risk work licences

There is no high risk work licence requirement for amusement device operation. However, a current high risk work licence is required to operate certain types of plant and equipment that may be used in erecting and dismantling an amusement device, including forklift trucks, boom operated elevated work platforms and certain cranes. A high risk work licence is also required to carry out dogging, rigging or scaffolding work. operators of forklifts must hold a High Risk Work Licence.

### Tips for safe movement of vehicles and mobile plant

- 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 near vehicles.
- Situate loading bays where vehicles can be manoeuvred easily and 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.



For further information also refer to [Safe movement of vehicles and plant – self assessment tool](#)

## Electrical SAFETY

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 and a lack of experience, training or supervision.

The electrical lead of portable equipment is more likely to be damaged as a result of the frequent movement of the lead or where equipment is being moved around and possibly across leads.

Before use, electrical leads of equipment need to be checked and if damaged, they need to be repaired by a competent person. The employer must also ensure that non-portable RCDs are installed and regularly tested. Serious and fatal injuries occur when electrical repairs are undertaken by persons that are not qualified.

### What should you watch for?

- frayed or broken leads and damaged plugs;
- overloaded power boards;
- long or multiple extension leads;
- water around plugs, leads and equipment;
- overheated machines or equipment;
- lack of maintenance;
- broken or faulty machines; and
- restricted access to power points.
- underground services
- above ground services

## Pressure VESSELS

A number of requirements relate to pressure vessels, including:

- pressure vessels (eg air receivers) categorised as hazard level A, B or C according to the criteria set out in Australian Standard AS 4343-2005 must be registered by the WorkSafe Western Australia Commissioner or a regulatory authority;
- the registration of pressure vessels must be current and include a statement signed by a competent person in regard to the inspection of the plant and that the plant is safe to operate;
- the pressure vessel once registered must have the registration number legibly stamped (or marked) on the plant;
- a copy of the evidence of the registration must be displayed on or near the item of plant;
- the manufacturer's instructions should be available at the workplace; and
- periodic inspections must be carried out by a competent person as per Australian New Zealand Standard AS/NZS3788:2006.

## Lockout - TAGOUT

Locking out of equipment or machinery is the most effective way of preventing it becoming operational during maintenance. Its effectiveness lies in the 'one key per lock, one lock per person' procedure.

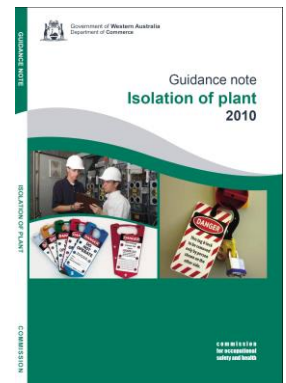
If there is only one key per lock, the key has to be with the person carrying out the maintenance. Where more than one person is working on equipment or machinery a multi-lock system should be followed, ensuring that each person has attached a 'personal' lock to the equipment or machine's multi-lock switch.

All workplaces must have a system unless the equipment or machinery is fully inoperative and then disconnected from the energy source.

Essentially, there are two types of tag, the 'DANGER' tag and the 'OUT OF SERVICE' tag.

Australian Standard AS1318:1985 recommends specific colours for the marking of physical hazards and the identification of certain equipment in industry. Colours used are red, yellow, green and blue.

- **RED AND WHITE:** Signifies danger and prohibition, fire protection equipment, stop buttons for electrical switches and emergency stop controls for machinery.
- **YELLOW AND BLACK:** Signifies caution: draws attention to such hazards as unfastened or removed machinery guards.
- **GREEN AND WHITE:** Denotes safety and location of safety or first aid equipment.
- **BLUE AND WHITE:** Is for information signs where there is no specific hazard.



Are isolating switches provided, and are lock-out and tagging procedures used during maintenance work on machinery such that:

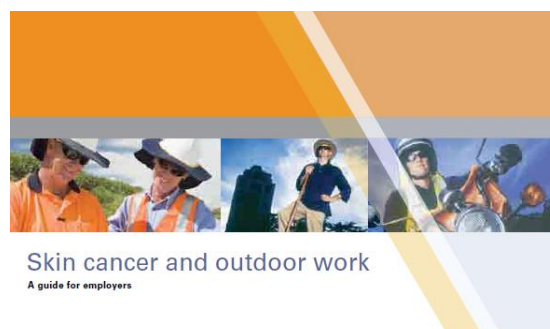
- isolation switches are switched off?
- switches are locked out and tagged to inform others that maintenance work is being done?
- the only key to the lock is in the possession of the person carrying out the maintenance?

The Commission for Occupational Safety and Health has developed a [Guidance note – Isolation of plant](#). You can download this publication for free from the WorkSafe website [www.worksafe.wa.gov.au](http://www.worksafe.wa.gov.au).

## Sun SAFETY

Amusement device operators outdoors are at risk of sun related injuries due to the nature of the work. Implementing a comprehensive sun protection program, which includes a range of protective measures, can prevent sun-related injuries and reduce the suffering and costs associated with skin cancer.

*Skin cancer and outdoor work - A guide for employees* is a valuable guide and is available from the Cancer Council website [www.cancer.org.au](http://www.cancer.org.au)



## Controlling INFECTIOUS DISEASES

It is important to identify the risks of transmissible diseases in the workplace. There are many diseases which may be encountered by employees in the amusement industry.

In some situations, employees may be exposed to serious diseases such as zoonosis, tetanus, hepatitis B and C and HIV. A policy for minimising the risk of transmission of such diseases will assist employers and employees. There are many practicable ways to reduce the transmission of such diseases, such as training in safe work and cleaning practices, the use of personal protective equipment and the implementation of a vaccination program.

A policy on controlling infectious diseases should provide guidelines for dealing with situations where there is an increased risk of transmission and include the establishment of a vaccination program. Issues regarding freedom from discrimination and the confidential treatment of employees with infections could be included in the policy.

All staff members at risk should be provided with information and training on what infectious diseases are, how they are transmitted, the signs and symptoms of the diseases, procedures used in the workplace to minimise the risk of spreading the disease, first aid procedures and the benefits of the vaccination program. Adequate supervision should then ensure that everyone follows the procedures. Training should be provided as part of an induction program and be updated on a regular basis. More information is available within the checklist.

### Handling needles, syringes and other sharps

The inappropriate disposal of needles/syringes is an increasing community health risk. Needles/syringes are often not disposed of in a safe manner and are left where other people, including employees and customers, may be exposed to the risk of a needle stick injury. Employees and others at the workplace can inadvertently be exposed to the risk of a needle stick injury from a contaminated needle or syringe, which may present a health risk.

Needles/syringes may be clearly visible or may be disposed of within containers or hidden amongst other rubbish, products or clothing etc. Therefore it is imperative that employees receive adequate training in dealing with and disposing of inappropriately disposed syringes.

Employees should never:

- bend, break, recap or otherwise manipulate needles/syringes;
- place hands into areas where their hands or fingers are not clearly visible (ie into garbage bags and crevices);
- manually compress garbage bags;
- hold garbage bags close to their body; and
- hold garbage bags by the base of the bag.

### Solutions

Employees should wear puncture resistant gloves where there is a possibility of contact with carelessly disposed needles/syringes in the workplace or in the work process (eg when sorting glass, plastic, metal, clothing or rubbish).

If a needle/syringe is discovered the steps below should be taken as a minimum.

- Step 1** Do not touch the needle/syringe before obtaining the designated equipment (where available). Do not improvise equipment if the designated equipment is unavailable.
- Step 2** Do not attempt to handle the needle/syringe by hand. Warn others of the threat. If the needle/syringe poses an immediate threat to the well-being of others in the area (ie a busy children's playground), the safest way to retrieve the needle/syringe is to hold the barrel of the needle/syringe in a gloved hand.
- Step 3** Obtain the designated equipment, which should include gloves, a sealable puncture resistant container or an approved contaminated waste container, and forceps or tongs.
- Step 4** Take the equipment to the needle/syringe.
- Step 5** Wear puncture resistant gloves.
- Step 6** Open the container and place on a stable, level surface. Do not hold the container because a misdirected needle may contact the hand or forearm and result in a needle stick injury.
- Step 7** Do not attempt to bend, break or re-cap the needle/syringe.
- Step 8** Using forceps or tongs, pick up the needle/syringe, preferably at the opposite end (barrel) of the needle.
- Step 9** Carefully place the needle/syringe into the container, needle end first (DO NOT force the needle into the container). Obtain a larger container if the syringe does not fit.
- Step 10** Seal the container.
- Step 11** Contact the local council, pharmacy or health service for information on appropriate disposal of the needle/syringe.
- Step 12** If tongs or another designated pick up tool has been used, clean the item with detergent and warm water (while wearing impermeable gloves), then immerse the tool in a bleach solution for a least one minute. Air-dry and replace tongs/tool in appropriate area for future use. Source: National Code of Practice for the Control of Work-related Exposure to Hepatitis and HIV (Blood-borne) Viruses [NOHSC:2010(2003)]

# Checklists

OSH management <b>safety checklist</b>			
	yes	no	n/a
Consultation takes place on OSH matters between management and employees.			
Hazard and injury reporting: <ul style="list-style-type: none"> <li>systems are in place for reporting hazards and injuries;</li> <li>reported hazards and injuries have been adequately investigated;</li> <li>systems are in place for reporting notifiable injuries to WorkSafe.</li> </ul>			
In relation to all tasks: <ul style="list-style-type: none"> <li>hazards have been identified;</li> <li>the risk of injury has been assessed;</li> <li>control measures have been so far as is practicable implemented;</li> <li>implemented control measures are regularly reviewed.</li> </ul>			
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 (ie WorkSafe Plan) 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, as per Act.			
Safety and health representatives have been trained, as per Act.			
An OSH committee is in place.			

Amusement devices <b>safety checklist</b>			
	yes	no	n/a
The device is individually registered with the WorkSafe Commissioner (or regulatory authority).			
A copy of the evidence of the device registration is displayed on or near the amusement structure.			
The registration number is marked on the device.			
The device is operated, maintained and inspected in accordance with: <ul style="list-style-type: none"> <li>Australian Standard AS3533.2-1997 Amusement Rides and Devices – Operations and Maintenance; and for inflatable devices in conjunction with:</li> <li>Australian Standard AS3533.4.1-2005 Amusement Rides and Devices – Land-borne inflatable devices; and</li> <li>manufacturer's instructions or instructions developed for the structure by a competent person.</li> </ul>			

Manual tasks <b>safety checklist</b>			
	yes	no	n/a
<b>Manual task hazards have been identified</b> in consultation with employees.			
<b>Risk assessments</b> of hazardous manual tasks have been conducted. Risk factors, such as carrying, pushing, pulling, holding, restraining, etc. have been considered.			
<b>Practicable control measures</b> have been implemented and maintained to eliminate or reduce manual task risk in consultation with employees, such as: altering the workplace environment, design or layout; changing the systems of work; modifying the load being handled; changing the tools used to do the task or using mechanical aids. Consider: <ul style="list-style-type: none"> <li>grab rails and adequate steps (three points of contact available);</li> <li>bins on wheels, use of trolley, use of smaller vehicle;</li> <li>limit or avoid double handling of things or items;</li> <li>implement work procedures to limit the manual handling and use appropriate mechanical aids to assist employee with task;</li> <li>trolleys have been provided - no lifting of large or heavy items;</li> </ul>			

## Manual tasks safety checklist

	yes	no	n/a
<ul style="list-style-type: none"> <li>• wheels of trolleys have been properly maintained and move freely;</li> <li>• trolleys are not overloaded when pushing – full visibility is required;</li> <li>• work is varied through job rotation or other systems to reduce repetitive actions over long periods of time;</li> <li>• adequate equipment has been provided for tasks to be carried out;</li> <li>• no lifting of heavy equipment, machinery or other items;</li> <li>• no lifting of heavy equipment from one level to another level by stairs;</li> <li>• no lifting of heavy equipment from vehicles - lifting equipment is provided from vehicles;</li> <li>• no reaching over work benches and equipment;</li> <li>• sufficient rest breaks have been provided;</li> <li>• heavy items are stored at waist height and lighter items are stored at top shelves;</li> <li>• access to shelves, storage areas, cupboards is not obstructed;</li> <li>• ramps are in place where trolleys are used to go from one level to another level;</li> <li>• work benches and other work surfaces are at good height to reduce poor posture;</li> <li>• reaching aids, such as hooks, are available where required;</li> <li>• adequate and regular breaks are provided to avoid risk of fatigue, which may lead to muscle and soft tissue injuries, burns, cuts; and</li> <li>• well-designed controls and monitors in mobile plant and controls and seat maintained.</li> </ul>			
<p><b>Task specific induction and refresher training</b> in relation to manual tasks is provided, refer to pages 17/18 of the Code of practice Manual tasks or to the manual task training package of the WorkSafe website. Elements of training should include:</p> <ul style="list-style-type: none"> <li>• key sections of the OSH regulations and Code of practice Manual tasks;</li> <li>• the roles and responsibilities of the employers, employees and others and the consultation that should take place between employer and employees in order to identify manual tasks, assess the risk of injury and identify measures to control the risk;</li> <li>• basic function of spine, body postures, types of muscle work and principles of levers;</li> <li>• the relationship between the human body and the risk of injury;</li> <li>• the activities included in manual tasks and resulting types of injuries;</li> <li>• risk factors and potential sources of risks; and</li> <li>• the control strategies to reduce the risk of manual tasks injuries.</li> </ul>			
<p><b>Reported manual task injuries and hazards have been investigated</b> 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.</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• outcomes of the investigation have been reported to the person who reported the hazard or injury within reasonable timeframe.</li> </ul> <p>For further guidance, refer to the sample template <a href="#">manual task investigation report</a> on <a href="http://www.worksafe.wa.gov.au">www.worksafe.wa.gov.au</a>.</p>			
<p><b>Further information</b>, including a <a href="#">manual tasks toolkit</a> is available from <a href="http://www.worksafe.wa.gov.au">www.worksafe.wa.gov.au</a> and includes</p> <ul style="list-style-type: none"> <li>• Code of practice Manual tasks;</li> <li>• Manual tasks training package;</li> <li>• Video: Manual tasks risk management - Running time: 11:32 mins;</li> <li>• Worksheet: Manual tasks incident investigation (word);</li> <li>• Worksheet: Manual tasks risk management tool (pdf); and</li> <li>• Risk management checklist for manual tasks.</li> </ul>			

## Slips, trips and falls safety checklist

	yes	no	n/a
Ground, floor or any stair or ramp has an unbroken and slip resistant surface.			
Ground, floor or any stair or ramp is free from any obstruction or fall hazards that may cause a person to fall, ie no electrical leads, hoses, tools, mounted power boxes, water across walkways.			
Systems are in place to ensure that the ground or floor is free from fall hazards and obstructions.			
Warning signs are available and erected near spills.			
Access to egress from the workplace is free from obstructions at all times.			
Guard rails or other safeguards are provided on ramps and stairs.			
Appropriate protective equipment, such as safety boots, is required.			
Ramps are available in areas where height of floor levels change and trolley access is required or items are carried regularly.			

## Falls from heights safety checklist

	yes	no	n/a
<b>Falls from heights hazards have been identified</b> in consultation with employees.			
<b>Risk assessments</b> of falls from heights have been conducted. Risk factors have been considered, such as access to and egress from work areas at heights, access in and out of trucks and plant, working on roofs or mezzanine floors and roofs, existence of fall injury prevention systems and adequate.			
<b>Practicable control measures</b> have been implemented and maintained to eliminate or reduce falls from heights risk in consultation with employees. <ul style="list-style-type: none"> <li>• Edge protection is in place where a person could fall more than two metres from a scaffold, fixed stairs, landing, suspended slab, formwork, or false work.</li> <li>• In any other situation where a person could fall three 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.</li> <li>• Safe means of access to and egress from work at heights is provided.</li> <li>• Stairs, walkways, ladders, mechanical lifts are obstruction free.</li> <li>• People required to work at height have been provided with adequate information, instruction and training for the work being performed.</li> <li>• The height of first step of truck or delivery van, width and tread on step are appropriate and grab rails are provided - three points of contact can be maintained at all times;</li> <li>• For access to top of truck appropriate equipment is available, eg portable platform ladder, scaffold, fall arrest system, etc;</li> <li>• No riding on the rear or the side of trucks and plant; and</li> <li>• Adequate equipment is provided (ie an order picker or elevated work platform) to lift persons into position. If this is not practicable, provide a specifically designed man cage that is securely attached to the forklift (no access to work at heights by standing on top of a pallet raised by a forklift).</li> </ul>			
<b>Ladders</b> Portable ladders provided are in accordance with AS 1892.1 (metal) or AS 1892.2 (wooden). For working at heights near electrical installations (eg lighting) appropriate equipment is provided.			
<b>Mezzanine floors and suspended storage areas (eg on office)</b> Where items are stored on suspended storage areas or on mezzanine floors: <ul style="list-style-type: none"> <li>• a competent person has conducted a risk assessment to ensure the structural integrity of the storage area;</li> <li>• adequate edge protection has been provided; and</li> <li>• the access and egress to and from this storage area is safe.</li> </ul>			

## Machine guarding safety checklist

	yes	no	n/a
Every dangerous part of fixed, mobile or hand held powered plant (machinery) securely fenced or guarded in accordance with Regulations 4.37 and 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: <ul style="list-style-type: none"> <li>• pre-operational checks;</li> <li>• appropriate isolation and lock-out procedures provided for maintenance;</li> <li>• where setting, testing and start-up of machinery is required with the final means of safeguarding removed, interim safeguards are used;</li> <li>• where fixed physical guards are provided, adequate provision is made for cleaning, maintenance, adjustment and repair;</li> <li>• presence sensing system: <ul style="list-style-type: none"> <li>○ safe system of work documented and a clearly identified warning provided when guard is muted; and</li> <li>○ inspection and maintenance records maintained;</li> </ul> </li> <li>• the highest level of guarding that is practicable is being provided; and</li> <li>• where it is not practicable to guard machinery, a safe system of work is in place for persons operating or passing in close proximity</li> </ul>			
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 in the English language.			

## Safe movement of vehicles and mobile plant safety checklist

	yes	no	n/a
Vehicles and mobile plant (eg forklifts) 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, load chart is in place, operator manual or instructions are 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: <ul style="list-style-type: none"> <li>• employees driving vehicles hold appropriate driving licences;</li> <li>• operators of mobile plant are adequately trained; and</li> <li>• where applicable, employees hold High Risk Work Licence (ie for forklift, boom type elevated work platform &gt;11 metres).</li> </ul>			
Items, including waste, (empty) gas cylinders are adequately restrained while being moved in a vehicle.			
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: <ul style="list-style-type: none"> <li>• loading and unloading areas are adequate, ie surfaces are in good condition, ramps are maintained;</li> <li>• pedestrians are segregated from areas where there is vehicle movement or areas where vehicles are being loaded or unloaded;</li> <li>• where applicable, pedestrian walkways and/or adequate signage is installed, eg speed limits, vehicles in use, no unauthorised entry;</li> <li>• personal protective equipment (PPE) is provided where required; and</li> <li>• persons working in vehicle movement areas are wearing PPE such as hi-visibility vests or clothing.</li> </ul>			
Where mobile plant is used, site hazards such as ramps, slopes, rough ground, power lines, excavations, ground load limits, underground services, etc. are identified, assessed and controlled.			

## Hazardous substances safety checklist

	yes	no	n/a
<b>Register of hazardous substances</b> <ul style="list-style-type: none"> <li>A register of hazardous substances is available and accessible for persons likely to be exposed to hazardous substances.</li> <li>The register of hazardous substances is complete – the register includes a contents list and current Material Safety Data Sheets.</li> <li>The register of hazardous substances is current – Material Safety Data Sheets (MSDS) are not older than 5 years.</li> </ul>			
<b>Labelling</b> <ul style="list-style-type: none"> <li>Hazardous substances are properly labelled – eg containers are labelled with manufacturers labels that are complete and legible.</li> <li>Decanted chemicals are labelled with name, risk and safety phrases.</li> <li>Empty food or beverage bottles are not used to store chemicals.</li> </ul>			
<b>Risk assessment and control</b> <ul style="list-style-type: none"> <li>Risk assessments have been completed for hazardous substances.– <i>when conducting a risk assessment, consider how is substance used, where it is stored, is ventilation required, are directions in the MSDS followed, is personal protective equipment required?</i></li> <li>A record is made in the hazardous substances register that the assessment has been done.</li> <li>A risk assessment report is available where the risk is significant.</li> <li>Practical control measures have been implemented and maintained taking into account the hierarchy of control.</li> </ul>			
<b>Information, instruction and training</b> <ul style="list-style-type: none"> <li>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.</li> <li>A record of the hazardous substances training is kept.</li> </ul>			
<b>Asbestos containing materials at the workplace</b> <ul style="list-style-type: none"> <li>The presence and location of asbestos containing materials at the workplace has been identified.</li> <li>Where asbestos has been identified, a risk assessment is conducted in accordance with the <i>Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC:2018 (2005)]</i>.</li> <li>Asbestos register is available and used at the workplace where asbestos has been identified.</li> <li>Where an asbestos register is present, relevant persons have been trained on the contents and use of the asbestos register.</li> </ul>			

## Electricity safety checklist

	yes	no	n/a
<b>Electrical installations</b> <ul style="list-style-type: none"> <li>Electrical installations are maintained, protected and tested to minimise the risk of electric shock or fire</li> <li>Evidence of maintenance and testing is in place</li> <li>Components are clearly labelled</li> <li>Switchboard is free from obstructions</li> </ul>			
<b>Residual current devices</b> <ul style="list-style-type: none"> <li>Hand held portable equipment is protected by RCD</li> <li>Switchboard or fixed sockets marked whether RCD protected</li> <li>Testing program in place</li> </ul>			
<b>Cords, connections, plugs and sockets</b> <ul style="list-style-type: none"> <li>Flexible cords and extension cords are used in a safe manner</li> <li>Connection moulded or transparent plug</li> <li>Plugs, sockets and extension leads in good condition and protected from damage</li> </ul>			
Procedures are in place for work in the vicinity of underground services and overhead power lines			



## Pressure vessels **safety checklist**

	yes	no	n/a
Pressure vessels (ie air receivers) are registered with WorkSafe when the hazard level is A, B or C, according to the criteria set out in AS4343-2005.			
Proof of registration is available at the workplace: <ul style="list-style-type: none"> <li>the registration number is legibly stamped on the item of plant; and</li> <li>a copy of the evidence of the registration is displayed on or near the pressure vessel.</li> </ul>			
Periodic inspections of the pressure vessel are carried out by a competent person as per Australian New Zealand Standard AS/NZS3788:2006.			
Parts of the compressor other than the pressure vessel, are inspected, repaired and maintained in accordance to the manufacturer's procedures or procedures developed by a competent person.			
Manufacturer's instructions of the compressor are available.			
Log book of maintenance records is kept.			
Drive belts, pulleys and moving parts of air compressors guarded.			

## Infectious diseases **safety checklist**

	yes	no	n/a
<b>Infectious diseases hazards have been identified</b> in consultation with employees.			
<b>Risk assessments</b> of the exposure to infectious diseases such as Hepatitis A, B, C, HIV, Tetanus have been conducted.			
<b>Practicable control measures</b> have been implemented and maintained to eliminate or reduce risk of exposure to infectious diseases. Consider: <ul style="list-style-type: none"> <li>development of procedures;</li> <li>information and training for employees;</li> <li>vaccination program; and</li> <li>provision, maintenance and use of personal protective equipment.</li> </ul>			
<b>Procedures</b> are in place for: <ul style="list-style-type: none"> <li>immediate first aid response after exposure to blood and body fluids;</li> <li>reporting of exposure to eg blood, body fluid, needle stick injuries.</li> </ul>			
<b>Information and training</b> has been provided to employees in relation to: <ul style="list-style-type: none"> <li>what are the risks of exposure to blood and body fluids;</li> <li>infectious diseases (ie Hepatitis A, B, C, HIV, Tetanus);</li> <li>covering open cuts;</li> <li>decanting waste/rubbish;</li> <li>cleaning up blood or body fluids;</li> <li>handling/removal of needles/syringes (tongs, sharps containers);</li> <li>cleaning up broken glass (ie using puncture resistant gloves, throwing out the cleaning cloth containing glass);</li> <li>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</li> <li>benefits of vaccinations and the vaccination program.</li> </ul>			
<b>Vaccination program</b> <ul style="list-style-type: none"> <li>Vaccination program (ie for Hepatitis B and Tetanus) is provided.</li> <li>Vaccination program is promoted.</li> <li>Records are kept of employees who have been vaccinated.</li> </ul>			
<b>Personal Protective Equipment (PPE)</b> <ul style="list-style-type: none"> <li>Impermeable sharps containers designated for the disposal of needles are provided and used.</li> <li>Puncture resistant gloves have been provided.</li> <li>Tongs for handling used needles/syringes are provided and used.</li> </ul>			
<b>Follow up care</b> 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.			

## Other areas safety checklist

	yes	no	n/a
<p><b>Induction, training and supervision</b></p> <ul style="list-style-type: none"> <li>• Induction and training has been provided in relation to:               <ul style="list-style-type: none"> <li>○ task specific hazards;</li> <li>○ safe operating procedures;</li> <li>○ provision, use and maintenance of PPE</li> <li>○ hazards and injury reporting;</li> <li>○ emergency and evacuation procedures;</li> <li>○ fit for work procedures (ie fatigue, alcohol and drugs at work);</li> <li>○ bullying, aggression and violence procedures;</li> </ul> </li> <li>• Staff capabilities are assessed and, where applicable, a training plan is developed in consultation with the employee.</li> <li>• Age, experience and non-English speaking background have been taken into account.</li> <li>• Adequate supervision is provided to new employees to ensure they follow instructions and safe work procedures and there is no skylarking, initiation ceremonies and bullying.</li> <li>• Risk of injury or harm to visitors is eliminated or reduced as far as is practicable (ie visitors are segregated from vehicles, mobile plant and machinery and are accompanied at any time).</li> </ul>			
<p><b>Noise</b></p> <ul style="list-style-type: none"> <li>• Where relevant, a noise risk assessment has been conducted.</li> <li>• Where practicable, control measures have been put in place to reduce the risk of hearing loss where noise levels &gt; 85dB(A).</li> <li>• Hearing protection has been provided to workers and is used.</li> <li>• Workers have received information and training in relation to noise at the workplace and the use of hearing protection.</li> <li>• Workers have been instructed on the fitting, use, selecting, testing, maintenance and storage of personal hearing protection.</li> </ul>			
<p><b>Personal protective equipment (PPE)</b></p> <ul style="list-style-type: none"> <li>• PPE has been provided, including steel capped boots, gloves, eye protection, high visibility clothing, sun protection (long sleeve shirt, trousers, hat and sunscreen), hearing protection if required and respiratory equipment if required.</li> <li>• PPE is provided without any cost to workers.</li> <li>• PPE is maintained.</li> <li>• PPE is used by employees.</li> <li>• Training has been provided in relation to the selection, instruction, fitting, use, maintenance and storage of PPE as per AS2161.2.</li> </ul>			
<p><b>Working alone and remotely</b></p> <ul style="list-style-type: none"> <li>• Where employees work remotely or alone, safe systems of work are in place, eg consider weather, travelling distance, terrain, procedures in the event of vehicle breakdown or injury, etc.</li> <li>• Employees are provided with information training and supervision in relation to working alone or remotely.</li> <li>• If employees are isolated from other persons, there is a means of communication which enables the employee to call for help and a procedure in place for making regular contact with the employee.</li> <li>• Communication equipment (eg long range radio, GPS, EPIRB) is provided as required and regularly tested and maintained to ensure it is in good working condition.</li> </ul>			
<p><b>Workplace behaviours</b></p> <ul style="list-style-type: none"> <li>• Policies and procedures are provided for managing bullying, violence and aggression in the workplace and reporting incidents.</li> <li>• Employees are provided with training and information in relation to bullying, violence and aggression in the workplace.</li> <li>• Reports of bullying, violence and aggression in the workplace are thoroughly investigated.</li> <li>• Bullying, violence and aggression are prevented and managed if applicable.</li> </ul>			
<p><b>Emergency procedures</b></p> <ul style="list-style-type: none"> <li>• Evacuation procedures and a diagram of the workplace are</li> </ul>			

## Other areas safety checklist

	yes	no	n/a
<p>available, displayed and practiced.</p> <ul style="list-style-type: none"> <li>• Emergency procedures are in place for amusement structures.</li> <li>• Safe egress is provided in the event of an emergency.</li> <li>• Exit signs are provided and clearly visible.</li> <li>• Portable fire extinguishers are provided in the workplace and in vehicles and are maintained.</li> </ul>			
<p><b>First aid</b></p> <ul style="list-style-type: none"> <li>• Adequate first aid facilities (ie first aid kit, eye wash station, emergency shower) are provided.</li> <li>• Adequate number of persons trained in first aid is provided.</li> </ul>			
<p><b>Workplace racking</b></p> <ul style="list-style-type: none"> <li>• Racking is maintained and in good working condition (eg secured and no visible signs of damage or bowing).</li> <li>• Safe working load (SWL) is displayed.</li> <li>• Items stored on the racking are within the SWL.</li> </ul>			
Adequate workplace facilities are provided.			
Clean cool drinking water is provided and is readily available.			
Sunscreen and hats are provided to outdoor workers.			
Work areas are monitored for cleanliness and removal of debris/waste.			
Warning signs are provided.			
Adequate seating is provided.			
Gas cylinders are secured.			
Smoking is not permitted in the enclosed workplace or in vehicles.			