



Introduction

WorkSafe has developed this newsletter to provide information and assistance to commercial property owners, commercial property managers. Persons who have control of workplaces have a duty under the occupational safety and health legislation.

This newsletter highlights the requirements under the *Occupational Safety and Health Act 1984* and associated regulations (1996) to assist commercial property owners and managers in meeting their duty of care.

What you **NEED** to know

The Western Australian Occupational Safety and Health legislation has significant implications for commercial property owners and managers, who have to any extent, control of a workplace.

The legislation applies to property owners and/or managers, who have any control of:

- a workplace where persons who are not their employees are likely to be in the course of their work; and
- the means of access to and egress from a workplace.

You may have no involvement with the work activity being done by employers or others at the premises, however if some control is retained over the premises or access to the premises then a duty applies.

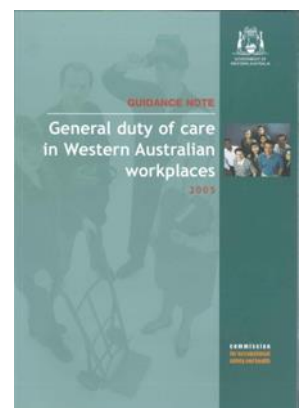
Areas where you may have control and a duty include, lighting, entrances and exits, footpaths, stairways, car parks, loading bays, common foyers and gardens, elevators and escalators, plant such as cardboard balers and oil disposal facilities. Control may also extend to areas such as asbestos management and the installation and maintenance of fall prevention anchorage points.

If you are also an employer you have a duty of care to your own employees and others who may be affected by the work undertaken by your employees. For example, your employee uses a ladder to work at height you need to ensure that you have a safe system of work for this task. This may include the completion of risk assessments, provision of appropriate equipment, training and supervision and ensuring systems such as isolation of the work area to ensure no falling objects can come in contact with persons who are not your employees (pedestrians) are in place.

Where you engage a contractor to carry out work, occupational safety and health duties may extend to these contractors, for example, the building contains asbestos containing material (ACM). Contractors need to be made aware of this via an asbestos register which would contain information such as the location and condition of the ACM.

It is important to identify what areas are within your capacity to control and identify the hazards and risks present. The information contained in this newsletter may be relevant for any commercial premises that you own or manage as you may have duties under the legislation as **a person having control of the workplace** or **a person having control of access to the workplace**.

It is important to remember, that a contract or tenancy agreement cannot “hand over” responsibility for occupational safety and health from one party to another.



Safe MOVEMENT of vehicles

Vehicles and mobile plant moving in and around workplaces are a cause of injury and death. Reversing, loading, unloading and pedestrian movement are the activities most frequently linked with workplace vehicle incidents. Where vehicles use common loading areas or car parks, the movement and speed of vehicles must be managed in a way that minimises the risk of injury to pedestrians and those operating vehicles.

This can be done through a regular risk management process involving three steps:

- identify hazards;
- assess the risks of injury or harm; and
- control the risks through the implementation of control measures to eliminate or reduce them.

How can the risks be reduced?

As part of the risk assessment process you should consider:

- the design of traffic routes, for example are they wide enough for the largest vehicle using them;
- the direction of traffic routes - routes should be one-way (if possible) and have clearly signed traffic instructions, including direction of travel, speed limits, etc;
- how vehicle entry and exit is controlled, for example how many delivery trucks can access the loading bay, where do they park while waiting;
- how pedestrians are separated from vehicles:
 - are there separate pedestrian footpaths or walkways?
 - are pedestrian barriers or other segregation measures used to prevent people walking in front of or behind moving vehicles? and
 - are traffic routes wide enough for both vehicles and pedestrians?;
- designated reversing areas where drivers and pedestrians are, so far as practicable, segregated - have these reversing areas been clearly marked as restricted areas and have other controls, such as fixed mirrors at blind corners, been considered;
- high visibility clothing for those working near or around moving vehicles - ensure that spotters or people directing traffic wear high-visibility clothing and that their signals can be seen clearly - the driver must always be able to see this person, if they do not have visual contact they must stop; and
- loading and unloading areas - have exclusion zones been identified, do raised docks have barriers at non-loading sides to prevent falls.

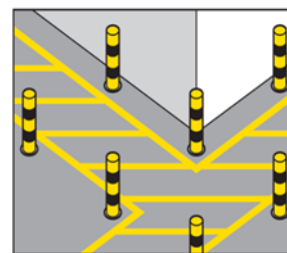


Figure 1 Walkway marked with lines and bollards - Source: General guide for workplace traffic management - Safe Work Australia



Figure 2: Pedestrian ways should be clearly marked and lit - Source: Safe movement of vehicles at workplaces

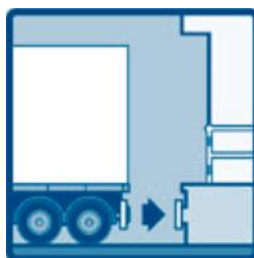


Figure 3: Pedestrians should be clear of manoeuvring vehicles - Source: Safe movement of vehicles at workplaces

For more information on safe movement of vehicles refer to the Guidance Note – Safe movement of vehicles at workplaces, available for free download from [Guidance Note – Safe movement of vehicles at workplaces](http://www.commerce.wa.gov.au/sites/default/files/atoms/files/safe_movement_of_veh.pdf)
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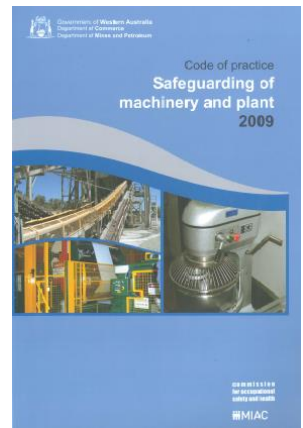
Plant and MACHINERY

Inadequate guarding of all types of plant and machinery found in workplaces such as plant rooms and maintenance workshops has led to serious injuries. You must ensure that every dangerous part of fixed, mobile or hand held plant is, as far as practicable, securely fenced or guarded. The term 'as far as practicable' covers situations in which it would not be practicable to completely guard all dangerous parts of a machine, for example the guide bar and chain on a chainsaw.

Elevators and escalators/moving walkways

Escalators/moving walkways are required to be maintained, inspected and have periodic checks performed as per the manufacturer's instructions. Elevators must be installed, commissioned, maintained, inspected and tested in accordance with AS1735.1 or any other part of AS1735 that is relevant and the manufacturing instructions. A record of any maintenance, checks and inspections should be kept.

Lift technicians are engaged by property owners or managers to carry out this work and as such property owners and managers have an obligation to ensure that those technicians are not exposed to hazards such as open electrical contactor boxes, unguarded rotating parts in plant rooms, crush hazards if there is no separation between lift cars in pit areas, and fall hazards which may arise if lift cars have no top of car fall protection. WorkSafe conducted a proactive project, Safety in the Elevator Industry in 2013/2014 which focused on prevention of falls from the top of lift cars and in between lift cars, the guarding of moving machinery parts, lighting and access to lifts, records of maintenance and evidence of registration. Even though property managers had engaged contractors to maintain elevators, 32 improvement notices were issued to the 24 workplaces visited. The main issues identified included open electrical contactor boxes, unguarded rotating parts, failure to display registration number on the plant, lift cars having no top-of-car fall protection and no separation between lift cars in the pit area.



Slips, trips and FALLS

Safe entry and exit

Safe entry and exit relates to all access ways used to enter and exit the building, including roads, walkways, doorways, lifts, shared loading zones etc. The person in control must ensure that any floors, fixed ladders, stairs or ramps in the workplace are unbroken, slip resistant and free from obstruction and that adequate lighting is provided.

Slips, trips and falls are a significant problem affecting every workplace. Slips and trips account for about 20 per cent of all lost time injuries every year.

It is important to identify slip, trip and fall hazards and complete risk assessments to determine what the risks are and what control measures can be implemented.

Slip, trip, fall risk factors

Common risk factors include

- floor surface and condition such as uneven surfaces, changes in levels or surface types, pot holes;
- floor contamination, this may include wet or oily surfaces;
- objects on the floor;
- ability to see floor/ walkways/ hazards;
- cleaning/spill containment;
- space and design;
- stairs and stepladders;
- footwear and clothing; and
- weather hazards.

How can the risk of slips, trips and falls be reduced?

Common controls include:

- chose appropriate floor surface that is slip resistant and eliminate changes in floor levels where practicable at the design stage;
- ensure adequate storage for goods, trolleys, personal belongings etc, to eliminate clutter or obstructions;
- install suitable drainage to eliminate contaminants such as water on floor surfaces;

- apply floor treatments to increase slip resistance;
- treat floor surfaces where surface changes occur to ensure a similar slip resistance of both surfaces;
- improve lighting and use graduated lighting to prevent sudden changes in lighting levels between areas;
- clearly mark walkways, edges of steps and any changes in floor heights or surface types;
- ensure stairs have adequate depth, are even in step heights and have well marked edges;
- provide mats into the floor surfaces to eliminate any height variation;
- provide ramps instead of steps for floor level changes, with ramp gradient no more than 1:8 and a slip resistant ramp surface;
- implement good housekeeping practices (clean as you go; keeping access ways clear; prompt spills management; keeping floors, ramps & stairs clean & dry; regular rubbish removal; appropriate storage of equipment);
- ensure that regular floor cleaning occurs outside working hours where practicable, or where not practicable, implement systems to prevent people walking on surfaces which are still wet;
- conduct regular workplace inspections of internal and external floor surfaces to identify early wear or damage; and
- use signage or barricades for wet or slippery areas.

Electrical installations

Property owners or managers must ensure that all electrical installations that they have control over minimise the risk of electric shock and that appropriate maintenance is carried out. Electrical installations can include, internal wiring, light fittings, power points and switchboards.

Protection against earth leakage current by means of a non –portable residual current device (RCD) installed at the switch board or built into a fixed socket must be installed and identified. Each RCD installed must be kept in a safe working condition and tested on a regular basis. If a cleaning contractor carries out work at the premises on behalf of the owners or property manager then RCD's need to be installed at the switch board or built into a fixed sockets.

It is unsafe to perform work on any item of electrical equipment while it remains energised. Those in control of the workplace must ensure that there are adequate systems in place, such as permits to work to isolate electrical equipment as required.

Fire prevention and emergency evacuation

Fire prevention, control and emergency evacuation is part of the duty to ensure that people at the workplace can exit safely. In multi-tenanted workplaces, it is the person who has control of access ways, entrances and exits, usually the property owner / manager or building manager, who should ensure that all tenants have information about safe ways to exit in an emergency.

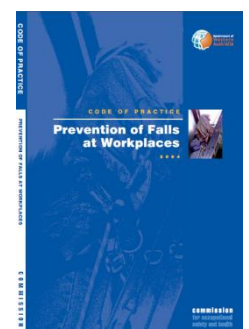
In areas where you have control, such as common areas, emergency exits and associated signage must be maintained in good working order and free of obstructions and firefighting equipment such as portable fire extinguishers must be provided and maintained.

Falls from HEIGHT

Falling from one level to another is a major workplace hazard that has caused death and serious injuries in workplaces. Fall hazards occur in all industries and most fatalities occur from a relatively low height.

Property owners and managers must identify any fall from height hazards and implement control measures where they have a level of control. This can include the means of roof access, maintaining fixed ladders and stairways, installing edge protection around air conditioning plant or installing and maintaining fixed anchor points. Control measures should be put in place where persons who are not their employees may be contracted to work, ie air-conditioning plant service and repair workers or window cleaners.

Fixed anchor points must be inspected by a competent person at intervals no greater than 6 months for anchorages used regularly and before it is used for those not being used regularly.



Examples of where an occupational safety and health duty may apply

Example 1: Anchorage points

A window cleaner attaches their fall prevention systems to the anchor points installed on the roof of a building leased to a number of tenants. The person in control (property owner/manager) has a duty to ensure that the anchorage points are designed, manufactured, constructed, selected and installed to withstand the force applied if a person should fall and to ensure that these have been inspected by a competent person as the building owner/manager has the capacity to exercise control over the anchor points. In relation to the work being carried out by the window cleaners the property owner/manager would not have the capacity to control the way the work is done as they may not have the relevant expertise.

Example 2: Fall from ladder

A company that owned and managed a Mandurah shopping centre was fined \$25 000 over an incident where a contract maintenance worker was injured in a fall from a ladder. The contractor was engaged to provide maintenance and gardening services. At the time of the incident, he was placing bags of Christmas decorations into storage. He was using a ladder to access the storage area. The base of the ladder slipped as he reached the top rungs and he fell approximately 4m. There were no safe systems of work in place and inappropriate equipment was being used. A stable ladder with a platform or an elevating work platform could have been used rather than a straight ladder. Centre management could have implemented safe systems and provided equipment that would have been more suitable for the work the contract was called upon to perform.

For more information on the prevention of falls refer to the Code of practice – Prevention of falls at workplaces, available for free download from www.worksafe.wa.gov.au

ASBESTOS – what you need to know

The use and importation of asbestos was banned in 2003, however in Western Australia a number of buildings still contain asbestos materials, for example, switchboards, roofing, vinyl asbestos tiles, heater banks (air-conditioning ducts), suspended ceiling tiles, fire doors and other fire resistant materials and a variety of other building materials and plant components.

Asbestos management is often a shared responsibility. Employers, self-employed persons, persons in control of a workplace and main contractors have a responsibility to identify the presence and location of asbestos at a workplace and assess the risks in accordance with the Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC:2018(2005)].

The requirements of the Occupational Safety and Health Regulations 1996 and the Code of Practice includes:

- identifying the presence and location of any ACM and assessing the risk;
- providing a current asbestos register at the workplace and informing persons who may come into contact with ACM in the workplace about the Register. The Register must be made available at the workplace;
- reviewing the asbestos register;
- labelling asbestos-containing materials at the workplace, as far as practicable;
- ensuring that prior to the commencement of any maintenance, repair or cleaning work on identified or suspected asbestos that the Asbestos Register and any assessments have been reviewed, so that safe work methods can be put in place; and
- conducting all work involving removal of asbestos containing materials in accordance with the Code of Practice for the Safe Removal of Asbestos 2nd Edition [NOHSC:2002(2005)].

If the asbestos containing material (ACM) presents a health risk, the employer and/or person in control of the workplace has a duty of care under the *Occupational Safety and Health Act 1984* to implement controls such as resealing or replacing. Property owners and managers cannot allocate the responsibility of identifying, assessing and managing asbestos to the tenant nor can tenants rely only on the owner/manager to provide this information.

Further information can be obtained by contacting WorkSafe on 1300 307 877 or by visiting the website at www.worksafe.wa.gov.au

Contractor MANAGEMENT

If you employ contractors to carry out maintenance, cleaning, gardening or other contract work you are seen to be the principal employer and have the same obligations for matters over which you have control, as you would to your own employees.

Examples of where an occupational safety and health duty may apply

Example 1: Provision and maintenance residual current devices (RCDs)

If you contract cleaners to clean the common areas and they use portable equipment such as vacuum cleaners and floor cleaners, you have an obligation to protect them from electric shock by providing RCDs. If the cleaning contractor provides their own portable cleaning equipment, you have no obligation in relation to the maintenance and use of the cleaning equipment because that is outside your control.

Example 2: Provision and maintenance fall injury prevention system

If you obtain the services of a contractor who is required to work at height, for example gutter cleaning, window cleaning or work on roof top air conditioners you would have to ensure anchor points or adequate edge protection is installed and maintained, however you are not responsible for ensuring the contract employees correctly wear their harnesses, as that would be outside your control.

Example 3: Movement of vehicles and plant

A local council was fined \$20 000 when a member of the public died after being struck by a skid steer loader being operated by a contractor on a landscaping site. The council was convicted of failing to ensure that a contractor provided and maintained a safe work environment. The court found that they failed to require the contractor to complete a job safety assessment (JSA) or similar hazard identification process that addressed the risks of the work, specifically the risks to members of the public, and to satisfy itself that the JSA appeared to appropriately address those risks. This case is a reminder that workplace safety is the responsibility of not only the contractor performing the work, but also the person or organisation that engages the contractor.

How can the risks be reduced?

It is recommended that:

- a written record of safety and health policies and procedures is provided as part of contracts when engaging any contractor;
- contractors are provided with an induction that identifies the hazards at the site and systems in place to minimise these; and
- property owners / managers conduct checks on contractors to ensure that safety systems are being followed. For example when a contractor is working at height on a ladder or an elevated work platform (such as a scissor lift), you have checked and ensured that the area below is cordoned off to prevent any falling item hitting a pedestrian.

Construction WORK

Construction work such as shop fit outs or renovations may occur from time to time at commercial properties. The definition of “construction work” under the *Occupational Safety and Health Act 1984* and Occupational Safety and Health Regulations 1996 is very broad and picks up a wide range of activities including:

- the construction, erection, installation, alteration, repair, maintenance, cleaning, painting, renewal, removal, excavation, dismantling or demolition of, or addition to, any building or structure, or any work in connection with any of those things, that is done at or adjacent to the place where the building or structure is located;
- work on which a hoisting appliance or any scaffold or shoring is used or intended to be used;
- work in driving or extracting piles, sheet piles or trench sheet;
- work in laying any pipe or work in lining pipe that is done at or adjacent to the place where the pipe is laid or to be laid;
- work in sinking or lining or altering, repairing, maintaining, renewing, removing or dismantling a well or borehole;
- road works, earthworks or reclamation; or
- work in laying an underground cable that is done at or adjacent to the place where the cable is laid or to be laid.

A “client” who has construction work being done as part of their trade or business has obligations under the occupational safety and health legislation. The client is the person for whose direct benefit the construction work is being or is to be done. The client must consult with the designer and main contractor, if the client is not the main contractor to ensure that, as far as practicable:

- persons doing the construction work may do so without risk to their health and safety, and
- persons on or near the construction site are not put at risk from the construction work.

The client must provide any information they have been given about hazards, risks and means of reducing these risks to the main contractor.

Where 5 or more persons are likely to be working at the same time on the construction site, you should check that the main contractor has developed and kept up to date an occupational health and safety management plan.

When “high risk construction work” is being carried out at your commercial property, you should ensure that the main contractor has up to date safe work method statements available for the high risk construction work done on site. High risk construction work is defined in the Occupational Safety and Health Regulations 1996 and includes, but is not limited to:

- construction work involving a risk of a person falling 2 metres or more;
- excavation work to a depth greater than 1.5 metres;
- construction work involving tilt-p or precast concrete;
- work carried out on or adjacent to roads or railways that are in use;
- work on a construction site where there is movement of powered mobile plant; and
- disturbing and removal of asbestos.

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. 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. When determining the risk level, the experience and training of the operator, the tasks to be performed and the length of time the operator is exposed to the identified hazard should be taken into account.

How do I use these checklists?

A checklist has been developed to assist you with identifying hazards and assessing the risk of injury or harm to persons, including contractors, employees and member of the public.

1. Use the checklists in this newsletter to inspect your workplace. You may see other hazards as you are going through – add them to the checklist.
2. Anything that you have ticked ‘No’ or added to the list needs to be fixed. So, look at each hazard using the table below to prioritise identified hazards.
3. If the hazard falls into ‘high’ or ‘extreme’, based on your view of how likely it is someone will get hurt and what level of injury could happen, then you need to fix it straight away. If it is moderate or low – then plan when you will fix it.

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.

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

Checklists

OSH management and consultation safety checklist			
	yes	no	n/a
Safety and health representatives are elected, as per Act.			
Safety and health representatives have been trained, as per Act.			
Occupational Safety and Health (OSH) committee/s is in place.			
Consultation with employees /contractors / tenants and safety and health representatives on OSH takes place.			
Hazard and injury reporting <ul style="list-style-type: none"> Systems are in place for reporting hazards and injuries/harm to health. Reported hazards and injuries/harm to health have been adequately investigated. Notifiable injuries have been reported to WorkSafe. 			
OSH management systems have been implemented, including management commitment, safety planning, consultation and reporting, hazard management, and training and consultation.			

Contractor management safety checklist			
	yes	no	n/a
Adequate information, instruction and training is provided to contractors and visitors on hazards and controls, eg asbestos, evacuation procedures, hazard and injury reporting, confined spaces, roof access.			
Adequate systems are in place to supervise and audit contractors to ensure that their work does not expose people to hazards, eg mobile plant hazards, falling object hazards, trip hazards.			
Adequate permit systems are in place for high risk work such as hot work (refer to AS1674), work in confined spaces (AS/NZS 2865), and working at heights (eg roof access).			

Construction work safety checklist			
	yes	no	n/a
Contractors conducting construction work on site hold a Construction Induction Training Certificate ("white card").			
The "client" (the person for whose direct benefit the construction work is being or is to be done) has consulted with the designer and the main contractor, if the client is not the main contractor, to ensure that: <ul style="list-style-type: none"> persons doing the construction work may do so without the risk to their health and safety; and persons on or near the construction site are not put at risk from the construction work. 			
The client has provided information to the main contractor in relation to: <ul style="list-style-type: none"> identification of hazards to which a person at the construction site is likely to be exposed; assessment of the risk of injury or harm to a person resulting from those hazards; or consideration of the means by which the risk may be reduced. 			

Construction work safety checklist			
	yes	no	n/a
<p>The client should check that:</p> <ul style="list-style-type: none"> the main contractor for the construction site where 5 or more persons are, or are likely to be, working at the same time has developed an occupational safety and health management plan; the plan is kept up to date; and the plan is readily available to each person doing construction work at the site, the OSH committee and safety and health representative(s) for the site. 			
<p>The safety and health management plan includes, as far as practicable:</p> <ul style="list-style-type: none"> names of persons on site who have a specific OSH responsibility and describes how those responsibilities are coordinated; OSH induction training to be provided for the site; incident management processes; safety rules and process of disseminating these rules to all visitors; identification of hazards at this site, associated risks and the means of risk reduction; and the safe work method statements for high risk construction work conducted on site (if any). 			
<p>The client should check that where high risk construction work is carried out, the main contractor has ensured that safe work method statements are available and kept up to date as the job progresses.</p> <p>Safe work method statement must be in writing and, as far as is practicable, set out:</p> <ul style="list-style-type: none"> each high risk construction work activity that is or includes a hazard; the risk of injury or harm to a person resulting from any hazards; the safety measures to be implemented to reduce the risk; a description of the equipment used in the work activity; and the qualifications and training (if any) required for persons doing the work to do it safely <p>High risk construction work includes, but is not limited to:</p> <ul style="list-style-type: none"> construction work involving a risk of a person falling > 2 metres; excavation work to a depth greater than 1.5 metres; construction work involving tilt-p or precast concrete; work carried out on or adjacent to roads or railways in use; work on a construction site where there is movement of powered mobile plant; and disturbing and removal of asbestos. 			

Vehicle movement and traffic management safety checklist			
	yes	no	n/a
<p>Work is organised for the safety of persons who may be in the vicinity of moving vehicles:</p> <ul style="list-style-type: none"> loading and unloading areas are adequate, ie surfaces are in good condition, ramps are maintained to reduce the risk of plant overturning; adequate physical exclusion zones and systems are in place to exclude pedestrians (including the driver) from areas where there is vehicle movement or from loading/unloading zones; adequate signage / markings are installed, eg speed limits, mobile plant in use, no unauthorised entry; and PPE is provided where required and those working in vehicle movement areas are wearing PPE such as hi-vis vests/clothing. 			

Electricity safety checklist			
	yes	no	n/a
Electrical installations <ul style="list-style-type: none"> • Electrical installations are maintained, protected and tested to minimise the risk of electric shock or fire. • Evidence of maintenance and testing is in place. • Components are clearly labelled. • Switchboard is free from obstructions. • Electrical distribution or high voltage rooms are not used for storage. 			
Residual current devices <ul style="list-style-type: none"> • Residual current devices (RCDs) are installed at the switchboards or into fixed sockets where hand held portable equipment is used. • The switchboard(s) or fixed sockets are marked when RCD protected. • A regular testing program for RCDs is in place. 			
Cord, connections, plugs and sockets <ul style="list-style-type: none"> • Flexible cords and extension cords are used in a safe manner. • Connections have either a moulded or a transparent plug type. • Plugs, sockets and extension leads are in a good condition and protected from damage. 			
Electrical equipment <ul style="list-style-type: none"> • Electrical equipment is checked and maintained in accordance with the manufacturer's instructions. 			

Safe entry and exit safety checklist			
	yes	no	n/a
Persons can move safely around common areas.			
Entry and exit doors, walkways, roads, footpaths, passages and emergency walkways (eg behind shops) are kept clear and free of obstructions such as boxes, shopping trolleys, etc.			
Plant rooms are kept clear and free of any obstructions or storage to enable safe egress in the event of an emergency.			
Systems are in place to address wet weather, for example mats and signage are placed at entrances and exits, umbrella covers are provided to patrons.			
Cleaners are on site to clean any spills, place warning signs in the area.			
If cleaners are not on site, systems are in place to ensure spills are cleaned.			
Surfaces such as floors, stairs, ramps, footpaths, walkways, car park surfaces have unbroken and slip resistant surfaces and are free from any obstruction.			
Systems are in place to repair / maintain potholes or damaged walkways.			
Adequate drainage is designed, constructed and maintained for areas where there is a risk of liquid coming into contact with the floor/surfaces.			
Guard rails or other safeguards are provided on ramps and stairs.			
Steps have even risers and goings, defined nosing or treads, handrails/guard rails.			
Internal and external lighting is adequate for the movement of persons around the workplace. Consider areas such as shared toilets and areas where people may access or egress the building outside of standard hours, for example bakers and night fill.			

Working at heights safety checklist			
	yes	no	n/a
Hazard identification and risk assessments have been conducted where persons are required to work at height.			
Practicable control measures have been implemented and maintained to eliminate or reduce the risk associated with work at heights.			
Falls from heights hazards have been, so far as is practicable, eliminated.			
Edge protection is in place if a person could fall >2 metres from scaffold, fixed stairs, landing, suspended slab, formwork, and false work. In any other cases: if person could fall >3 metres: Fall Injury Prevention System (FIPS), eg catch platform, scaffold, safety nets, safety mesh, and fall arrest system or edge protection is provided.			
There is safe means of access and egress to the work being performed at heights.			
Stairs, walkways, ladders, mechanical lifts are obstruction free.			
Anchorage and fall injury prevention system are of an appropriate design. The fall injury prevention system and anchorage points must be designed, manufactured, constructed, selected or installed so as to be capable of withstanding the force applied to them as a result of a person's fall.			
An inspection regime is in place for each component of the fall injury prevention system and means of attachment (eg harnesses, safety belts, shock absorbers, lanyards, inertia reels etc) to an anchorage point. If any signs of wear or weakness are found during the inspection, the components or means of attachment are withdrawn from use until they are replaced with properly functioning components. Permanently fixed anchorage points are checked by a competent person at least every six months if in regular use or if not regularly used before it is used.			
People required to work at height have been provided with adequate information, instruction and training for the work being performed.			
Portable ladders provided are in accordance with AS 1892.1 (metal) or AS 1892.2 (wooden). For working at heights near or on electrical installations, lighting, etc. appropriate equipment has been provided.			

Fire prevention and emergencies safety checklist			
	yes	no	n/a
Emergency egress enable safe egress in event of emergency. <ul style="list-style-type: none"> • Self-illuminating exit signs provided and clearly visible - there is clear and adequate signage of the route leading to the exits. • Exits and emergency walkways are not obstructed or locked, their release mechanisms are in good working order. 			
Portable fire extinguishers have been provided and are regularly maintained in all areas, including plant rooms.			
Training in the use of portable fire extinguishers has been provided where required, eg security staff.			
Evacuation procedures and diagram have been developed and displayed. Where practicable, the evacuation procedure is practised regularly. Tenants have been provided with a copy of the evacuation procedures. Staff required to assist with evacuations, eg security staff have been adequately trained.			
First aid facilities are available and first aid trained persons are available.			

Plant safety checklist			
	yes	no	n/a
Cardboard balers are adequately guarded, serviced and maintained. Only trained operators use this equipment.			
Rubbish bin tippers are adequately guarded, serviced and maintained. The safe working load (SWL) is displayed. Only trained operators use this equipment.			
Mobile plant is maintained in accordance with operations manual to minimise risks. Including log book/records, pre-start checks.			
Operators are trained and evidence of training/instruction/competency (eg load shifting equipment) is available. Where required operators have the appropriate High Risk Work Licence (HRWL), eg dogging, forklifts and EWP >11 metres.			
The mobile plant is a safe condition, eg plant registration, access to cab, seat and seat-belt, FOPS/ROPS as required, load-chart as required, operator's manual, controls labelled, guarding of dangerous parts, service and maintenance completed.			
Elevated Work Platform (EWP) <ul style="list-style-type: none"> The correct EWP is selected for the task, considering insulation requirements, ground conditions, height, reach and type of work. All operators and spotters are trained and hold a high risk work licence (HRWL) were required. All inspections, testing and maintenance have been completed. PPE, including harnesses are in good condition and fit correctly. 			
Site hazards are identified, assessed and controlled (ramps, slopes, rough ground, power lines, excavations, ground load limits, underground services).			

Machinery guarding safety checklist			
	yes	no	n/a
Every dangerous part of fixed, mobile or hand held powered plant (machinery) is 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.			
The highest level of guarding practicable is provided.			
Manufacturers decals, manuals and operator instructions readily available and in the English language.			
Operators and maintenance staff are properly trained, familiar with the operation and set up of the machinery and able to show safety features.			

Lifts and escalator safety checklist			
	yes	no	n/a
Lifts are installed, commissioned, maintained, inspected and tested by a competent person in accordance with AS 1735, having regard to the manufacturer's instructions. Servicing should be completed at least every 12 months.			
Escalators and moving walkways are maintained, inspected and tested by a competent person having regard to the manufacturer's instructions. Servicing should be completed at least every 12months.			
Operating manuals / instruction handbooks are available for lifts / moving walkways / escalators and include maintenance, inspection, periodic checks and rescue operations.			
Lifts are fitted with alarms, emergency lighting and communication systems.			
The safe load capacity and other markings are displayed in each lift/escalator.			

Lifts and escalator safety checklist			
	yes	no	n/a
All lifts escalators/moving walkways have been registered with WorkSafe (registration should be stamped on the control box in the plant room).			
Emergency stop buttons are fitted to escalators / moving walkways in conspicuous and easily reachable positions at least at or near each landing of the escalator or moving walk (AS1735.5 2015).			

Air receivers safety checklist			
	yes	no	n/a
Drive belts, pulleys, moving parts are adequately guarded.			
Pressure vessels (ie air receivers) are registered with WorkSafe (only when the hazard level is A, B or C).			
Proof of registration is available at the workplace, ie the registration number is legibly stamped on the item of plant and a copy of the evidence of the registration is displayed on or near the pressure vessel.			
Manufacturer's instructions and operating manuals are available at the workplace.			
Periodic inspections are carried out by a competent person as per Australian New Zealand Standard AS/NZS3788.			

Hazardous substances safety checklist			
	yes	no	n/a
The location of any asbestos on site is identified and the risk is assessed. Buildings dated pre 1990 are likely to contain asbestos containing material (ACM).			
A current Asbestos Register is in place at the workplace that identifies and assesses ACM.			
The register has been completed by a competent person and is reviewed annually. Asbestos registers can be reviewed less frequently, but must be reviewed at least every 3 years if <ul style="list-style-type: none"> • there is a written recommendation of a competent person based on risk; and • adequate systems at the workplace to report any damage, disturbance or work involving the ACM. 			
ACM is labelled, as far as is practicable.			
Relevant persons aware of/have been trained in use of Asbestos Register.			
An Asbestos Management Plan is in place and reviewed on a regular basis.			
The register of hazardous substances is complete and current (MSDS < 5 years old). The register includes a contents list and material safety data sheets (MSDS) for all hazardous substances (such as fuel, herbicides) used at the workplace. The register of hazardous substances is readily available for workers.			
Hazardous substances, including decanted substances are properly labelled with the manufacturer's labels on containers.			
Risk assessments have been completed for all substances and recorded in Hazardous Substance Register.			
People who may be exposed to or work with hazardous substances have been provided with adequate information, instruction and training on potential health effects, controls, safe work methods and PPE.			
Records of hazardous substances training are kept.			
Health surveillance is undertaken where appropriate, as per Schedule 5.3.			
Spill kits are available where chemicals are used, eg chemical store & vehicles.			
PPE is maintained and in good working order.			

Manual tasks safety checklist			
	yes	no	n/a
Manual tasks have been identified in each work area/department, including office workstations.			
Risk assessments of potentially hazardous manual tasks have been conducted and all relevant risk factors as outlined in Code of practice for Manual tasks have been considered.			
Reported manual task injuries (eg sprains & strains) and hazards have been investigated.			
Practical control measures have been implemented and maintained to eliminate or reduce risk associated with manual handling tasks.			
Induction and ongoing training is provided to everyone involved in the organising and carrying out of manual tasks and includes as a minimum information on risk factors and risk management approach.			
Training is both theoretical and task specific.			

General - safety checklist			
	yes	no	n/a
Workplace facilities are provided and arrangements have been made for persons to access these and cleaning to take place.			
Areas are monitored for cleanliness and removal of debris.			
Warning signs are provided.			
Oil disposal systems provided for common use are cleaned and maintained, eg sieve is cleaned out regularly.			
Gas cylinders are secured.			
Flash back arrestors are fitted on the manifold and operator side of oxy-acetylene or oxy-LPG.			
Welding screens are provided and are in good condition.			
Sharps management, ie needles <ul style="list-style-type: none"> Are there impermeable sharps containers designated for the disposal of needles are provided and used. Is there access to immediate first aid response after a needlestick injury or exposure to blood, body fluids. Is there a needle/sharps procedure and have people been trained in the procedure. 			
Personal protective equipment (PPE) <ul style="list-style-type: none"> PPE is provided where necessary with no cost to employee. Instruction and information is provided in relation to PPE. PPE is maintained and stored appropriately. Signs are provided in areas where PPE is required. 			
Working outdoors <ul style="list-style-type: none"> Sun protection is provided such as shade, PPE, sunscreen. Hot conditions – training, means of hydration, job rotation, PPE and shade are provided. Wet conditions – shelter, alternative duties, PPE are provided. 			
Workplace racking <ul style="list-style-type: none"> Racking is maintained and in good working condition (eg secured, no visible signs of damage or bowing). Safe working load (SWL) is displayed. Items stored on the racking are within the SWL. 			
Smoking <ul style="list-style-type: none"> Smoking is not permitted in enclosed workplace, including vehicles. Workplace policy on smoking is in place. 			

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