



# OSH in electrical, electronic and gas appliance retailing

## Inspection campaign

In 2014/15, WorkSafe WA is conducting a proactive inspection campaign focusing on the electrical, electronic and gas appliance retailing, with a view to improving safety within the industry. The campaign will involve Inspectors visiting retailing 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 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 electrical, electronic and gas retailing?

The most common causes of injury in the electrical, electronic and gas retail industry are:

- Performing manual tasks (ie) when handling, lifting, carrying, or putting down objects
- Falls from a height
- Falls from the same level; and
- Being hit by falling objects.

## 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

## 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.*

**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

## What can you 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 above, 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;
    - safety procedures, such as employees knowing the hazard reporting process to inform their employer
  - High Risk Work Licenses for the specific operation of mobile plant (such as forklifts and order picking forklifts).
  - Employees have received appropriate training for competencies for use of mobile plant.
  - Working at heights which needs to include emergency response and recovery for when order picking forklifts are elevated

## Manual TASKS

### Manual tasks identification, assessment and control

The *Code of practice for manual tasks* provides practical guidance on the identification, assessment and control of risks associated with manual tasks at work.

Manual tasks likely to be a risk to workers' safety and health should be identified and assessed in detail to determine the nature and the extent of the problems.

It is important to consult with workers performing the tasks as they are likely to be aware of the risk of manual task injuries which may be associated with their jobs.

Risk control means finding solutions to the problems identified.

WorkSafe provides templates for workplaces to use for [investigating, and risk assessing manual task hazards](#).

Handling heavy, large, bulky and awkward items such as refrigerators is common within the electrical, electronic and gas appliance retailing industry. In some instances it is better to use a team approach to trolley an item. The diagrams below illustrate what should be done when trolleying items as a team.

- Obtain assistance while loading a heavy item on to the hand truck.
- Use your body weight to tilt the item.
- Place the lip of the hand truck under the item.



Source: A guide to Handling large, bulky or awkward items WorkCover Authority Victoria

### Further information

Publications that may provide some additional information on controlling risks are:

- [A Guide to Manual Order Picking \(Victorian WorkCover Authority 2005\)](#)
- [A Guide to Handling Large, Bulky or Awkward Items \(Victorian WorkCover Authority 2012\)](#)

## MANUAL TASKS training

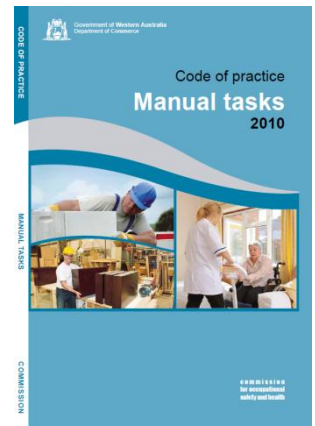
Training for manual tasks should include both theoretical and practical (task specific) training for workers, and should occur both at induction for new staff, and on an ongoing basis thereafter. Task specific training should also be provided when tasks are about to be changed or introduced.

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 to download free from WorkSafe's website. 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.



## Identifying fall hazards at your workplace

The Code of practice for the Prevention of falls at workplaces 2004 provides practical guidance associated with reducing the risk of falls from heights – eg ladder use, order pickers, elevating work platforms, and falls arrests systems.

WorkSafe also provides [templates](#) for workplaces to use when [preventing slips, trips and falls](#) through risk management, common controls and training.

### Using ladders at workplaces

There is a wide variety of working platforms now available for use in all circumstances, including small scissor lifts and step platforms.

When using the ladder

- Don't climb or place your feet higher than the third rung from the top (See figure 2).  
This allows you to grasp the ladder at waist height while working.
- Work within easy arm's reach of the ladder. Don't lean over the side of the ladder.
- Maintain three points of contact at all times.
  - Have two feet and one hand, or one foot and two hands, on the ladder when climbing it.
  - Have two feet and one other point of contact with the ladder while working from it, such as one hand or the upper torso leaning against the ladder.
- Wear fully-enclosed, slip-resistant footwear.
- Get off before moving the ladder. Don't walk while standing on it.
- Face the ladder when climbing or working on it.
- Do not work directly over other people. Barricade the area below if required.
- Use only lightweight hand tools on a ladder and ensure that:
  - Use is light-duty work for short durations.
  - They can be used in their normal operating position.
  - Guarding and other safety features on the tools are operational.
  - They can be carried in a tool belt or tool bag, and are not supported from the ladder. Don't attach tools to a ladder unless the ladder is designed for that purpose.
  - Your centre of gravity remains within the stiles. *Source: Fact sheet: Safe use of portable ladders WorkCover NSW*

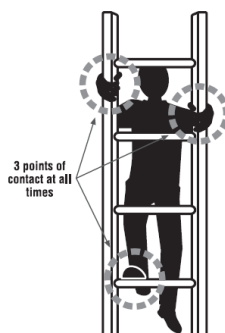


Figure 1

Maintain three points of contact with the ladder at all times

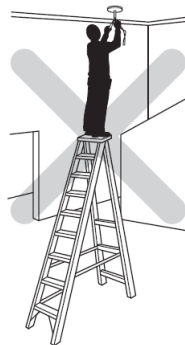


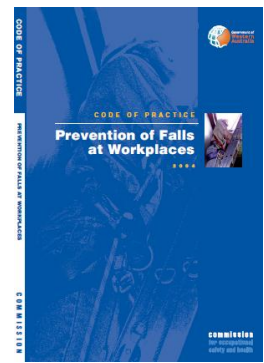
Figure 2

Three (3) points of contact not maintained & not stable.



Figure 3

A platform ladder can provide stability in order to use both hands



Source: Commission for Occupational Safety and Health: Code of practice - Prevention of falls at workplaces

## Materials handling equipment

Material handling equipment includes, forklifts, automated storage and retrieval systems;

It is important that any material handling equipment is:

- available where required;
- meet Australian Standard where appropriate;
- suitable for task required;
- display safe work load information; and
- in good condition – maintained where required

### Is your licence to operate a forklift current?

In 2007, important changes occurred to the requirements for forklift operation in Western Australia. The National Standard for Licensing Persons Performing High Risk Work (National Licensing Standard) came into effect and required operators of forklifts to hold a licence to perform high risk work, such as:

- **Forklift truck (LF)** - means a powered industrial truck equipped with lifting media made up of a mast and an elevating load carriage to which is attached a pair of forkarms;
- **Order-picking forklift truck (LO)** - means a forklift truck where the operator's controls are incorporated with the lifting media and elevate with the lifting media.

The National Licensing Standard replaces the National Certificate of Competency arrangements and allows forklift operators to work anywhere in Australia.

If you have employees operating either a forklift truck or order-picking forklift truck, they must hold a current High Risk Work Licence. If your employees do not have a current High Risk Work licences one can be obtained through a course provided by a WorkSafe Registered Assessor and are valid for 5 years. Trainers and assessors have the discretion take into account previous skills experience and qualifications, but ultimately the final decision rests with them.

A list of these trainers may be found on our website at:

- [High Risk Work Assessors](#) and
- [Assessors recognizing prior learning](#)

### Order-picking forklift trucks

**The following requirements are the employer's responsibilities:**

- **Special approval** is required from the truck manufacturer when intending to have a second person elevated. When operating the truck the second person shall be within the operator's compartment.
- Restricting pedestrian access while operating mobile plant.
- They shall only be used on a hard flat level surface.
- Exclusion zones, traffic management, pedestrian control etc.
- The truck shall have an appropriate number of designated anchor points when wearing fall injury prevention systems.

**The following requirements are operator responsibilities:**

- The pre-start checks shall be carried out and a record of such checks kept.
- If fall arrest equipment is used it shall be inspected prior to use.
- The operator shall lift and lower the platform in a slow and smooth manner.
- Ladders or other means shall not be used to gain height.
- When a supplementary platform is used the load shall be uniformly distributed over the length of the platform. If this is not possible the load shall be positioned as close as possible to the operator without exceeding the actual capacity.
- Refer to the manufacturer's manual for information and guidance.

The problem



Figure 4 A lanyard or inertia reel that is too long can result in the 'pendulum effect'

The solution



Figure 5 A fully enclosed platform can prevent falls from an order picker.

Source: WorkSafe Victoria: Fall restraints on order picking forklifts

Each worker must hold a current licence for operating an order picker and must understand and be capable of demonstrating safe operation of the order picker, harness, lanyard and inertia reel.

Licensed workers should not be permitted to operate the machine unless properly trained and supervised.

Records of provided training should be kept.

## Incidents involving forklifts and other vehicles

### Physical injuries caused by forklifts

WorkSafe have recently been investigating reported forklift incidents where persons have been physically injured by forklifts operating within the workplace.

One incident involved a forklift that was in the process of loading up a truck with pallets containing hardware product.

As the forklift was reversing back on an arc, the forklift counter weight knocked down another employee who was working on the concrete apron at the warehouse's dispatch area. The forklift operator failed to look over both shoulders during the reversing of the forklift. The forklift operator assumed no pedestrians would be present where the forklift was operating and loading product.

Another incident involved an employee being directly struck by the counterweight of a forklift when an item of plant was parked in the vicinity where this forklift was operating. As the operator of the plant got to the front of his machine, his right leg was pinned against the leading edge of the machine by the counterweight of the forklift as the forklift operator swung around during operation. The forklift operator never saw or heard the other machine in the vicinity of where the forklift was operating. The forklift operator did not sight the plant operator at the front of the machine until he was struck by the counterweight of the forklift.

In both these instances the forklift operator failed to properly observe the working area behind him before operating the forklift, which highlights the need for operator vigilance in all workplaces. It also emphasizes the need for an adequate traffic management plan in areas where forklifts operate.

### Forklift driver dies in forklift accident

A forklift driver was fatally injured at a Balcatta warehouse when the forklift he was driving reversed over the edge of a loading dock, dropping a distance of 1.15 metres landing on its rear, before rolling onto its right side. It is not clear whether the injuries sustained by the deceased were caused by his head being struck by a portion of the forklift or by a gas bottle from the forklift which had broken free.

At the time, the company had three forklifts on-site at the warehouse, all with similar foot control pedals and compatible operations. One of the forklifts had broken down and was considered to be nearing the end of its productive life. Therefore replacement forklifts were being trialled and assessed so that a decision could be made as to which forklift should be purchased. The forklift in question was one of those being trialled.

The forklift was manufactured in Germany and while the foot pedal operation differed to what was considered normal convention in Australia, it represented the normal foot pedal operation in Europe.

The deceased had just finished an instruction session on the operation of the forklift when the accident occurred. He had begun to unload goods from a truck and reversed the forklift away from the truck in an arc, carrying three wooden pallets. An eyewitness said he had expected the deceased to move forward, but instead the forklift appeared to accelerate backwards over the edge of the loading dock.

---

## Safe movement of vehicles at workplaces

Vehicles and mobile plant moving in and around workplaces cause far too many occupational injuries and deaths in WA.

Reversing, loading, unloading and pedestrian movements are the activities most frequently linked to accidents. To avoid incidents, traffic and pedestrian movement needs to be designed, planned and controlled. Here are some tips for safe movement of vehicles:

- Design traffic routes so they are wide enough for the largest vehicle using them. They should be one-way (if possible) and have clearly signed traffic instructions.
- Separate pedestrian footpaths or walkways from traffic or make traffic routes wide enough for both vehicles and pedestrians. Use pedestrian barriers to prevent people walking in front of vehicles.
- Situate loading bays where vehicles can be manoeuvred easily and they are protected from adverse weather conditions.
- Raised loading platforms should be fitted with rails and raised wheel stop edges on the non-loading sides, to prevent people, forklifts or trolleys rolling over the edge.
- Mark reversing areas so drivers and pedestrians can see them easily. To reduce reversing accidents, place fixed mirrors at blind corners.

Ensure that people directing traffic wear high-visibility clothing and that their signals can be seen clearly.

# Injury hotspots RETAILING

## Shoulder

Muscle strain from lifting and handling boxes, equipment and products, and exposure to repetitive activities

## Forearm/wrist

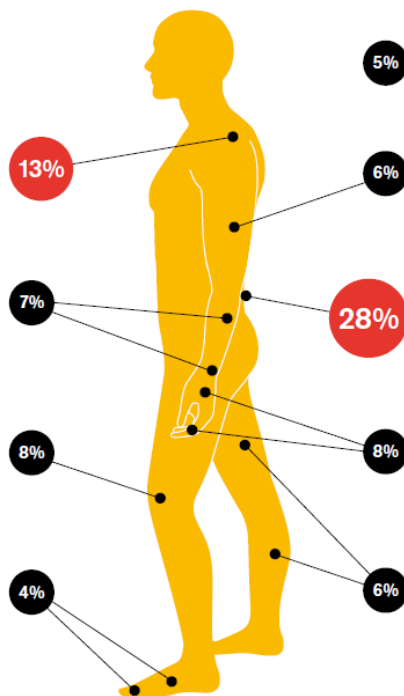
Muscle strain from repetitive activities (e.g. scanning, pricing, keyboard or mouse work, using tools). Fractures from falling from ladders, slipping on floors

## Knee

Muscle strain from lifting and repetitive movements. Traumatic joint/muscle injury from tripping over objects, falling from ladders or truck cabin

## Foot and toes

Fractures and muscle strain from being hit by falling objects or mobile equipment (e.g. forklifts). Muscle strain from standing on hard floor surfaces for long periods



## Psychological system

Work-related stress from harassment, work pressure and occupational violence (e.g. exposure to robbery and violence)

## Arm

Muscle strain from heavy lifting and handling of objects and equipment (e.g. scanning goods, stacking shelves, unpacking pallets)

## Back

Muscle strain from lifting and handling objects/equipment, slipping on floors or uneven surfaces, or tripping over objects

## Hands and fingers

Cuts and open wounds from using slicing and cutting tools or being caught by mechanical equipment. Muscle strain from repetitive use of scissors, product scanners or trigger tools

## Leg

Fractures and muscle strain from tripping on uneven surfaces, falling from ladders or down stairs/steps. Traumatic joint/muscle injury from moving large objects and equipment

## Safety solutions

WorkSafe expects employers to have safety solutions in place to protect workers from injury and illness. Below are some common solutions known to reduce the risk of injury and illness; employers should work together with their employees and health and safety representatives to determine the most effective OHS solutions for their workplace.

Hotspots	Solutions
<b>Lifting/handling of items, equipment or trolleys</b>	
<ul style="list-style-type: none"> <li>Back</li> <li>Shoulder</li> <li>Knee</li> <li>Arm</li> <li>Foot and toes</li> </ul>	<ul style="list-style-type: none"> <li>Ensure building layout/design limits the need to push, pull or carry equipment or loads (e.g. good path design, floor surfaces allow pallets to be moved directly to storage areas).</li> <li>Design and position shelves for easy access.</li> <li>Ensure service counters and food preparation surfaces are between hip and waist height.</li> <li>Order stock in smaller containers that are easier to store and lift.</li> <li>Use height adjustable trolleys to move stock. Ensure that trolleys and pallet jacks are easy to push (eg wheel and castors in good repair and floors in good condition).</li> <li>Divide repetitive pushing/pulling work into smaller tasks and alternate the tasks.</li> <li>Use lighter equipment (e.g. lightweight backpack vacuums to clean large areas).</li> </ul>
<b>Repetitive work/awkward postures</b>	
<ul style="list-style-type: none"> <li>Back</li> <li>Shoulder</li> <li>Forearm/wrist</li> <li>Arm</li> <li>Knee</li> <li>Leg</li> </ul>	<ul style="list-style-type: none"> <li>Carry out all tasks involving repetitive hand and arm movements between shoulder and waist height (e.g. use height-adjustable workstations, raise, lower or move the worker or the work).</li> <li>Arrange food preparation and customer service areas to limit twisting and bending (e.g. position frequently used equipment, food and supplies between shoulder and knee height).</li> <li>Design of glass display cases should prevent over-reaching (e.g. sliding trays to improve access).</li> <li>Use job rotation and work breaks to ensure workers are not exposed to repetitive actions or static positions (e.g. standing at service counter) for long periods.</li> <li>Provide anti-fatigue flooring or matting for the workers to stand on.</li> </ul>
<b>Slips, trips and falls (incl. falls from height)</b>	
<ul style="list-style-type: none"> <li>Back</li> <li>Forearm/wrist</li> <li>Knee</li> <li>Leg</li> </ul>	<ul style="list-style-type: none"> <li>Ensure people do not work above hot fat, hotplates or oil, or are prevented from falling in.</li> <li>Ensure that ladders are in good repair and are appropriate for the task. Platform ladders and mobile step platforms with mechanical hoists are best suited to the fast food industry.</li> <li>Ensure ladders are used safely (e.g. three points of contact at all times).</li> </ul>
<b>Lacerations, amputations and fractures</b>	
<ul style="list-style-type: none"> <li>Hand and fingers</li> <li>Foot and toes</li> </ul>	<ul style="list-style-type: none"> <li>Use prepared food or use safely guarded mechanical cutting and chopping equipment.</li> <li>Ensure all machinery complies with the Australian Standard for machine guarding.</li> <li>Ensure electrical and cutting equipment is de-energised before cleaning or maintenance.</li> <li>Ensure that appropriate personal protective equipment (PPE) (e.g. steel mesh gloves) is worn when using knives or when cleaning sharp equipment.</li> <li>Supervise new and young workers when working directly with or near machinery or blades.</li> <li>Staff working in food preparation areas should wear enclosed shoes.</li> <li>Use safety scissors or covered blades for cutting bags or wrapping around pallets.</li> <li>Safety footwear may be appropriate for workers who work in storage areas.</li> </ul>
<b>Occupational violence, stress, bullying and work pressure</b>	
<ul style="list-style-type: none"> <li>Psychological system</li> </ul>	<ul style="list-style-type: none"> <li>Develop and enforce policies and procedures to protect staff from robbery and violence.</li> <li>Develop and enforce policies and procedures that address bullying, harassment and work pressure, including incident reporting and follow-up.</li> </ul>

Source: WorkSafe Victoria Industry Hotspots – Retailing

# Checklists

## Manual tasks safety checklist

Check	yes	no	n/a
Are notifiable accidents reported to WorkSafe? <ul style="list-style-type: none"> <li>• <a href="#">How to report an injury or disease</a></li> <li>• <a href="#">How to make a complaint about workplace hazard, accident or incident</a></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you identified manual tasks that may cause injury? (e.g., by regular walkthroughs; inspections; review of hazard, injury and incident reports; hazard reporting system; consultation with employees/ OSH reps/ supervisors; task observation or task analysis)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have reported manual task incidents, injuries and notified hazards been investigated? <a href="#">See sample</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the outcomes of investigations (if any) been reported to the persons who raised the hazard within a reasonable timeframe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have risk assessments been completed for identified and reported manual task hazards? <a href="#">See sample</a> –	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have preventative actions been implemented to reduce the risk of injuries further to identifying and/or receiving reports of manual task incidents, injuries and hazards? <a href="#">See sample</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is manual task training provided? Does it include a risk management approach, including the relevant risk factors and sources of risks? Does it have a practical task specific component? Is it provided on induction and is it refreshed? See pages 17-18 of the <a href="#">Code of practice for manual tasks 2010</a> for information, as well as <a href="#">Manual tasks toolkits and information resources</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are assistive equipment provided? (e.g., trolleys, pallet jacks, walkie stackers) Are they appropriate for the task? (e.g., relating to the item, environment, work process)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do they eliminate, reduce or minimise the risk of injury?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a preventative maintenance program for this equipment, including regular inspection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there enough equipment provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you provide equipment, procedures, information and supervision to eliminate, or minimise heavy and/or frequent lifting from below mid-thigh height or above shoulder height? Pushing and pulling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are staff provided with adequate rest breaks from tasks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are deliveries spread across the week to avoid peaks in manual handling requirements on any one day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Storage racking & shelving safety checklist

Check	yes	no	n/a
Does the steel storage racking meet AS4084-2012?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the racking layout provided adequate movement around the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there signage showing Designers name, maximum distances, permissible working unit load limit, total working unit load limit for each pallet beam level, total working unit load limit for each bay?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the racking secured when using material handling equipment with pallets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there upright protectors in place to prevent damaged by material handling equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a maintenance program in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the shelf boards secured to ensure they do not dislodge?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is stock stored on pallets/ shelving to an appropriate height?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is stock stored on shelves to an appropriate depth (does not require extensive reach to rear stock)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the stock arranged in a way to reduce the risk of manual tasks injuries? For example place awkward, bulky, large and heavy items on the lowest level so that it is easily accessible for a two person lift.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the stock stacked in a way so that it is stable with minimal risk of falling? Consider assessing the height of each item is stored at.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there equipment available to assist with the moving of goods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the aisles, emergency exits and pedestrian gantry kept clear from obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there sufficient space for employees to carry out their tasks and the use of material handling equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there storage areas for empty pallets and a separate area for damage pallets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a maintenance program in place for damaged pallets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the height of the pallet horizontal beams at an adequate height so that employees can access without hitting their heads?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was the installation of the racking and shelving installed by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## Forklift/ Order-picking forklift trucks safety checklist

Check	yes	no	n/a
Are operators 18 years or older and do they hold a current HIGH RISK WORK LICENCE (HRWL) such as forklift (LF) or order picking forklift (LO)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are forklift inspections conducted prior to first use of plant and are records readily available and up to date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a regular maintenance program in place and records available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Are pre-operational checks conducted of:</b>			
• Roll Over Protective Structures (ROPs) or Falling Objects Protection Structures(FOPs), where applicable;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Seat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Seat belt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Steering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Horn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Gas cylinder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Warning signs for forklift operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Brakes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Mast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Reverse alarms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Chains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Tynes (Forks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Hoses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Counter weight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are capacity charts legible, applicable to the particular forklift, amended for attachments and display the load limits for the particular forklift? eg platforms on order pickers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the operators' manuals legible, accessible, apply to specific forklift trucks and have details as per manufacturers' specifications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Before use are the harnesses, lanyard and anchor points inspected and regular maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the work organised for the safety of the operator and others?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have barriers in place to keep unauthorised personnel out of this area during plant operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are controls clearly labelled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Other safety requirements safety checklist

Check	yes	no	n/a
• Work surfaces – clean, flat and undamaged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Ramps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Loading docks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Hazardous areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Control of traffic; and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Control of pedestrians	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• PPE – boots, high visibility vests, hardhats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• In order for two people to be elevated on the order-picking forklifts, has the manufacturer provided approval (preferably documented) for this to occur?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Have operators and secondary person been provided with competency based training in how to operate the order-picking forklifts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Have operators and secondary person been provided with working at heights training e.g. harness application, inspections etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• In particular with the order-picking forklift truck, has an emergency recovery procedure developed and put into practice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is training provided for fall injury prevention system and emergency rescue? Training should include safe use of, inspection, and hazard reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the lanyard short as possible to prevent the pendulum effect should a person fall?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are the platforms only be used as working platforms and NOT as a means of access to and egress from a work area;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Trolley, ladders, pallet jacks safety checklist

Check	yes	no	n/a
Is there a reporting procedure for damaged equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a procedure to notify others not to use this damaged equipment? Is there any metal swarf damage on the equipment? This can cause lacerations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sufficient numbers of ladders/ steps?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are trolleys in good condition? (inspect handles, castors, platforms for ease of use, build-up of dirt etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are trolleys appropriate for use? Are the types of handles appropriate? Are the trolleys too high to see over?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a way to identify the SAFE WORK LOAD for the equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees trained in using the workplace equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the employees monitored to ensure their competency in using the workplace equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sufficient numbers of trolleys?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is flooring kept clear, clean and free of debris/ obstructions to allow ease of trolley use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are pallet jacks (manual or motorised) used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Check	yes	no	n/a
Are staff trained in appropriate use of pallet jacks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are pallet jacks in good condition & regularly maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are pallet jacks stored in safe, accessible location to encourage use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are pallet jacks labelled with a safe working limit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are pallets overloaded with stock, causing excessive push/pull forces required for moving pallets with pallet jacks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>If a ladder is used, check that:</b>			
<ul style="list-style-type: none"> <li>the type of ladder is appropriate to the task. Do not use 'domestic' or 'home-made' ladders.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>All ladders must comply with Australian Standard/New Zealand, AS/NZS 1892 series and users should follow the manufacturer's recommendations on safe use;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>the ladder is in good condition. Before it is used, the ladder should be inspected for faults, such as broken rungs, rails and footing. Consult the manufacturer's checklist, if available;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>damaged ladders are removed from service;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>the ladder is on firm, stable and level ground;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>the ladder is the correct height for the task to avoid reaching or stretching. Keep the body centred between side rails at all times. Never over-reach;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>the ladder is not too close or too far from the support structure. The distance between the ladder base and the supporting structure should be about 1 metre for every 4 metres of working ladder height.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>the ladder is secured against displacement (i.e. slipping or sliding) and/or there is another person holding the base of the ladder;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>all the locking devices on the ladder are secure;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>the ladder is always faced while climbing up or down;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>materials or tools are not carried while climbing the ladder.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>only light duty work is undertaken while on the ladder, where three points of contact can be maintained and tools can be operated safely with one hand;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>no person should stand on a ladder (single) any higher than 900 mm from the top of the ladder; or as specified from the manufacturer's instructions.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>no other person is allowed on the ladder at the same time;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>slip resistant base, rungs or steps are provided;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>slip resistant shoes are worn;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>metal or wire bound ladders are never used close to energised power lines; non-metallic ladders should be used instead; and</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>ladders should not be used in access areas or next to doors</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Loading docks safety checklist

Check	yes	no	n/a
What exists to prevent the risk of any wheel being driven (or pedestrian falling) over an edge? For example – raised edges, high contrast colour edge, pedestrian access restricted, loading dock chained off when truck not there	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are forklifts used on loading dock area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is loading dock exposed to weather?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the loading dock surface in good condition and appropriate surface to minimise slips/trips?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is loading dock easily accessible/ not congested? (access is not obstructed)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are systems in place to minimise pedestrian access in forklift areas? What is the risk of collision between forklifts/ trucks and pedestrians?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a dock leveller in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there lip/ raised edge created to provide trolleys from rolling off platform?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees trained to operate dock levellers? Is training recorded & kept?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the employees monitored to identify competency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is platform functional as per manufacturer's specification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is manual available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are controls clearly labelled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does loading dock cater to both side and rear loading trucks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are edges of loading docks highlighted in high contrast colours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are external doors in good condition and easily opened?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Slips, trips and falls safety checklist

Check	yes	no	n/a
Are there designated walkways for pedestrians?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If walkways are not practicable, is there an exclusion zone procedure for when powered plant is in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are walkways free of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a "clean as you go" policy to ensure obstructions & debris is attended to immediately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the obstructions & debris are not able to be attended to immediately, is there a hazard reporting procedure in place? Consider this reporting process to be written down so that it may be reviewed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there hazard identification training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are warning signs erected near spills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are floor surfaces including stairs and landings maintained and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are floor surfaces including stairs and landings free from obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there adequate lighting? Emergency lighting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is training on slips, trips and falls provided to staff as part of induction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the appropriate shoes worn?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A9546547