



Inspection campaign

In 2013/14, WorkSafe WA is conducting a proactive inspection campaign focusing on the clothing and footwear retailing outlets, with a view to improving safety within the industry. The campaign will involve Inspectors visiting clothing and footwear outlets 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 clothing and footwear retailing outlets 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 retail?

The most common causes of injury in the clothing and footwear retail industry are: performing manual tasks (i.e.) when handling, lifting, carrying, or putting down objects), falls from the same level, slip trip and falls, falls from heights.

Controlling risks

Controlling the risk of injury may involve:

1. eliminating the hazard or hazardous task
2. re-designing, modifying, altering or substituting the hazard or hazardous task
3. administrative controls

Finally, when any control is implemented, make sure follow up and evaluation occurs to ensure that the control is adequately eliminating or minimising the risk and has not introduced new risks.

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

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 appropriate training for:
 - manual tasks;
 - slips, trips and falls; and
 - safety procedures;
- Ensure you have:
 - material safety data sheet for chemicals used in your workplace.

Training in MANUAL TASKS

Training for manual tasks should include both theoretical and practical (task specific) training for workers, and should occur both at induction for new staff, and on an ongoing basis thereafter. Task specific training should also be provided when tasks are about to be changed or introduced.

The level, length and type of training provided should be tailored and comparable to the risk involved and the role of the participants involved in the risk management process. Any training should focus on the specific problems identified in the assessment process and take on a participatory approach.

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 shoulder 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 should include information such as preparing the layout and environment for the manual task; how to select and use equipment; and performing and maintaining safe work practices.

More information on training 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 task training package available for employers to modify, adopt and use as their own, also available for download through the website.

Manual Task Hazards and Solutions in Clothing and Footwear Retailing

The following information refer to common manual task hazards that have been found in retailers. Some solutions have also been included for consideration. The provided information has been sourced from the publication *Manual Task Solutions for Small Retailers* produced by CCI Queensland funded by the Queensland Government, in conjunction with the risk factors recognised in the Code of Practice for Manual Tasks 2010 (WA).

Manual tasks - Hazards 1 - Working above shoulder height

- Performing manual tasks above shoulder height places the shoulders, neck and spine at risk of strain injury.
- Handling stock above shoulder height is a high risk manual task. The risk is increased where the stock is heavy, the task is repeated frequently, the stock is handled above head height, or
- where high force is required to be exerted.

Solutions

- Carefully plan the set-up of the stockroom and trading floor considering the nature of the stock carried as well as other items stored, such as fittings, promotional items and packaging materials:
 - Place the fastest moving lines, highest volume lines and heaviest lines between mid-thigh and shoulder height.
 - Place only light, compact, items that are rarely accessed, above shoulder height.
 - Position items on shelves above shoulder height at the front of the storage shelf to avoid over reaching to access stock.
- Identify appropriate locations for the storage of items, and ensure they are stored in the correct locations.
- Review inventory levels to minimise stock on hand.
- Set a maximum height at which items may be stored.
- Adjust the height of stockroom storage shelves to allow for more storage below shoulder height.

Manual tasks - Hazards 2 - Work below mid-thigh height

- Frequently handling items where the hands are below mid-thigh height is defined as a high risk manual task due to the potentially awkward posture adopted to access the item.
- The risk is further increased where handling items is performed frequently, where heavy or bulky items are handled and/or where high force is exerted to handle the load.

Solutions

- avoid storing high volume lines below mid-thigh height.
- Raise the height at which stock is stored. For example, palletised stock can be raised on another pallet or on racking beams.
- use a height adjustable pallet lifter to raise the base of the pallet.
- For smaller items and slower moving lines, use roller shelves on an incline to gravity feed product to the front of the shelf.

Manual tasks - Hazards 3 - Handling large, bulky and heavy stock items

- Master cartons (outer cartons/shippers) that contain multiple units may be excessively heavy and/or bulky.
- Where cartons of stock are not labelled or not accurately labelled with stock weight, there is no warning to workers before they commence handling the load.
- Large cartons repacked at the store can be packed with excessive weight.
- Insufficient space in the stock room and on the trading floor may restrict the ability to manoeuvre large, bulky stock, resulting in high force required to manoeuvre the stock

Solutions

- Advise the supplier of the maximum acceptable weight of master cartons. You may need to join forces with like retailers to request smaller pack sizes from suppliers.
- Request that the supplier label the carton with the carton weight. In the short term, label or mark cartons with the weight on receipt.
- Use materials handling equipment (MHE) that is fit for purpose to move stock, such as flatbed trolleys, two wheel trolleys or pallet jacks.
- Advise delivery personnel where to place stock and stipulate maximum height for it to be stacked.
- Consider opportunities for displaying stock on the trading floor in the master carton.
- Unpack heavy master cartons from the position in which they are received; that is, the floor, pallet or trolley, so that the heavy master carton does not need to be handled when full.
- Team lifting is an option, but not without risk, and should only be used in circumstances where options for redesign or using mechanical aids have been investigated and are not practicable.
- Handling of large, bulky or awkward items should ideally only occur between shoulder and mid-thigh height.
- Design the stockroom to allow large, bulky or awkward items to be slid and trolleyed instead of carried. Provide adequate access to heavy, bulky stock items in the stock room to prevent awkward postures.

Manual tasks - Hazards 4 - Using unsuitable materials handling equipment (MHE)

- Using shopping trolleys to store and move stock
- Overloading MHE with stock weight that exceeds the safe working load of the MHE
- Operator is unable to look in the direction of travel
- Poorly maintained MHE wheels and
- Operating the MHE on rough, uneven or damaged floor surfaces
- Incorrect MHE wheels for the type of floor surface can lead to excessive wear of the wheels and can require additional force to be exerted.
- Operating wheeled MHE on slopes or ramps.
- Use of powered MHE that the operator is not competent to operate.

Solutions

- When selecting materials handling equipment (MHE) consider:
 - the size and weight of the stock that needs to be moved
 - the maximum weight that the MHE will need to carry
 - where the stock is to be moved to and from
 - the type of surfaces the MHE will operate on
 - where the stock is to be stored, for example, will the stock be lifted into storage racks?
 - the amount of space available to manoeuvre the MHE
 - the amount of space available to store the MHE
 - the training and competency required to use the MHE.
- Regularly inspect MHE for damage and wear.
- Conduct preventative maintenance on MHE to ensure correct and safe operation.
- Establish, communicate and reinforce a process for staff to report damage and wear to MHE.
- Consider trialling MHE before committing to purchase the equipment.

Manual tasks - Hazards 5 - Multiple handling of stock

- Stock is frequently handled multiple times from the point of receipt at the store, to sale
The risk is increased where:
 - the stock is heavy and/or large and bulky to handle
 - the stock is moved with the body in an awkward posture, such as above shoulder height or below mid-thigh level
 - high force is required to handle the item, such as to open cartons and free jammed stock

Solutions

- Advise delivery personnel where to place stock
- Review stock levels and lead times for opportunities to reduce stock on hand stored in the stockroom and consider storing some lines on the trading floor only. Consider opportunities for displaying stock on the trading floor in the master carton. Plan the stockroom to avoid having to move stock to access the stock you need.
- Design the point of sale area so that repetitive stock handling is conducted at waist height.

Manual tasks - Hazards 6 - Point of sale

- Handling of heavy stock lines at the register.
- Repetitive handling of stock.
- Risk is increased where repetitive movements are performed in awkward postures, such as overreaching to access stock.

Solutions

- Use scan cards or quick keys (pre-programmed into register) instead of lifting heavy, bulky items.
- For multiple items, scan one item and then enter the number of units on the register.
- Request that customers leave heavy items in the trolley and use handheld scanner to scan item in trolley.
- Rotate point of sale operation with other duties within the store that use different parts of the body.
- Design the layout of the point of sale workstation to eliminate the need for staff to overreach to handle stock.

Manual tasks - Hazards 7 - Using ladders and steps

- Using a ladder or step that does not have the load carrying capacity may damage and weaken the ladder. For example, using a ladder that is rated for domestic use only.
- Not using ladders or steps, but are overreaching to access stock above shoulder height.
- Inappropriate items used to gain height, such as climbing fixtures, using upside down milk crates, etc.
- Insufficient space in stockroom and/or sales floor to use ladder or to use ladder opened correctly.
- Using ladders or steps that are damaged and may fail whilst in operation.
- When stock is carried by the worker as they step down from a ladder or step, the worker does not have three points of contact and is at risk of falling.

Solutions

- Ensure the condition of ladders and steps is regularly reviewed as part of the hazard identification checklist.
- Select and obtain industrial rated ladders and steps that are fit for purpose. Consider:
 - the height required to reach
 - the weight of both the average employee and the weight of objects being carried
 - the floor area available for the base of the ladder or step
 - what the worker will be doing on the ladder or step
 - where the ladder or step will be stored.
- Select ladders and steps that have a large standing platform at the top.
- Maintain a high standard of housekeeping in the stockroom. This includes ensuring the stockroom floor is free from stock and packing material that could obstruct the ladder and/or obstruct a worker's access to a ladder.
- Remove items from the store room that may be used inappropriately to gain height, such as milk crates.
- Train workers on when to use the ladder or step and how to use them safely.
- Supervise workers to ensure they use the ladder or step when and how they should.
- Consider options to avoid the need to use ladders or steps, such as using a hook or pole to access high stock. The hook must securely grip the stock to prevent the risk of stock falling from heights.

Manual tasks - Hazard 8 - Moving displays, racks, fixtures and fittings

- Excessive force may need to be exerted in awkward postures to move the fixtures and displays.
- Mobile fixtures displaying stock may be moved in front of the store on opening, and moved back into the store at closing on a daily basis.
- Wheeled displays with castors that are not maintained increase the risk of force required to be exerted to move the displays.

Solutions

- Avoid moving fixtures wherever possible.
- Minimise the need to relay the store by carefully considering store layout at design stage.
- Install castors on regularly moved fixtures and displays, such as those which are moved in front of the store during opening.
- Select castors appropriate for the type of floor surface, and the size and weight of the mobile fixture.
- Conduct periodic preventative maintenance on castors.
- Establish a process and train workers to report when wheels or castors require servicing or repair.
- Use materials handling equipment such as trolleys to move fixtures where possible.
- Identify items that require more than one worker to move; communicate this requirement to all workers. Team lifting should only be used where design control measures are not possible.
- Consider weight and size when selecting visual merchandising aids such as mannequins.
- Select light weight and/or modular visual merchandising aids wherever possible.

Manual tasks - Hazard 9: Sustained standing

- Workers experience aching legs and feet from sustained standing on hard floor surfaces.
- Workers experience low back pain from standing for long periods.
- Workers wearing inappropriate footwear especially in fashion retail, such as heels and slides. This choice of footwear can contribute to slips, trips and falls, as well as aching legs and feet and low back pain.

Solutions

- Comfortable footwear with a low heel should be worn.
- Use anti-fatigue matting where possible, such as behind the checkout. Be aware that matting can be a trip hazard, so ensure the edges of the mat are bevelled and sit flat on the floor.
- Rotate workers to avoid them having to stand in one spot for long periods.
- Provide a stool for workers to sit down on for short periods when not serving customers.
- Provide adequate amenities, including comfortable seating for employees, during designated breaks.

Manual tasks - Hazard 10: Peak times of the year

- Increased amount of stock in stockroom and on sales floor can potentially result in:
- INDENT an increase in the height at which stock is stored
- INDENT reduced room to move safely and to use materials handling equipment and ladders.
- Increased sale of stock results in workers handling a larger amount of stock per shift.
- Workers may work longer hours during peak periods.
- When busy, workers may tend to rush and cut corners.
- High volumes of stock may be stored for extended periods before the peak time to ensure stock arrives in time.

Solutions

- Consider options for access to additional stock without having to store on-site, such as:
 - off-site storage of stock (most shopping centres hire off-site store rooms). Consider how the stock can be safely transported from the off-site storage facility to the store, for example, using a trolley.
 - arranging additional deliveries of stock.
- Plan stock deliveries for the quietest time of the day or week to allow stock to be put away before peak trade times.
- Consider hiring casual staff to cover longer trading hours and to cover peak times.
- Ensure rostering appropriately matches peak trading times.
- Implement a communication method, such as a book, that can be used to discuss impending deliveries, where stock should be stored and hazards that require attention.

Sources: *Manual Task solutions for Small Retailers Produced by Chamber of Commerce & Industry Queensland.*
Funded by Department of Justice and Attorney-General Workplace Health and Safety Queensland, 2009.
Code of Practice for Manual Tasks 2010 (Western Australia) WorkSafe WA

Pregnancy and manual tasks

What tasks are risky for pregnant women?

Some potential risk factors related to manual tasks during pregnancy are:

- fatigue due to physiological changes in conjunction with an excessively long work week;
- prolonged standing (for more than 3 hours per day);
- heavy physical workload (continuous or periodical physical effort, carrying loads of more than 10 kg);
- working under hot working conditions if a lot of sweat is being produced; and
- frequent forward bending, stooping or reaching above shoulder height, even when light loads are being handled.

What can we do about it?

Some practicable control measures that can be implemented include:

- reviewing the work tasks undertaken to avoid heavy work duties, in particular avoidance of extremely heavy physical exertion in early pregnancy and a reduction of the physical workload after the third month and again after the sixth month of pregnancy;
- reducing, if possible, the amount of time spent working under hot conditions, or improving workplace climate or ventilation, especially if heavy work is involved;
- reviewing work tasks that require a lot of bending and reaching, especially late in pregnancy, in order to reduce as much as possible the range of movements required;
- provision of rest breaks during the day; and
- establishing a more flexible work system, for example: changing the pattern of work through alteration of shift work and reduction in overtime.

Can slips and trips in the workplace be prevented?

Yes, slips and trips can be prevented in workplaces. Awareness of the common risk factors for slips and trips, coupled with a strong management commitment, can result in reduction and prevention of slips and trips incidents.

Like any other hazard in the workplace, prevention begins with a risk management approach – ie spot the hazard, assess the risk and make the changes. This should be done in full consultation with your staff at each stage. Please refer to the [Slips, Trips and Falls Risk Management Tool](#) here for further assistance with the risk assessment process.

Hazards can be identified by reviewing hazard reports and incident reports, talking with your staff and completing walk-throughs or workplace inspections to identify potential hazards.

Assessing the risk involves identifying all of the risk factors that are present that may contribute to the risk of a slip or trip, and determining the potential likelihood and consequences of a slip or trip occurring.

Finally, making changes is about implementing controls that eliminate or reduce the identified risk factors. Don't forget that all-important step of reviewing the solutions after they have been put in place to make sure that they are effective, and have not introduced any new hazards to the workplace.

What risk factors contribute to slips and trips incidents?

Slips and trips account for ~20% of all lost time injuries every year. They can result in serious injuries and lengthy periods of time off work. Risk factors that contribute to slips and trips injuries will vary according to the type of workplace and work tasks being completed.

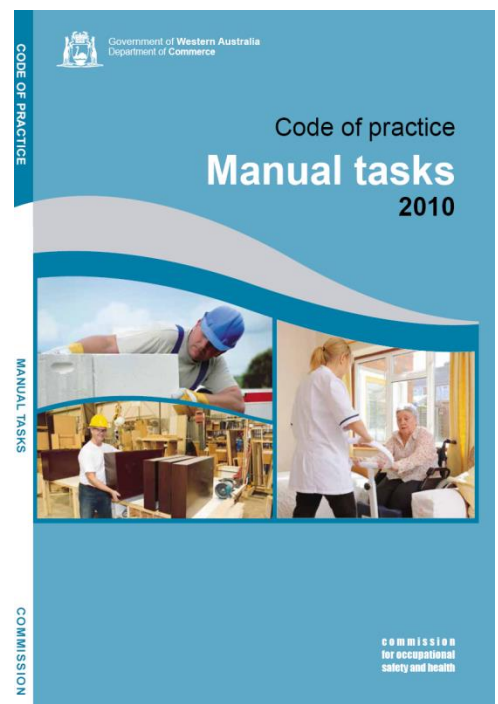
Common risk factor categories include:

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

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

There are many controls that employers can use to prevent slips and trips in the workplace. Firstly though, it is important to complete hazard identification and a risk assessment in consultation with your staff. This will ensure that the right control is chosen for the hazards that are relevant in YOUR workplace, and prevents costly changes down the track if the wrong control is implemented. Quite often, a range of controls is needed to effectively control the risk.

Common controls used in workplaces can be categorised according to the hierarchy of controls: Eliminate the hazard, Substitution, Isolation, Engineering controls (minimising risk by redesign), Administrative Controls, and Personal Protective Equipment



Armed holdups and cash handling

Staff training

The emphasis of training must be on self-protection. An employee's life and safety is worth more than any amount of money.

An armed hold-up is a very stressful situation that can produce a range of responses from staff. All staff need training in how to behave during a hold-up.

Training staff in what to expect and how to act during a hold-up can significantly reduce the effects of post-traumatic stress.

Staff should be made aware of the risks involved in cash handling and trained in:

- Cash handling procedures
- Emergency procedures and operation of security devices
- Confidentiality about procedures and security devices
- Staff support services during an armed hold-up
- How to identify robbers
- How to identify suspicious behavior
- How to behave during an armed hold-up

Business layout

Each business has its own set of design considerations for minimising the risk of armed hold-up.

Below are some basic principles for making your business more secure. It is advisable, however, to employ the services of a reputable security firm to provide a set of specific security recommendations for your premises. You may also wish to seek advice from your local Police Crime Prevention Officer.

If the business is large enough, having more than one staff member on duty at any time is a deterrent. A supervisor should be positioned so that they have a clear view of the cash register area and attendant and so that they can be seen by any potential robber. A glass fronted, sealed-off office that can be seen by customers is ideal.

Position the cash register away from the front door. Counters should be wide with a raised floor for staff, to maximise the space between staff and customers. Robbers will choose to hold-up a business where it is easy to rush in, reach over the counter into the cash register and then rush out again.

Always keep the back door to the shop locked. An open back door is an invitation to have goods and money stolen from the backroom/storeroom and offers a back entrance and exit for a hold-up. Make sure that all other potential access points are secure.

Cash minimisation

Do not allow a cash register to fill with cash.

Clear excess cash frequently and randomly from cash registers to a safe or bank. There should be no more cash in cash registers than is needed for trading from that register.

Equally there should be no more cash held on the premises in a safe or strong room than is needed for trading.

An effective deterrent is to put excess cash into a cash drop safe with a time delay or a two key system. Post signs prominently in the window or to the counter that say that a time delay safe is in use.

Time delay safes can only be opened at a certain pre-set time. Robbers may force workers to open a single key operated safe, but are less likely to wait around for a time delay safe to be ready for opening

Security devices

Electronic sensors that emit a sound whenever a customer enters or leaves the premises are an aid for keeping tabs on how many customers are in the shop at any one time.

Personal and fixed duress alarms that are monitored by a security company can be used to summons timely assistance after a robbery. Security cameras can positively identify a robber and in some cases act as a deterrent. Prominently advertise the use of security cameras with signs. For late night services, where customer numbers are very low, electronic doors that are opened by staff as a customer approaches can be used to prevent access by masked persons or those carrying weapons.

Use signs to advertise all security measures in use. For example: "No Cash Kept on Premises", "Time Delay Safe in Use", "Closed Circuit Security Surveillance Cameras in Use" and so on.

Cash transfer

Cash transfer from a business to a bank reflects the profitability of the business. It is also a time of particular vulnerability to the crime of robbery. Ask the local police or a local security service to accompany you to the bank, if you believe your movements are being watched by a potential offender. A visible police presence in a community is a major deterrent to robbers.

Managers of small businesses that do not use a security firm pick-up should monitor the amount of cash held and make frequent, random bank deposits throughout the day. Do not invite robbery by taking large amounts of cash to the bank in the same bag at the same time each day. Use a bank close to your premises to deposit takings.

Constantly change the procedures for cash transfer including changing routes, times, schedules, the amounts transferred and the vehicles used for the transfer. Count cash in a secure room. Do not leave money out of the safe to investigate a disruption in the shop. Make sure that the premises is locked and you are out of sight from those passing by, when counting money.

Do not take cash home. Many small business people have been robbed after driving home at night with the day's takings in a car with the company name printed on the side. This is asking for trouble. It is advisable to use a security transport company where large amounts of cash are involved. Money for banking should be stored in a safe if cash is held overnight. Check with your insurance company that your safe is rated for the amount of cash usually held.

Checklists

Manual tasks safety checklist

Check	yes	no	n/a
Access to shelves etc. is not obstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide adequate space between aisles and shelving to reduce constraints on posture and movement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Store rooms are organised to reduce risks, ie heavier items stored at waist height or bottom (as appropriate), lighter and infrequently used items stored at top shelves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work benches and other work surfaces are at an appropriate height for type of work performed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate access is provided to contents of cupboards. Contents can be accessed easily. No heavy items are stored high	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate systems are in place to ensure heavy stock such as boxes and large bulky cartons are not carried and trolleys are available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microwaves not placed above shoulder height (eg not above 135cm) or below the waist to prevent the risk of burns and musculoskeletal injuries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A risk assessment in relation to hazardous manual tasks has been conducted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ramps are in place in areas where trolleys are used to go from one level to another level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practical control measures are in place to reduce or eliminate handling heavy items such as clothes/shoes/bags. For instance smaller cartons are purchased, bins with wheels are in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Boxes containing heavy clothing and or shoes are stored below shoulder height to reduce manual task risk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers, supervisors and managers have received adequate training in manual tasks, see the Code of Practice for Manual Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training and induction is provided for manual tasks and that the training is ongoing and task specific	<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"/>

Slips and trips safety checklist

Check	yes	no	n/a
Floors, stairs and ramps have unbroken and slip resistant surface	<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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate drainage is in place in wet areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequency and standard of cleaning is adequate to eliminate slip hazards in work areas: <ul style="list-style-type: none"> clean as you go policy is in place to reduce slip hazards systems are in place for cleaning floors (mopped last, so no-one walks over wet floor), warning signs are available and erected near wet floors and spills 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drains and plumbing is not leaking causing slip hazard - check under sinks, dishwasher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access and egress to and from work areas is safe - for instance, the risk of trip and fall from passageways and counter areas to be free from obstruction and staff are trained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small changes in floor levels at edge of tiles, at doorways, etc do not create a slip or trip hazard and are readily visible – eg. high visibility strip at edge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand rails and guard rails are provided on stairs and ramps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Slip resistant and enclosed footwear is required (dress code)	<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) Switchboard or fixed sockets marked whether RCD protected. Maintenance program in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexible cords and extension cords are used in a safe manner Connection moulded or transparent plug 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 Work in the vicinity of power lines and plant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Hazardous substances safety checklist

Check	yes	no	n/a
The register of hazardous substances is complete and current. The register includes a contents list and material safety data sheets (MSDS) for all hazardous substances, such as cleaning products, used from time to time at the workplace. The MSDS are < 5 years old	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The register of hazardous substances is readily available for workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The outcome of the risk assessment for all hazardous substances is recorded in the hazardous substances register	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decanted bottles containing hazardous or other substances are labelled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practical control measures are in place to reduce risks relating to hazardous substances For instance, substitute hazardous substances for non-hazardous substances, use substances in accordance with MSDS, ensure adequate personal protective equipment (PPE) is provided and used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE for use with hazardous substances is maintained and in good working order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training has been provided to workers working with hazardous substances or is likely to be exposed. Training includes potential health risk and toxic effects, control measures to minimise risk, correct use of methods to reduce exposure, correct care and use PPE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A record of hazardous substance training is kept at the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Emergency procedures safety checklist

Check	yes	no	n/a
An evacuation procedure and a diagram (showing the exits) are provided and displayed in a prominent place at the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency egress enables safe egress in event of an emergency (doors not obstructed) Exit signs have been provided and are maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate portable fire extinguishers have been provided and maintained, easy to access (not obstructed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Persons at the workplace who would be required to help control or extinguish a fire at the workplace are appropriately trained and provided with appropriate protective clothing and equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An adequately stocked first aid kit is provided at a central location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An adequate number of people have been trained in first aid, having regard to the types of hazards and number of people in the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Procedures are in place for isolated workers (means of communication are available and procedures for regular contact are in place with isolated workers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Violence and aggression safety checklist

Check	yes	no	n/a
Workers have received information, instruction and training in relation to dealing with violence and aggression (including hold ups, cash handling, difficult customers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Procedures are in place in relation to violence and aggression Procedures are in place in relation to cash handling and hold-ups (including post hold-up)	<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
Reportable injuries and diseases have been notified 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"/>
Workplace facilities (eg toilets, wash basins, other facilities) are in a clean condition Ensure that a supply of clean, cool, drinking water is provided for, and is readily accessible to, persons working at the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal protective equipment is provided without any cost to workers, including personal protective clothing and equipment (eg broad brim hats, long sleeve shirts and pants, sunscreen) to reduce exposure to UV radiation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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