



OSH in the Automotive Body, Paint & Interior Repair Industry

Inspection campaign

In 2013/14, WorkSafe WA is conducting a proactive inspection campaign focusing on the Automotive Body, Paint and Interior Repair industry, with a view to improving safety within the industry. The campaign will involve Inspectors visiting Automotive Body, Paint & Interior Repair businesses to identify common safety risks and provide employers with information on how to comply with Occupational Safety and Health requirements.

This newsletter has been developed to highlight safety risks in the Automotive Body, Paint and Interior Repair industry and provide information on how to best manage those risks to minimise workplace injuries and comply with Occupational Safety and Health legislation.

What are the most common RISKS for workers in the automotive body, paint & interior repair industry?

The most common causes of injury in the Automotive Body, Paint & Interior Repair industry are: Being hit by Moving objects, Manual Tasks and Slips, Trips and Falls.

What can you do before an inspector visits?

The following are some things which you can do before an inspector visits.

- Work through the checklists at the back of this publication to identify safety issues, then, using the risk rating table below, rate the risk, prioritise the issues and work out a plan to resolve any issues identified;
- Ensure your workers have received training for:
 - manual tasks (see training package on www.worksafe.wa.gov.au);
 - slips, trips and falls; and
 - safety procedures;
- Ensure you have:
 - material safety data sheets for all Hazardous Substances used in your workplace.

What is a RISK ASSESSMENT?

The occupational safety and health 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, that is, whether there is any likelihood of injury or harm. The process should include consultation with people involved in the task, as well as consideration of the, experience and training of the operator, individual tasks to be performed and the length of time the operator is exposed to the identified hazards.

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

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

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

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

1. If the hazard falls into 'high' or 'extreme', based on your view of how likely it is someone will get hurt and what level of injury could happen, then you need to fix it straight away.
If it is lower down in the table – moderate or low – then plan when you will fix it.

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

Manual tasks

What is a manual task?

Manual tasks refers to any activity or sequence of activities that requires a person to use their physical body (musculoskeletal system) 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 workers to vibration.

Those manual tasks that have the potential to cause injury or disease are referred to in this code of practice as hazardous manual tasks.

What is the current legislation on manual handling and manual tasks?

The *Occupational Safety and Health Act 1984* contains general duties and responsibilities placed upon employers and workers to ensure their own safety at work, and that of others who might be injured by the work. These duties extend to the prevention of manual handling injuries.

The Act also requires employers to investigate matters reported to them by employees, determine the action to be taken (if any), and notify the employee who made the report of the action to be taken.

The *Occupational Safety and Health Regulations 1996* require the employer to identify each hazard that is likely to arise from manual handling at the workplace and to assess the risk of injury or harm.

How can hazards be identified?

Hazardous manual tasks can be identified by:

- reviewing hazard/injury reports;
- consulting with workers and safety and health representatives; and
- by observing tasks being performed.

What is a safe weight to lift?

It is not possible to accurately assess manual handling tasks considering the weight of the load alone. For example, considering only the weight of the load will not significantly reduce the risk associated with manual handling tasks with low load weights, highly repetitive movements and poor postures.

The weight of a load is one of many common risk factors listed in the code of practice for assessing a manual handling task.

These risk factors fall into six basic categories:

- actions and postures
- forces and loads (including its weight)
- exposure to vibration
- the work environment
- systems of work
- worker characteristics.

There are variations in people's height and weight, and there are variations in their lifting ability. Design tasks that are safe for all people in workplaces. The *Occupational Safety and Health Act 1984*, section 19, requires that the work environment does not expose workers to hazards.

Training in MANUAL TASKS

Training for manual tasks should include both theoretical and practical training for workers, and should occur both at induction for new staff, and on a regular (yearly) basis thereafter.

Theoretical training should cover a risk management approach, that is, workers should be able to identify manual task hazards, assess the risk of injury from exposure to those hazards, and determine what controls are needed to minimise the risk. When faced with their usual work tasks, this means that the worker should be able to identify those risk factors that may potentially make their work hazardous (for example, lifting above chest height or prolonged standing). They should also know what processes to follow to report hazards, so that these can be addressed by management.

Task specific training might include information on preparing the environment for the manual task; effective working postures; how to select and use equipment; and techniques training in lifting, pushing/pulling, carrying and holding.

More information on training requirements is available in the *Code of Practice: Manual Tasks (2010)*, available for free download from www.worksafe.wa.gov.au. WorkSafe also has a free manual handling training package available for employers to modify, adopt and use as their own, also available for download through the website.

Hazardous substances

Automotive Body, Paint and Interior Repair involves the use of hazardous substances (solvents, two-pack paints containing isocyanates). These substances can cause occupational asthma, skin sensitisation/allergic dermatitis and affect the central nervous system. Many Automotive Body, Paint and Interior Repair workplaces are small businesses and may have limited occupational safety and health resources.

Common problems

WorkSafe visited approximately 50 workshops between 2009-2011 to assess and improve compliance with the occupational safety and health legislation, and in particular the hazardous substances requirements such as the use of correct respiratory protection and provision of health surveillance. A limited amount of air monitoring for isocyanates and urine testing for isocyanate metabolites was conducted.

Common issues requiring improvement included:

1. Air supplied respirators not provided when spraying two-pack paints or primers containing isocyanates;
2. Breathing air quality not checked;
3. Respirators not stored in clean conditions or not maintained;
4. Some spray-painters lifted the visor to inspect work before fumes had dispersed;
5. Workers were often not aware that the isocyanates in 2-pack paints can cause occupational asthma and skin sensitisation (allergic dermatitis);
6. Inadequate training and information provided to workers;
7. Health surveillance (respiratory and skin medical checks) was not usually provided to spray painters who used two-pack paints;
8. Spray booths not maintained or with low airflow in parts of the booth;
9. Workers and employers were unaware of booth clearance time (time taken for fumes to clear after spraying);
10. Material safety data sheets (MSDS) were not available for paints, thinners and other hazardous substances or not up to date (older than five years);
11. Risk assessments for hazardous substances had not been conducted; and
12. Urine tests for some spray painters were consistent with exposure to isocyanates. We noted that urine tests were better than air monitoring for identifying low level exposure.

Health SURVEILLANCE

What does it mean to the employer?

The employer should permit the appointed medical practitioner to have access to the workplace assessment conducted for the *National Model Regulations for the Control of Workplace Hazardous Substances* [NOHSC:1005(1994)]. This should provide useful information on all workplace exposure factors.

Results of the health surveillance must be communicated to the employee and to the employer as soon as practical so that investigations and, where appropriate, remedial action can be taken.

Employees who have been removed from work with hazardous substances should continue to be provided with information concerning the results of workplace assessment and their health status. Employers should review their training programs.

Confidentiality and consent

Those providing health surveillance must maintain the confidentiality of the medical records of all employees past and present.

Consent for health surveillance should be sought from an employee before health surveillance commences. Consent should be separate from consent given for any other medical treatment.

Employees should participate in the health surveillance program unless there is some compelling reason to the contrary. In this case, the matter should be discussed with the appointed medical practitioner responsible for health surveillance.

The written consent of the employee has to be obtained before the results can be released to a third party not covered by professional confidentiality.

Electrical SAFETY

Electrostatic spray painting brings with it electrical hazards and additional requirements for safe work practices are required. For example, all equipment, including spray guns and booths should be earthed. All hooks used to suspend objects to be sprayed should be cleaned prior to re-use in order to maintain effective metal contact.

Earthing of equipment, objects being coated and personnel ensures maximum coating efficiency, reduces free dust and prevents build-up of static charges capable of causing ignition.

What information and training is required to use isocyanates?

Information and training should be provided to workers in a manner that is readily understood with special consideration given to language and literacy issues.

In relation to information and training at the workplace:

- workers must be informed of all identified hazards in the workplace;
- workers must be given information, instruction, training and supervision on safe working procedures, including fitting, use and storage of personal protective clothing and equipment;
- workers should know how to identify hazards and to report them to a supervisor;
- training on hazardous substances must include potential health effects of the substances used, control measures, correct use of protective clothing and equipment and the need for and details of health surveillance;
- workers from non-English speaking backgrounds may have special needs. They should be provided with information in their first language and increased supervision if necessary;
- workers must be trained in spill clean up, if required to do so, and in emergency evacuation procedures; and
- training should be ongoing, with regular revision of safe procedures.

Source: Guidance note: controlling isocyanate hazards at work

Personal protective equipment

Control of worker exposure must be achieved by means other than the use of personal protective equipment. However, when other control measures, such as engineering controls and safe work practices, do not adequately protect the worker, then personal protective equipment must be worn.

Personal protective equipment must include full protective clothing including overalls, gloves, head and eye protection and respiratory protection, selected and used in compliance with relevant Australian Standards. In particular:

- a powered air purifying respirator should be worn, which complies with AS/ NZS 1716-1994 Respiratory protective devices, and used in accordance with AS/NZS 1715-1994 Selection, use and maintenance of respiratory protective devices;
- the respiratory protective equipment must provide head covering to avoid dust build-up around the edges of the facemasks. A ventilated full-head covering may also be more comfortable in a hot environment;
- during manual spraying, the gun-hand must not be insulated from the gun. Either a cover sleeve must cowl the gun hand or the palm of an insulating glove may be cut out. Operators standing outside a booth and spraying inside a booth through an aperture must wear this type of protective equipment; and
- anti-static footwear should be provided.

Source Code of practice: Spray painting

NOISE

What is a 'safe' level of noise?

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

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

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

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

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

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

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

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

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

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

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

Reporting an INJURY

All deaths and certain types of injury or disease, in connection with work, must be reported to WorkSafe. Failure to report could lead to prosecution.

Reporting must be done by the relevant employer whenever death or certain types of injury occurs in connection with the relevant employer's business. Relevant employers may include the self-employed, principal contractors, labour hire agents and directors.

In some cases, WorkSafe will require notification of the same reportable death, injury or disease by different 'relevant employers'. For example, if a manufacturer hired a self-employed contractor whose work caused a reportable injury at the manufacturer's workplace, a report would be required from both the manufacturer and the self-employed person.

Reporting is required for:

- employees who suffer death/injury/disease at work or at employer provided residential premises as described under s23G(2) of the Act;
- non-employees who suffer death/injury/disease at a workplace or in connection with the business of an employer or a self-employed person; and
- self-employed people, who suffer death/injury/disease at work or in connection with work.

Types of injuries that must be reported:

- A fracture of the skull, spine or pelvis.
- A fracture of any bone in the arm, other than in the wrists or hand, or in the leg, other than a bone in the ankle or foot.
- An amputation of an arm, a hand, finger, finger joint, leg, foot, toe or toe joint.
- The loss of sight of an eye.
- Any injury other than those referred to above which, in the opinion of a medical practitioner, is likely to prevent the employee from being able to work within 10 days of the day on which the injury occurred.

How to report

Notification will be accepted either in person, in writing, by fax, by telephone or email. You can download copies of the forms from the WorkSafe website: www.worksafe.wa.gov.au

Checklists

Automotive Body, Paint & Repair: WORKING SAFELY WITH HAZARDOUS SUBSTANCES

Checklist is for hazardous substances related issues - Take action on items where “No” is checked.

Personal protective equipment [safety checklist](#)

Check	yes	no	n/a
Air-supplied respirators used when spraying 2-pack paints (not cartridge style)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Breathing air is tested annually or more often and results are available (test oxygen, carbon monoxide, carbon dioxide, oil and temperature)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respirators are stored in sealed, clean containers and cleaned before and after use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respirators are cleaned, checked and maintained regularly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical resistant gloves (eg nitrile) and coveralls are worn when spraying/mixing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Storage & handling [safety checklist](#)

Check	yes	no	n/a
Spill procedure and spill cleanup equipment are available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paints and thinners are stored in closed containers, the storage area is ventilated, and they are not stored in the spray booth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Containers earthed during decanting of flammables from drums	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Spray booth and ventilation [safety checklist](#)

Check	yes	no	n/a
Good extraction ventilation in mixing/pouring area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A spray booth is used when spraying with any hazardous paint or primer (except small amounts of touch up work)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spray booth is inspected regularly (Check for cracked or damaged light fittings, heavy paint build up on filters or surfaces, exhaust air filters not fitting correctly or missing, low airflow)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Booth is regularly maintained (filters, lights and cleanliness) and maintenance records are kept	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spray booth is made of non-combustible materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spray booth has smooth, easy to clean interior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lighting in spray booth does not present an ignition source (eg lights are in a sealed enclosure)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No ignition sources in or near spray booth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency exits are easy to open and have signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signs are on spray booth doors that say: “Warning: Toxic and/or flammable vapours may be present”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spray booth exhaust stack at least 3m above roof and vertical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Spray booth safety checklist

Check	yes	no	n/a
Air filtered or scrubbed before entering exhaust system and filters replaced regularly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Airflow regularly checked with an anemometer and meets requirement of Australian Standard AS4114 (down draft or semi down draft booth > 0.25 m/s in vertical; semi down draft 0.5 m/s in the horizontal, cross flow booth >0.5 m/s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written operating instructions displayed on spray booth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees using spray booth are trained in booth operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Emergencies safety checklist

Check	yes	no	n/a
Evacuation procedure displayed and practiced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No smoking indoors or near flammable materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire extinguishers inspected and maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eye wash present where required by risk assessments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Facilities safety checklist

Check	yes	no	n/a
Reasonable facilities for washing hands (sink, cleanser, paper towel)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hands not washed in thinners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No food in spray booth or mixing or chemical storage areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Information and training safety checklist

Check	yes	no	n/a
Register of material safety data sheets (MSDS), including contents list, is readily available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MSDS are current (less than 5 years from issue date)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessments for hazardous substances have been completed and recorded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers have been trained (preferably face to face) in the hazards and controls for hazardous substances – including that 2-pack paints containing isocyanates can cause occupational asthma and allergic dermatitis - and training records are kept	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous substances are labelled – including jars and any other containers which contain hazardous substances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Health surveillance safety checklist

Check	yes	no	n/a
Health surveillance/medical checks are provided at least every 6 months, for workers who use isocyanates (all workers who regularly spray-paint with 2-pack vehicle paints). Health surveillance should focus on the skin and the respiratory system, and urine testing is also available to check exposure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Hazardous substances [safety checklist](#)

Check	yes	no	n/a
Register of hazardous substances is complete (contents list and MSDS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Register is readily available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous substances are properly labelled: manufacturers labels on container	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decanted containers labelled with name, risk & safety phrases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessment has been completed for all substances and recorded in register	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Report is available where risk is significant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practicable control measures have been implemented and maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hierarchy of control is taken into account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who may be exposed or work with hazardous substances have been provided with adequate information, instruction and training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Record of training includes health effects, controls, safe work methods, PPE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health surveillance is undertaken where appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Electricity [safety checklist](#)

Check	yes	no	n/a
Electrical installations are installed, constructed, maintained, protected (cover) and tested to minimise the risk of electric shock or fire. Evidence of maintenance and testing in place. Components clearly marked and switchboard free from obstructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand held portable equipment is protected by RCD (not construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Switchboard or fixed sockets marked whether RCD protected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance program in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexible cords and extension cords are used in a safe manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Connection moulded or transparent plug	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plugs, sockets and extension leads in good condition and protected from damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical installations are protected from damage that would increase the risk of electrical shock or fire)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The work is organised for the safety of workers and others at the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in the vicinity of power lines and plant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Falls from height [safety checklist](#)

Check	yes	no	n/a
Practical control measures have been implemented and maintained to eliminate or reduce the risk associated with work at heights – for instance no heavy items stored or frequently used items stored on top shelves, safe use of steps and ladders are available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Portable ladders comply with AS 1892.1 (metal) or AS 1892.2 (wooden) – NO standing on milk crates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is safe means of access and egress to the work being performed at heights, for instance ladders, stairs, walkways, mechanical lifts are available and used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
That fixed ladders and accesses have fall prevention systems in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Manual tasks [safety checklist](#)

Check	yes	no	n/a
Practicable control measures have been implemented and maintained to eliminate or reduce risk associated with manual handling work activity: hazard identification, risk assessment conducted, employee feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accident or hazard investigation is conducted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Everyone involved in organising and implementing manual handling process or tasks where manual handling hazards have been identified have been provided with adequate instruction and training (induction and ongoing training)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Mobile plant [safety checklist](#)

Check	yes	no	n/a
Mobile plant is maintained to minimise risks. Log book/records, pre-start checks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of training/instruction. License if high risk work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The plant is in a safe condition, Eg Plant registration, access to cab, seat & seat-belt, FOPS/ROPS as required, loadchart as required, operator's manual, controls labelled, guarding dangerous parts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work is organised for the safety of employees and others. Pedestrian control, traffic management, 2-way communication as required, high-visibility clothing as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site hazards are identified, assessed and controlled (ramps, slopes, rough ground, power lines, excavations, ground load limits, underground services)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Induction and new workers [safety checklist](#)

Check	yes	no	n/a
Induction and training is provided in relation to emergency/evacuation procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information and training is provided in relation to hazard and accident reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety induction training is provided to new and young workers in relation to hazards in the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information and training in the use, maintenance and storage of personal protective equipment (PPE) is provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate supervision is in place to ensure that new and young workers are working in accordance with safety instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The risk of injury or harm to (young) visitors is reduced by means appropriate for the workplace and the type of work activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Slips and trips [safety checklist](#)

Check	yes	no	n/a
Floors, stairs and ramps have unbroken and slip resistant surface Special provisions for slip resistance provided in wet areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floors, stairs and ramps are free from obstructions that may cause a person to trip or fall (eg. electrical leads, hoses, floor mounted power boxes in walkways, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to egress from workplace safe and at all times kept free from obstructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe systems of work (eg. clean as you go policy) in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Warning signs available and erected near spills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guard rails or other safeguards provided on ramps and stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate PPE, such as slip resistant footwear, provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ramps in areas where height of floor levels change and trolley access required or items are carried regularly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Hoses safety checklist

Check	yes	no	n/a
There should be no damage that affects the structural integrity of the hose eg. Broken wires or kinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bubbles or blisters in the outer covering that indicate leakage are reasons for discarding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
End fittings and crimping should be examined for cracks, damaged threads or other evidence for damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Pressure vessels safety checklist

Check	yes	no	n/a
Pressure equipment categorized as hazard level A, B, C or D according to the criteria set out in AS 4343, but not pressure piping must be registered with WorkSafe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Machine guarding safety checklist

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

Induction and new workers safety checklist

Check	yes	no	n/a
Induction and training is provided in relation to emergency/evacuation procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information and training is provided in relation to hazard and accident reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety induction training is provided to new and young workers in relation to hazards in the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information and training in the use, maintenance and storage of personal protective equipment (PPE) is provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate supervision is in place to ensure that new and young workers are working in accordance with safety instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The risk of injury or harm to (young) visitors is reduced by means appropriate for the workplace and the type of work activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other issues [safety checklist](#)

Check	yes	no	n/a
Notifiable accidents reported to WorkSafe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lost time injuries or diseases and hazards notified by workers have been investigated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees have received induction and on the job training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Passages/walkways kept free of obstructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access and egress (emergency exits) kept free of obstructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency egress enable safe egress in event of emergency / exit signs provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Portable fire extinguishers provided and maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evacuation procedures & diagram available and displayed and practised and training in the use of fire extinguishers provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Warning signs provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleanliness and removal of debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surface and floors are unbroken and slip resistant to prevent slips and falls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seating provided and maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workplace facilities provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Portable ladders according to AS 1892.1 (metal) or AS 1892.2 (wooden)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gas cylinders secured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flash back arrestors are fitted (oxy-acetylene or oxy-LPG)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE provided where necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instruction, information, maintenance, storage of PPE, sign	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise			
- Noise assessment conducted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Control measures in place / avoid noise above exposure standard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Provision of personal hearing protection (PHP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Instruction fitting, use, selecting, testing, maintenance and storage PHP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Training on noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signage PPE according to AS 1319	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First aid box or facilities available and first aid trained person available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No smoking in enclosed workplaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of any asbestos on site identified and the risk assessed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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