Government of Western Australia
Department of Commerce

Freight forwarding safety project

Sept 2012

WorkSafe has produced this document 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?

- Being hit by falling objects
- Falls from heights
- Falls on the same level
- Muscular stress while handling and lifting.

The majority of serious muscular stress or manual task injuries have been caused while handling machinery and equipment components and while handling metals, eg. lengths of steel.

Forklifts were also involved in a number of serious incidents within your Industry.

Injuries to new and young workers that require time of work is consistently increasing. Young workers are still physically growing and may lack understanding, experience and / or confidence in performing their duties safely. Do you have systems in place that support safe work practices, particularly for new and young workers. This may include;

- Induction and training, that is specific and relevant to your workplace & work conditions;
- Supervision, eg. mentoring or buddying with a suitable and experienced worker

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.

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.

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.
4. 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.

WORKSAFE

Westcentre 1260 Hay Street
West Perth WA 6005
Telephone: 1300 307 877
Facsimile: (08) 9321 8973
Email: safety@commerce.wa.gov.au

How can I reduce RISKS in my workplace?

There are many controls that employers can use to prevent risks 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. Refer The First Step Book pg 26

Common controls used in workplaces can be categorised according to the hierarchy of controls: E.G. Trip/Slip Hazard

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

Ensure you choose a control where you are unlikely to cause different hazards or likely the hazard to reoccur due to not implementing the best control possible -

DO IT RIGHT THE FIRST TIME IT WILL COST LESS IN THE LONG RUN

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.

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.

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.

Key things to check at your workplace
• **surfaces:** 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;.
• **levels:** where levels change and workers may be exposed to a fall from one level to another;
• **structures:** the stability of temporary or permanent structures;
• **the ground:** the evenness and stability of ground for safe support of scaffolding or working platform;
• **the raised working area:** whether it is crowded or cluttered;
• **edges:** edge protection for open edges of floors, working platforms, walkways, walls or roofs;
• **hand grip:** places where hand grip may be lost;
• **openings or holes:** which will require identification or protection or unguarded shafts or excavations;
• **proximity of workers to unsafe areas:** 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;
• **weather conditions:** when heavy rain, dew or wind are present;
• **movement of plant or equipment:** ensuring there is no sudden acceleration or deceleration;
• **footwear and clothing:** suitability for conditions;
• **ladders:** where and how they are being used; and
• **young, new or inexperienced workers:** ie. workers unfamiliar with a task.

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

Forklift SAFETY

Is your licence to operate a forklift current?

The National Standard for Licensing Persons Performing High Risk Work (the National Licensing Standard) requires operators of forklifts to hold a national licence.

Is your training current?

If you or a member of your staff have a High Risk Work Licence issued in 2007 it could be up for renewal and if you have not received a renewal form you will need to contact WorkSafe on 1300 307 877 or email wslicensing@commerce.wa.gov.au

Working safely with forklifts guidance note

The Commission for Occupational Safety and Health has updated its *Guidance note*: *Working safely with forklifts* to be consistent with the new laws covering high risk work. This guidance note is available from WorkSafe's publications officer on 9327 8775 or free of charge on the website, www.worksafe.wa.gov.au (type 'Working safely with forklifts' into the search box).

How are workers getting hurt by forklifts

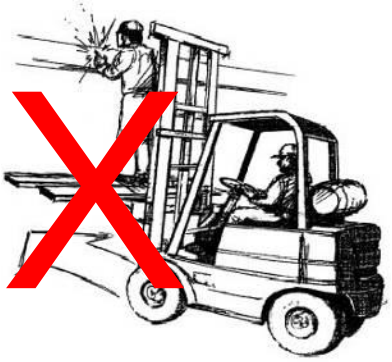
The major safety issues using forklifts are:

- 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 tasks;
- operators falling while getting into or out of forklifts;
- collisions between forklifts and other vehicles or stationary objects;
- forklift operators and others being hit by falling objects.

In addition, evidence suggests the following also cause injuries are caused by:

- the operator's body protruding from the cab and hitting an object; and
- forklifts tipping over.

Do not work on makeshift work platforms



What can be done to stop such occurrences from happening?
• Make areas safe for pedestrians using exclusion zones, speed limiting, and traffic management systems.
• Make work areas safe for the use of forklift trucks – fit raised edges on loading docks, install warning signs or barricades, impose speed limits, provide adequate lighting and, if necessary fit secure ramps to access work areas.
• Make sure all forklift operators hold a licence to operate the forklift.
• Conduct training with all operators on forklift truck operation and maintenance before operating the forklift.
• Before starting each shift, conduct a thorough inspection of the forklift truck and attachments such as lift and tilt systems, steering, brakes, controls, tyres, warning devices, load arms, brake fluid, hydraulic oil, etc.
• Have safety procedures for fuel handling and storage, and battery changing and charging.
• Have a method for determining the weight being handled.
• Make sure load is safe and secure on the tynes before moving.

Slips trips and falls

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

There are many controls that employers can use to prevent slips and trips in the workplace. Firstly though, it is important to complete hazard identification and a risk assessment in consultation with 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

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

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.

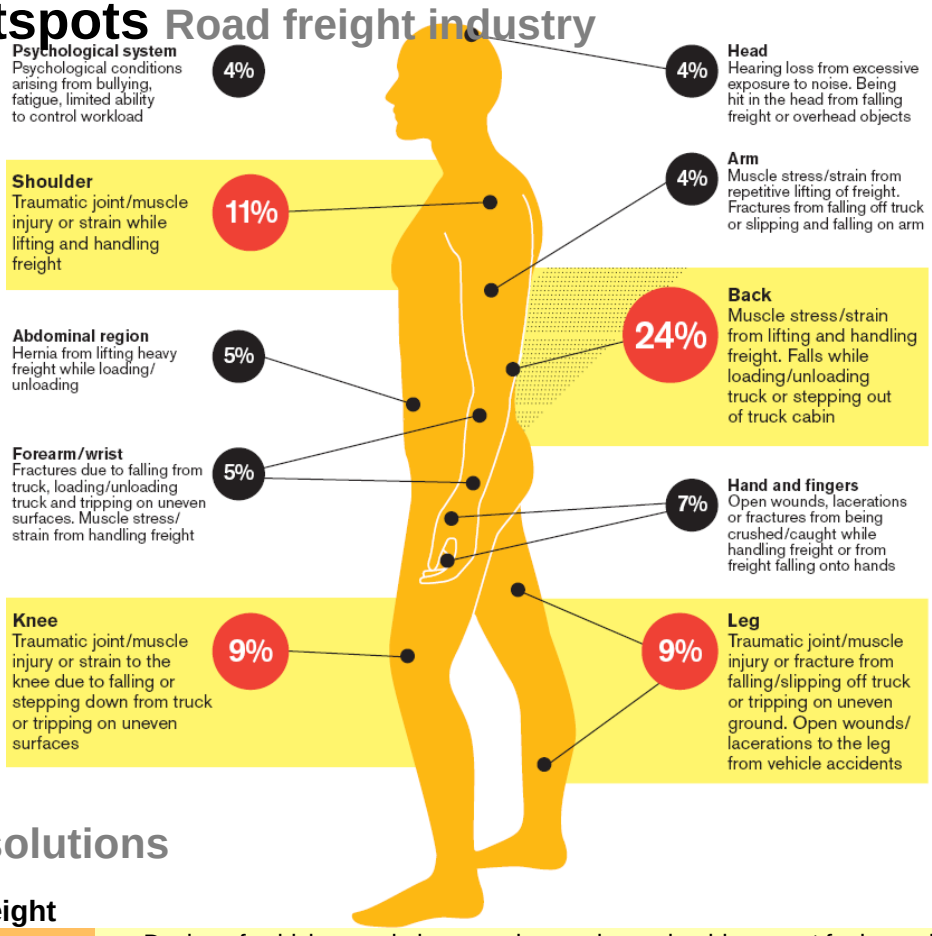
Injuries can be the result of gradual wear and tear (eg. from frequent or prolonged activities), or sudden damage (eg. from a single lift of something very heavy or awkward to handle or from tripping and falling while carrying an object.

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	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: • reviewing hazard/injury reports; • consulting with workers and safety and health representatives; and • by observing tasks being performed.
Second step	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 & postures; forces & loads; vibration; work environment; systems of work; and worker characteristics – please refer to the WA *Code of Practice Manual Tasks* for more information.
Final step	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: • trolleys; • castors and wheels; • forklifts; • hand trucks; • lift tables; • work stands; and • pallet lifters

Injury hotspots Road freight industry



This page has been reproduced from the WorkSafe Victoria's document Injury Hotspots – Road Freight Industry

Safety solutions

Handling freight

• Shoulder • Back • Forearm/wrist • Abdomen • Arm • Hand & fingers	• Design of vehicles, workplaces and procedures should account for hazards such as repetitive or heavy lifting. • Ensure safe access to the load (e.g. through loading docks, tailgate lifters, walk-up boards or retractable steps). • Mechanical aids (e.g. lifting arms, conveyors and forklifts) should be used for loading and unloading. • Ensure loads are planned and suitably presented for handling by mechanical aids (eg pallets). • Use trolleys and barrows to shift loads with two or three people to assist with loading/unloading.

Falls from the cabin, rear of vehicle or load

• Shoulder • Back • Knee • Forearm/wrist • Arm	• Ensure the design of vehicle, load and procedures eliminates the need to climb on top of the load or tray (eg containerise the load, use mechanical aids, apply load restraints and tarps from ground level). • When working at height, use gantries, drop-down work platforms or travel restraints to prevent falls. • Use loading docks, retractable steps, harnesses or restraints when unloading. • Vehicle design should incorporate safe well-lit cabin access (e.g. wide non-slip steps, down-facing light in bottom of driver's door when it opens) and workers should use three points of contact when accessing the cabin.

Slips, trips and falls around the vehicle

• Shoulder • Back • Leg • Knee • Forearm/wrist • Arm	• Park in a way that permits safe and easy access to the vehicle for loading, unloading or load adjustment. • Ensure loading/unloading space is clean, dry, even and well-lit. • Workers should wear robust footwear.

Vehicle accidents

• Leg	• Vehicles should be regularly serviced and maintenance must comply with manufacturer's standards, including accessories, such as tailgate lifters and trolleys. • Minimise in-cabin distractions (e.g. loud music) and vibration (e.g. uncomfortable seating). • Ensure drivers are not impaired by drugs, alcohol or fatigue and discourage speeding, tailgating, etc.

Falling loads

• Leg	• Stabilise loads by segmenting with cages, stillages, pallets and mezzanines, or link with skips or bins. • Ensure packaging is sturdy and does not stick out or catch. Use powered tightening of load binders. • Untie and unload at the same level to avoid working below the load. • Use exclusion zones (i.e. at least three times the load fall distance away from freight) to keep traffic away.

Hearing loss

• Head	• Insulate truck cabins from high sound levels.

Hearing loss

• Psychological system	• Procedures and policies under the control of dispatchers, drivers or consigners must work to minimise driver fatigue, unreasonable work pressure and disputation, including bullying and victimisation.

Checklists

Traffic Management safety checklist			
Check	**yes**	**no**	**n/a**
ALL TRAFFIC ROUTES, MANOEUVRING AREAS & YARDS SHOULD BE: Safe for both vehicles and pedestrians at the workplace			
Wide enough for the largest vehicle using them			
One-way if possible, with adequate passing space around stationary vehicles			
Clearly signposted to indicate restricted parking, headroom, speed limits, vehicle movement And other route hazards Other hazards =			
Surfaced with bitumen, concrete or other suitable material, and well drained			
Free from steep gradients as far as possible (gradients that cannot be avoided should be clearly signposted, and plant should only operate on gradients if specifically designed to do so – use manufacturer's instructions as a guide)			
Designed and controlled to ensure safe vehicle movement			
Well maintained			
Free from obstructions, grease or slippery substances			
Free from damage to surfaces			
Immediately cleaned or cleared following substance spills or falls from vehicles			
Adequately lit, particularly junctions, buildings, plant, walkways and vehicle routes			
Designed to avoid extreme light variations (e.g. drivers moving from bright sunlight into dull light or vice versa			
CLEAR ROAD MARKINGS & SIGNAGE • Speed limits			
• Sharp bends			
• Junctions			
• Pedestrian crossings			
• Vehicle Crossings			
• Blind Corners			
• Steep Gradients			
• Specialised Plant operated in the yard (e.g Forklifts)			

Traffic Management safety checklist			
Check	**yes**	**no**	**n/a**
LOADING BAYS & PLATFORMS Loading bays situated in safe and suitable locations where vehicles can be manoeuvred easily and near tarping area.			
Has a risk assessment been completed on each loading platform area			
Has safe work procedures been developed for employees and contractors when using these loading platforms			
Raised Loading Platforms should : • Provide safe access, egress and safe bays for people working at ground level			
• Clearly marked along the edges			
• Fitted with rails on the non-loading side, to reduce the risk of someone falling off the edge			
• Fitted with raised wheel-stop edges to prevent vehicles such as forklifts and trolleys rolling over the edge.			
REVERSING **Reversing accidents are a major cause of workplace injury and damage to vehicles, equipment & premises.**			
Most reversing accidents can be avoided by: • Removing the need for reversing (e.g. with drive-through loading and unloading systems)			
• Minimise the need for reversing (e.g. by reorganising loading and unloading procedures)			
• Provide clearly marked reversing areas visible to drivers and pedestrians			
• Excluding non-essential personnel from entering the area			
• Ensuring signallers wear high-visibility clothing and their signals can be clearly seen			
• Using radios and other communication systems			
• Ensuring drivers have another person to direct them if they cannot see clearly behind before reversing			
• Ensuring visiting drivers are familiar with workplace routes and reversing areas			
• Provide larger reversing areas			
• Placing fixed mirrors at blind corners			
• Fitting refractive lenses on rear windows to help drivers see ‘blind spots’			
• Fitting reversing alarms to plant			
• Using flashing reversing lights on vehicles, especially if workplace noise is too loud for reversing alarms to be heard.			

Forklifts safety checklist			
check	**yes**	**no**	**n/a**
Maintenance record is complete			
Records are kept of alterations, regular inspections and maintenance, particularly brakes, steering, hydraulics, tyres.			
Operator is 18 years or older			
Operator is trained in accordance with national standards for high risk work			
Forklift is in good working order, with fittings as required by law			
Pre-operational checks are conducted of:			
Roll – over protection			
Falling object protection			
Seat			
Seat belt			
Lights (if used at night)			
Steering			
Controls			
Horn			
Gas cylinder			
Warning signs (decals)			
Brakes			
Mast			
Chains			
Tynes			
Hoses			
Counterweight			
Capacity chart is legible, applies to forklift, is amended for attachments and has detail as per manufacturer's specifications			
Operator's manual is legible, accessible, applies to forklift and has detail as per manufacturer's specifications			
Work is organised for the safety of the operator and others			
Checks are made of:			
Work surface			
Ramps			
Loading docks			
Signs			
Hazardous areas			
Control of traffic			
Control of pedestrians			
Unless otherwise instructed, keys are not left in unattended forklift to prevent unauthorised use			

Forklifts

On average there are around 200 injuries and one death involving forklifts each year in Western Australia. A high risk work licence is now required to operate a forklift.

A forklift inspection and maintenance program is required to ensure forklifts comply with manufacturers recommendations.

Further guidance on working with forklifts is available on the WorkSafe website.

This checklist should be used in conjunction with the Commission for Occupational Safety and Health Guidance Note – Working safely with forklifts.

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: • postures • repetitive movements • forces • duration and frequency of tasks • environmental conditions			
Practical control measures have been implemented and maintained to eliminate or reduce risk associated with manual tasks after consulting workers: • altering the workplace environment, design, layout or systems of work • change the systems of work used • modify the load being handled or change the objects used to do the task • use mechanical aids			
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			

Manual tasks-lifting

Lifting is the single most common cause of manual task related injury in Western Australia. On average, workers with injuries from manual tasks take the longest time to recover and return to work.

The weight of an object is only one of many factors to consider in avoiding injuries. Other things to take into account include: how often and how quickly a task is performed; the age and physical strength of the person; and the size and shape of the object.

Workplace injuries most commonly linked to manual tasks include sprains and strains, hernias and damage to the back. Injuries can be the result of gradual wear and tear from frequent or prolonged lifting or sudden damage from a single lift of something very heavy or awkward. **For more information on manual tasks go to page 4**

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			

Slips, trips and falls

Slips, trips and falls are a significant problem affecting every workplace, from factory floor to office. People who work near wet floors or concrete surfaces face the greatest risk of suffering an injury from slipping or tripping.

Factors that contribute to the risk of slips and trips include:

- unstable, loose, or uneven floor surfaces;
- obstacles blocking walkways;
- slippery floor surfaces from spilt substances, eg. fluid, mud or oil;
- types of flooring or surface texture, such as wood, concrete or vinyl;
- inadequate lighting; and/or
- inadequate footwear. **For more information on reducing slips trips and falls go to page 4**

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			

New and young workers

All workers who are new to the job are at risk of injury, with young people aged 15 to 19 the most likely to be hurt.

When assessing risks to young people, special factors to consider are:

- the size of the person and their level of physical maturity;
- their general behaviour and psychological maturity;
- their work experience and training;
- their ability to make mature judgements about their own safety and the safety of others; and
- their ability to cope with unexpected, stressful situations.

Hazardous substances safety checklist			
Check	**yes**	**no**	**n/a**
Register of hazardous substances A register of hazardous substances is available and accessible for workers likely to be exposed to hazardous substances at the workplace The register of hazardous substances is complete – the register includes a contents list and current Material Safety Data Sheets (MSDS) The register of hazardous substances is current – MSDS are not older than 5 years			
Labelling Hazardous substances are properly labelled – eg. containers are labelled with manufacturers labels that are complete and legible Chemicals decanted into other containers are labelled with name, risk and safety phrases Empty food or beverage bottles are not used to store chemicals			
Risk assessment and control Risk assessments have been completed for all hazardous substances.– *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.* A record is made in the hazardous substances register that the assessment has been done A risk assessment report is available where the risk is significant Practical control measures have been implemented and maintained taking into account the hierarchy of control			
Information, instruction and training Workers who may be exposed or work with hazardous substances have been provided with adequate information, instruction and training A record of the training is kept and includes health effects, controls, safe work methods, personal protective equipment and where applicable health surveillance			

Chemicals and harmful substances

Lost time at work, illness and sometimes death are all outcomes of failing to store, use or dispose of hazardous substances properly.

Pesticides, acids, solvents, cleaners, paint, asbestos, wood dust and welding fumes are some of the chemicals and harmful substances that can place workers at risk.

Employers must identify all chemicals and harmful substances being used in the workplace using a hazardous substances register.

Material Safety Data Sheets (MSDS) must be provided in the workplace for each chemical and harmful substance, listing the ingredients and giving health information and instructions for their safe storage, use and handling. MSDSs are available from manufacturers and suppliers of chemicals and harmful substances.

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			