



## Introduction

During 2015/16 financial year WorkSafe will be conducting an inspection program looking at safety issues in the road freight transport industry with a view to increase awareness of safety issues faced by your industry and highlight the effect and importance of appropriate systems of work and safety management systems.

Please take the time to read the relevant parts of this publication and use the checklists to assist you in improving safety in your organisation.

## 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.

## How are people getting hurt in your industry?

The most common location of injury is the lower back, followed by fingers, hands, knee, shoulders and ankle.

The occupations that recorded the most injuries are motor mechanics, car detailers, store person and motor vehicle or sales person.

Work activities that relate to injuries are diverse, but include cars, station wagons, vans and utilities and detached machinery or equipment components.

Most injuries in the industry are the result of:

- Body stressing - Body stressing injuries include muscle strains, back conditions, and tendonitis/tenosynovitis.
- Falls, trips and slips
- Being hit by moving objects
- Hitting objects with a body part

## How do I use these checklists?

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.

| <b>Risk rating table – for working out level of risk</b> Use the vertical and horizontal columns to consider both the likelihood of injury or harm to health and the consequences to work out the level of risk |  |                       |                             |                       |
|---|--|-----------------------|-----------------------------|-----------------------|
| Likelihood of injury or harm to health  | Consequences of any injuries or harm to health |                       |                             |                       |
|   | Insignificant eg no injuries                   | Moderate eg first aid | Major eg extensive injuries | Catastrophic eg death |
| Very likely   | High   | Extreme               | Extreme                     | Extreme               |
| Likely  | Moderate                                       | High                  | Extreme                     | Extreme               |
| Moderate  | Low  | High                  | Extreme                     | Extreme               |
| Unlikely  | Low  | Moderate              | High                        | Extreme               |
| Highly unlikely (rare)  | Low  | Moderate              | High                        | High                  |

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

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 lower down in the table – moderate or low – then plan when you will fix it.

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

## Injury hotspots - Transport and storage

**Back** Muscle and tendon sprains and strains from lifting, carrying or moving crates or cartons

### Knee

Muscle and tendon strains and sprains from kneeling, twisting or stepping on and off of things



### Shoulder

Muscle and tendon sprains and strains from lifting, carrying or moving boxes/crates

**Hands and fingers** Wounds/lacerations from using knives and handling metal or steel

Source: Queensland Employee Injury Database. Data current as at October 2008 and is subject to change over time. Based on eight years of accepted workers' compensation claims, excluding commuting claims.

## Safety and health tips

### Manual tasks - Activities/instructions

- For work involving hard physical effort:
  - organise work to reduce physical force needed to lift, carry, move, hold or restrain items
  - use mechanical aids whenever you can, e.g. tailgate loaders, roller conveyors and trolleys
  - combine goods in crates and use a pedestrian forklift
  - avoid double handling by loading in order of delivery or loading bulk items together.
- For work involving awkward working positions:
  - work in the straightest forward facing position – not bent, slouched, twisted or turning
  - work with your arms close to your body, not reaching away or overhead
  - vary your position frequently, don't stand, sit, kneel or squat for long periods
  - learn how to adjust the seat to maintain a good posture, with comfortable access to vehicle controls.
- For work that is highly repetitive or done for long periods workers should:
  - work at a slower pace to reduce potential injury
  - change work practices or get equipment to avoid repetitive actions or prolonged tasks
  - increase the amount of scheduled rest breaks when driving in bumpy or vibrating conditions, or extremely hot or cold conditions.

### Slips, trips and falls - Activities/instructions

- Keep roadways and aisles in good repair and clear of obstructions such as drums and broken pallets, remove grease or slippery substances, store equipment when not in use.
- Do not jump from the cab or from any part of a vehicle, i.e. use constant three point contact – three parts of the body contacting the vehicle.
- Wear non-slip boots, have work areas with non-slip surfaces, use weather protection and keep work areas well drained, cleaned and maintained.
- Check for good lighting especially at crossing points or where surface type, height or slope changes, e.g. curbs, building entrances, road – pathway intersections.
- Avoid steep slopes especially when carrying loads.
- Inspect sites especially where there are constant changes to workplace conditions, such as delivery sites or changed warehousing arrangements.
- Mark out clear walkways.
- Take care at unfamiliar sites, e.g. road side, distribution centres.

### Forklifts - Activities/instructions

- Keep roadways and aisles in good repair and clear of obstructions such as drums and broken pallets, remove grease or slippery substances, store equipment when not in use.
- Do not jump from the cab or from any part of a vehicle, i.e. use constant three point contact – three parts of the body contacting the vehicle.
- Wear non-slip boots, have work areas with non-slip surfaces, use weather protection and keep work areas well drained, cleaned and maintained.
- Check for good lighting especially at crossing points or where surface type, height or slope changes, e.g. curbs, building entrances, road – pathway intersections.
- Avoid steep slopes especially when carrying loads.
- Inspect sites especially where there are constant changes to workplace conditions, such as delivery sites or changed warehousing arrangements.
- Mark out clear walkways.
- Take care at unfamiliar sites, e.g. road side, distribution centres.

### Heights - Activities/instructions

- Avoid climbing on the truck or load by:
  - using tautliners, or rodded side curtains instead of tarps, or if using tarps, use tarp spreaders
  - using mechanical assistance such as hoists, portable height adjustable conveyors, tailgate loaders, electric pallet movers.
- If you cannot avoid working above ground level:
  - use physical barriers to stop a person falling, e.g. guard railing, rails on the non-loading side, fall–arrest equipment
  - make sure you have, secure climbing contact points on truck cabs, cargo trays and dock areas
- When storing or moving goods:
  - use appropriate safety harnesses on stock pickers, reach trucks, scissor lifts etc.
  - use nets and other methods to stop loose items falling from shelves or pallets
  - wear non-slip footwear.
  - always inspect and maintain racking
  - place goods so specific handling instructions are visible, e.g. weights
  - make sure that racking is rated to suit the load or that it is not overloaded.

### Young workers - Activities/instructions

- Understand that younger workers are still physically growing and may also lack understanding, experience and/or confidence in performing their duties safely.
- Induct, train and place younger workers with a suitable mentor to demonstrate and reinforce sound and safe work practices.

Source: Workplace Health and Safety Queensland Injury Hotspots Transport and Storage

## Manual TASKS

Workplace injuries most commonly linked to manual tasks include sprains and strains, hernias and damage to the back. Such injuries are a major cause of lost time at work. 'Manual handling tasks' is more than just keeping your back straight and knees bent, or lifting properly – it involves safely carrying, pushing and pulling, and holding or restraining. Just as manual tasks involve more than just lifting, the things that affect the risk of injury involve more than just the weight of the objects handled. Factors such as repetitive and/or forceful movements, awkward movements or postures are also very important.

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

Strain injuries may occur when:

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

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

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

### What is a safe weight to lift?

There is no safe weight. The risk of injury increases as the weight of the load increases. Evaluating the risk posed by the weight of the object needs to take into account:

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

## Slips trips and falls

### What risk factors contribute to slips and trips incidents?

Slips and trips account for 20% of all lost time injuries every year. They can result in serious injuries and lengthy periods of time off work.

Risk factors that contribute to slips and trips injuries will vary according to the type of workplace and work tasks being completed.

Common risk factor categories include:

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

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

There are many controls that employers can use to prevent slips and trips in the workplace. Firstly though, it is important to complete hazard identification and a risk assessment in consultation with workers. This will ensure that the right control is chosen for the hazards that are relevant in the workplace.

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

- **Eliminate the hazard** - install more power points to avoid cords on floor, widen aisles
- **Substitution** - resurface floors with 'less hazardous materials'
- **Isolation** - restrict access to some work areas
- **Engineering controls (minimising risk by redesign)** - improve lighting, mark walkways install drainage, use ramps instead of steps
- **Administrative Controls** - ensure good housekeeping - clean up spills immediately, use signs for slippery or wet floors
- **Personal Protective Equipment** proper footwear

## Falling OBJECTS

A number of injuries, including fatalities can be caused by being struck by falling objects. Incidents in workplaces can occur when:

- Objects fall off racking, shelving, work surfaces due to inadequate storage, overcrowding or lack of edge protection;
- Loads being lifted which are not well secured or are unstable;
- Racking, shelves and benches not strong enough to bear the weight of the objects kept on them;
- Objects which are heavy or frequently used being stored above shoulder height; and
- Workers having to reach for objects on shelving where those objects cannot be clearly seen.

### What can be done to stop such occurrences from happening?

- When work is carried out at heights, tools and equipment are kept secured, if items cannot be secured, then a safety barrier should be installed and maintained to catch any falling object;
- Items are not over stacked, but are instead stacked or stored in such a way that they remain stable;
- Equipment used is capable of lifting and moving loads without toppling over;
- Loads to be lifted are well secured;
- Plant and equipment is only used for the purposes they were designed;
- Storage is adequate and well organised, eg. there is enough racking and/or shelving and frequently used or heavy objects are stored below shoulder height;
- All fixtures, eg. racking and shelving are well secured;
- Equipment such as ladders that conform with AS1892 and are industrial rated, and safety steps are provided to assist workers reach items stored above shoulder height;

### Racking

- Make sure racks are installed and used as per manufacturer's instructions.
- Display load limits on the racks.
- Secure loads on pallets before storing in racks.
- Make sure that racking is rated to suit the load or that it is not overloaded.
- Position pallets across a rack so weights are evenly distributed.

## Forklift SAFETY - Is your forklift licence current?

By June 2012, all certificates of competency should have been converted to high risk work licences this includes certificates of competencies for forklift operators. All unconverted certificate holders will be required to be reassessed.

All licences issued by WorkSafe have an expiry date. Whether you are an employer or a licence holder, WorkSafe recommends regularly checking licences to ensure they are valid and that all relevant classes have been added.

Check the licence card:

- has not expired;
- includes the relevant classes; and
- has the correct photo and name of the worker



## How are workers getting hurt using forklifts?

The major safety issues using forklifts are:

- co-workers/pedestrians being hit by moving forklifts or moving parts of a forklift;
- co-workers/pedestrians being trapped or caught between a moving forklift/moving parts of a forklift and stationary object;
- operators suffering muscular stress due to a combination of inappropriate seating, vibration and manual handling;
- operators falling while getting into or out of forklifts;
- collisions between forklifts and other vehicles or stationary objects;

- overloading or unsafe stacking of loads on forklift tines
- forklift is not used for towing unless the manufacturer has approved this in writing
- forklift operators and others being hit by objects falling from the forklift tines.
- the operator's body protruding from the cab and hitting an object; and
- forklifts tipping over.

### What can be done?

To avoid injuries a number of things can be done such as:

- ensuring that the forklift is adequately maintained in accordance with the manufacturer's instructions;
- carrying out daily pre-start checks;
- providing adequate signage in areas where the forklift is used and providing load charts for attachments; and
- maintaining the seat and seat belt and ensuring the seat belt is always used.

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## Mobile plant SAFETY - 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 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.

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## Working at HEIGHT

Identifying working at height hazards involves recognising things that may cause injury or harm to the health of a person, such as where a person may fall from, through or into a place or thing. There are a number of ways to identify potential situations that may cause a fall to occur. A hazard identification process or procedure may range from a simple checklist for specific equipment, such as a ladder or fall-arrest system inspection checklist, to a more open-ended appraisal of a group of related work processes. Generally, a combination of methods will provide the most effective results.

### Key things to check at your workplace

- |   |
|---|
| • <b>surfaces:</b> the stability; the fragility or brittleness; the slipperiness (eg. where surfaces are wet, polished, glazed or oily in the case of new steelwork); the safe movement of workers where surfaces change; the strength or capability to support loads; and the slope of work surfaces;  |
| • <b>levels:</b> where levels change and workers may be exposed to a fall from one level to another;  |
| • <b>structures:</b> the stability of temporary or permanent structures;  |
| • <b>the ground:</b> the evenness and stability of ground for safe support of scaffolding or working platform;  |
| • <b>the raised working area:</b> whether it is crowded or cluttered;   |
| • <b>edges:</b> edge protection for open edges of floors, working platforms, walkways, walls or roofs;  |
| • <b>hand grip:</b> places where hand grip may be lost;   |
| • <b>openings or holes:</b> which will require identification or protection or unguarded shafts or excavations;   |
| • <b>proximity of workers to unsafe areas:</b> where loads are placed on elevated working areas; when objects are below a work area, such as reo bars and star pickets; where work is to be carried out above workers (eg. potential hazards from falling objects); and power lines near working areas; |
| • <b>movement of plant or equipment:</b> ensuring there is no sudden acceleration or deceleration;  |
| • <b>access to, egress from and movement around the working area:</b> checking for obstructions;  |
| • <b>lighting;</b>  |
| • <b>weather conditions:</b> when heavy rain, dew or wind are present;  |
| • <b>movement of plant or equipment:</b> ensuring there is no sudden acceleration or deceleration;  |
| • <b>footwear and clothing:</b> suitability for conditions;   |
| • <b>ladders:</b> where and how they are being used; and  |
| • <b>young, new or inexperienced workers:</b> ie. workers unfamiliar with a task.   |

Source: Commission for Occupational Safety and Health *Code of Practice Prevention of Falls at Workplaces*

# Checklists

| Manual tasks-lifting safety checklist   |     |    |     |
|---|-----|----|-----|
| check   | yes | no | n/a |
| In consultation with workers, all hazards in relation to manual tasks have been identified  |     |    |     |
| Risk assessment has been conducted for all hazards related to manual tasks have been taken into account and include: <ul style="list-style-type: none"> <li>• postures</li> <li>• repetitive movements</li> <li>• forces</li> <li>• duration and frequency of tasks</li> <li>• environmental conditions</li> </ul>  |     |    |     |
| Practical control measures have been implemented and maintained to eliminate or reduce risk associated with manual tasks after consulting workers: <ul style="list-style-type: none"> <li>• altering the workplace environment, design, layout or systems of work</li> <li>• change the systems of work used</li> <li>• modify the load being handled or change the objects used to do the task</li> <li>• use mechanical aids</li> </ul> |     |    |     |
| Everyone exposed to manual task hazards have been provided with adequate instruction and training (induction and ongoing training)  |     |    |     |
| Suitable mechanical aids are provided where necessary eg. suitable trolleys, pallet jacks, forklifts and other (lifting) equipment  |     |    |     |
| Trolleys and other mechanical aids are suitable for the job and are well maintained   |     |    |     |

| Slips trips and falls safety checklist   |     |    |     |
|--|-----|----|-----|
| Check  | yes | no | n/a |
| Floor or any stair or ramp has an unbroken and slip resistant surface  |     |    |     |
| Floor or any stair or ramp is free from any obstruction that may cause a person to fall (eg. electrical leads, hoses, tools and floor mounted power boxes in walkways, etc.) |     |    |     |
| Access to egress from workplace safe and kept free from obstructions at all times  |     |    |     |
| Safe systems of work (eg. clean as you go) are in place to ensure that the floor is free from fall hazards or obstructions   |     |    |     |
| Warning signs available and erected near spills  |     |    |     |
| Guard rails or other safeguards are provided on ramps and stairs   |     |    |     |
| Appropriate protective equipment, such as slip resistant footwear, is required   |     |    |     |
| Ramps are available in areas where height of floor levels change and trolley access is required or items are carried regularly   |     |    |     |

| Working from heights safety checklist   |     |    |     |
|---|-----|----|-----|
| Check   | yes | no | n/a |
| Hazard identification and risk assessment of falls has been conducted<br>Practical control measures have been implemented and maintained to eliminate or reduce the risk associated with work at heights (would a fall be arrested before the person hits the ground or a structure ?)  |     |    |     |
| Edge protection is required if could fall more than 2 metres from scaffold, fixed stairs, landing, suspended slab, formwork, or false work<br>In any other case greater then 3 metres: fall injury prevention systems (eg. catch platform, scaffold, safety nets, safety mesh, or fall-arrest system) or edge protection are provided |     |    |     |
| There is safe means of access and egress to the work being performed at heights<br>Stairs, walkways, ladders, mechanical lifts etc are free of obstructions   |     |    |     |
| People required to work at height have been provided with adequate information, instruction and training for the work being performed   |     |    |     |

## Safe movement of vehicles at the workplace safety checklist

| check  | yes | no | n/a |
|--|-----|----|-----|
| Are all traffic routes of safe design ensuring persons are able to move safely within the workplace?   |     |    |     |
| Are all workplace routes well maintained and free from obstructions such as slippery substances, vehicle parts, equipment etc?   |     |    |     |
| Employees and customers who bring private vehicles to the workplace are provided with and comply with specified safe routes and information and instruction on safe driving on workplace routes. |     |    |     |
| Safe loading bays - are situated in a safe suitable location where vehicles can be manoeuvred easily and safely.   |     |    |     |
| Safe lighting – manoeuvring areas and yards are adequately lit, attention is paid to junctions, buildings, plant, walkways and vehicle routes.   |     |    |     |

## Mobile plant safety checklist

| Check  | yes | no | n/a |
|--|-----|----|-----|
| Mobile plant is maintained to minimise risks – pre-start checks are conducted and logbooks/records are kept of pre-start checks and maintenance  |     |    |     |
| Employees are trained in the use of mobile plant – where applicable, employees hold high risk work licences e.g. forklift, boom type elevated work platform over (11 meters)   |     |    |     |
| The plant is in a safe condition – for instance seat is maintained, seatbelt is in place, loadchart is in place as required, operator manual is available, controls are labelled, dangerous parts are guarded, plant is registered if required, FOPS/ROPS are in place if required |     |    |     |
| The work is organised in such manner that employees are not exposed to hazards related to mobile plant – for instance, pedestrian walkways, traffic management/signage, high visibility clothing, two-way communication as required is in place                                    |     |    |     |
| Where mobile plant is used, site hazards such as ramps, slopes, rough ground, power lines, excavations, ground load limits, underground services, etc. are identified, assessed and controlled   |     |    |     |

## Noise safety checklist

| Check   | yes | no | n/a |
|---|-----|----|-----|
| <ul style="list-style-type: none"> <li>• A risk assessment on noise has been conducted where it is likely that employees are exposed to noise levels &gt; 85dB(A)</li> <li>• So far as is practicable, control measures have been put in place to reduce the risk of injury as a result of noise, where exposure levels exceed 85 dB(A)</li> <li>• So far as is practicable, hearing protection has been provided to employees that are exposed to noise levels &gt; 85dB(A)</li> <li>• Employees have received information and training in relation to noise at the workplace</li> </ul> |     |    |     |

## Machine guarding safety checklist

| Check   | yes | no | n/a |
|---|-----|----|-----|
| The highest level of guarding that is practicable is provided   |     |    |     |
| Adequate safe work procedures are provided and documented to set, test and use machinery during all cycles of production and maintenance – for instance look for: <ul style="list-style-type: none"> <li>• Pre-operational checks</li> <li>• Presence sensing system: safe system of work documented and a clearly identified warning provided when guard is muted</li> <li>• Presence sensing system: inspection and maintenance records maintained</li> <li>• Appropriate isolation and lock-out procedures provided for maintenance</li> <li>• Where setting, testing and start-up of machinery is required with the final means of safeguarding removed, have interim safeguards been provided</li> <li>• Where fixed physical guards are provided is adequate provision made for cleaning, maintenance, adjustment and repair</li> <li>• Where it is not practicable to guard machinery is a safe system of work in place for persons operating or passing in close proximity</li> </ul> |     |    |     |
| Operators and maintenance personnel are properly trained, and are familiar with the operation and the set up of the machinery and able to demonstrate safety features   |     |    |     |
| Manufacturers decals, manuals and operator instructions are readily available and in the English language   |     |    |     |

| Hazardous substances safety checklist   |     |    |     |
|---|-----|----|-----|
| Check   | yes | no | n/a |
| <p><b>Register of hazardous substances</b></p> <p>A register of hazardous substances is available and accessible for workers likely to be exposed to hazardous substances at the workplace</p> <p>The register of hazardous substances is complete – the register includes a contents list and current Material Safety Data Sheets (MSDS)</p> <p>The register of hazardous substances is current – MSDS are not older than 5 years</p>  |     |    |     |
| <p><b>Labelling</b></p> <p>Hazardous substances are properly labelled – eg. containers are labelled with manufacturers labels that are complete and legible</p> <p>Chemicals decanted into other containers are labelled with name, risk and safety phrases</p> <p>Empty food or beverage bottles are not used to store chemicals</p>   |     |    |     |
| <p><b>Risk assessment and control</b></p> <p>Risk assessments have been completed for all hazardous substances.– <i>when conducting a risk assessment, consider how the substances is used, where it is stored, is ventilation required, are directions in the MSDS followed, what personal protective equipment is required.</i></p> <p>A record is made in the hazardous substances register that the assessment has been done</p> <p>A risk assessment report is available where the risk is significant</p> <p>Practical control measures have been implemented and maintained taking into account the hierarchy of control</p> |     |    |     |
| <p><b>Information, instruction and training</b></p> <p>Workers who may be exposed or work with hazardous substances have been provided with adequate information, instruction and training</p> <p>A record of the training is kept and includes health effects, controls, safe work methods, personal protective equipment and where applicable health surveillance</p>   |     |    |     |
| <p><b>Asbestos</b></p> <p>The presence and location of asbestos at the workplace has been identified</p> <p>Where asbestos has been identified, an assessment of risks has been conducted in accordance with the <i>Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC:2018 (2005)]</i></p> <p>Asbestos register is available and used at the workplace where asbestos has been identified</p> <p>Where an asbestos register is present at the workplace, relevant persons have received information and training on the contents and use of the asbestos register</p>                                |     |    |     |

| Emergency procedures safety checklist  |     |    |     |
|--|-----|----|-----|
| Check  | yes | no | n/a |
| Evacuation procedure and diagram (showing the exits) are displayed in a prominent place<br>Evacuation procedure to be followed in the event of a fire or other emergency is provided |     |    |     |
| Emergency egress enables safe egress in event of an emergency (doors not obstructed)<br>Exit signs have been provided and are maintained   |     |    |     |
| Adequate portable fire extinguishers have been provided and maintained<br>A fire blanket is available where deep fat fryers are in use   |     |    |     |
| An adequately stocked first aid kit is provided at a central location  |     |    |     |
| An adequate number of people have been trained in first aid, having regard to the types of hazards and number of people in the workplace   |     |    |     |
| Procedures are in place for isolated employees (means of communication are available and procedures for regular contact are in place with isolated employees)                        |     |    |     |

| Communication with isolated workers safety checklist  |     |    |     |
|---|-----|----|-----|
| check   | yes | no | n/a |
| Practicable control measures have been implemented and maintained so that there is a means of communication available which will enable the employee to call for help in the event of an emergency and that there is procedure for regular contact to be made with the employee and that the employee is trained in the procedure |     |    |     |
| Clean, cool, drinking water is provided for, and is readily accessible to persons working at the workplace  |     |    |     |



## New and young workers safety checklist

| check   | yes | no | n/a |
|---|-----|----|-----|
| Induction, information, instruction and training on hazards at the workplace has been provided to new and young workers                         |     |    |     |
| Staff capabilities are assessed and where applicable a training plan is developed and agreed by both parties                                    |     |    |     |
| Induction, information, instruction and training in emergency and evacuation procedures has been provided                                       |     |    |     |
| Information and training in hazard and accident reporting has been provided   |     |    |     |
| Induction, information, instruction and training on the prevention of drugs and alcohol use at the workplace has been provided to workers       |     |    |     |
| Induction, information, instruction and training on the prevention of bullying and violence at the workplace has been provided to workers       |     |    |     |
| Induction, information, instruction and training in the use, maintenance and storage of personal protective equipment has been provided         |     |    |     |
| Trainees and apprentices are under constant supervision   |     |    |     |
| Employers ensure the risk of injury or harm to (young) visitors is reduced by means appropriate for the workplace and the type of work activity |     |    |     |

## Other issues safety checklist

| check   | yes | no | n/a |
|---|-----|----|-----|
| Reportable accidents have been notified to WorkSafe   |     |    |     |
| Lost time injuries or diseases, accidents and notified hazards have been investigated   |     |    |     |
| Personal protective equipment is provided without any cost to workers   |     |    |     |
| Gas cylinders are secured<br>Gas cylinders are not stored near ignition sources<br>Safe work procedures are in place for changing gas cylinders   |     |    |     |
| Outdoor gas patio heaters are not used indoors  |     |    |     |
| Personal protective clothing and equipment is provided without any cost to employee, including safety boots, high visibility vest or clothing, long sleeve shirts and pants, broad rim hat, sunscreen or other equipment to reduce exposure to UV radiation |     |    |     |

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