



Checklist and information for HEAVY MACHINERY SCAFFOLDING HIRE

Introduction

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?

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

The occupations that recorded most injuries are crane, hoist and lift operators, truck drivers, fitters, crane cashers and scaffolders.

Work activities that relate to injuries are diverse, but include cranes, chains, trailers, trucks, semitrailers, lorries and wrenches, spanners and sockets and power tools.

Most injuries in the industry are the result of:

- Muscular stress while handling objects other than lifting
- Falls on the same level
- Being hit by moving objects
- Falls from same level
- Muscular stress while lifting, carrying, putting down objects
- Hitting moving objects and being trapped between stationary and moving objects

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.

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.

Manual TASKS

The most common workplace injuries related to manual tasks are sprains and strains, hernias and damage to the back. These injuries are a major cause of lost time from work.

Manual tasks are part of most of the jobs that we do at work and are more than just lifting heavy things they involve lifting, carrying restraining and holding things.

Injuries are more likely to occur if these manual tasks are hazardous, which require forceful movements, repetition and awkward postures or movements. You are even more likely to be injured if a number of these risk factors are present at the same time when performing a manual task.

Injuries from manual tasks can be the result of gradual wear (eg from frequent or prolonged activities), or sudden damage (eg an intense or awkward lift) and lastly direct trauma such as a fall when carrying something heavy.

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 are people getting hurt in your industry?

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"> • reviewing hazard/injury reports; • consulting with workers and safety and health representatives; and • by observing tasks being performed.
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 & postures; forces & 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"> • trolleys; • castors and wheels; • forklifts; • hand trucks; • lift tables; • work stands; and • pallet lifters

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.

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

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

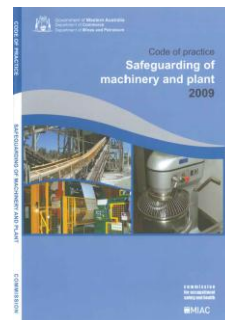
Suppliers of plant by lease or hire - RESPONSIBILITIES

A person who supplies plant for use at a workplace by way of hiring or leasing must ensure that:

- the plant is inspected between periods of hire;
- an assessment is done to determine whether the plant requires testing;
- any testing determined by the assessment to be necessary is done and recorded and that the records are maintained for the operating life of the plant;
- when the plant is supplied to a person that the person is provided with all available, relevant safety and health information provided by the persons who designed or manufactured the plant, and any additional available information required to enable the plant to be used safely; and
- that the relevant safety and health information supplied with the plant is in, or has been translated into, the English language before providing the information.

Machine GUARDING

Prior to plant or equipment being leased or hired all guarding must be in place and functioning. Manufacturers, designers and suppliers of machinery and equipment are legally required to make sure dangerous parts are safely guarded so that operators and others are protected from injury. A guard may be any shield, cover, casing, physical or electronic barrier intended to prevent contact between a hazardous machine part and any part of a person or a person's clothing.



Further reading

Codes of practice

- First aid-workplace amenities-personal protective clothing
- Managing noise at workplaces -
- Manual tasks
- Prevention of falls at workplaces
- Safeguarding of machinery and plant
- Violence aggression and bullying at work

Guidance notes

- Alcohol and other drugs at the workplace
- Dealing with bullying at work
- Gas welding safety flashback arresters
- General duty of care in WA workplaces
- Material safety data sheets (MSDS)
- Plant design
- Plant in the workplace
- Powered mobile plant
- Preparing for emergency evacuations
- Prevention of carbon monoxide poisoning
- Safe movement of vehicles
- Working alone
- Working safely with forklifts

Guide

- Forklift safety
- Machine and Equipment Safety-An introduction
- Older workers and safety guide

Guideline

- Armed hold-ups and cash handling
- Multipurpose machine operators

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.

Is your licence to do high risk work current?

The National Standard for Licensing Persons Performing High Risk Work (the National Licensing Standard) requires a high risk work license for scaffolding, rigging, crane and hoist operation, forklift operation and pressure equipment operation.

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



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.

Sun SAFETY

Health and safety legislation in each Australian state means your employer has a legal responsibility to provide a safe working environment.

If you work outdoors and your workplace doesn't offer any sun protection measures, raise the issue with your health and safety representative or manager.

This legislation also states that, you must cooperate with your workplace's sun protection program, so be sure to cover up against the sun.

If self-employed, it is in your best interest to look after yourself and use sun protection at work

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.*

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.

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

- **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;
- **movement of plant or equipment:** ensuring there is no sudden acceleration or deceleration;
- **access to, egress from and movement around the working area:** checking for obstructions;
- **lighting;**
- **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*

Scaffolding

Scaffolding must meet Australian Standards

During the campaign inspectors will be visiting sites and will be inspecting scaffolding to see if it meets the following Australian Standards

AS/NZS 1576.1 - General requirements	AS/NZS 1576.5 - Prefabricated Splithead and trestles
AS/NZS 1576.2 - Couplers and accessories	AS/NZS 1576.6 - Metal tube-and-coupler scaffolding – deemed to comply with AS/NZ 1576.3
AS/NZS 1576.3 - Prefabricated and tube-and-coupler scaffolding	AS 1577:1993 – Scaffold planks
AS/NZS 1576.4 - Suspended scaffolding	AS/NZS 4576:1995 - Guidelines for scaffolding

Guidance note Falls from scaffolding

There is the potential for scaffolders to fall from incomplete scaffolds during their erection and dismantling. In particular, scaffolders can be exposed to fall hazards during the placement or removal of scaffold planks; from the open sides or ends of the scaffold; and in climbing from one lift of the scaffold to the next lift.

The Commission for Occupational Safety and Health recently released a *Guidance note: Falls from scaffolding*.

The guidance note has been adapted from guidance material published by WorkSafe Victoria and modified to reflect Western Australian terminology and practice. The material was developed in consultation with Construction Industry Safety Advisory Committee which is made up of representatives from the Housing Industry Association, Master Builders Association, UnionsWA and WorkSafe.

This guidance note deals specifically with the erection and dismantling of typical independent scaffolds constructed from prefabricated modular scaffolding systems. It may not be appropriate for unorthodox or unusual scaffold configurations, such as large birdcage scaffolds. Work practices for such scaffolds should be developed by employers on a case-by-case basis in consultation with scaffolders, safety and health representatives (where they exist) and workers who may use the scaffold to carry out their work.

Incidents involving scaffolding

Mobile scaffold collapse

A fourth year electrical apprentice suffered a broken right arm when an aluminium mobile scaffold on hire collapsed whilst he was working from it.

The collar locking device on the base frame was not properly engaged in the lower position to lock the threaded leg, which allowed the base frame to slip down the threaded leg causing an imbalance sufficient to topple the scaffold.

The collar locking mechanism can be a hazard if operators do not engage the lock correctly. They are progressively being phased out in favour of an adjustable leg that has a compression-locking device, which engages when a weight is applied to the assembled scaffold.

Factors

1. Persons erecting the scaffold did not ensure the collar lock was engaged in the locked (lower) position of the base frame sleeve to the threaded leg of the castor assembly.
2. Persons erecting the scaffold were carrying out 'prescribed work' (erecting a scaffold from which a person or thing could fall more than 4 metres) and were not competent (certificated scaffolders) to perform that work.
3. Persons erecting the scaffold had no prior instruction or training in the erection of scaffolding.
4. Uncertificated persons carrying out this work must be directly supervised by a certificated scaffolder.

The scaffold was moved and then altered without the authority of the main contractor.

Scaffold mesh panel failure

A self employed plasterer sustained serious head and back injuries after he fell approximately 4.2 metres from a framed scaffold at a two storey residential construction site.

The erected scaffold had mesh panel type edge protection along the working platform. These mesh panels were attached to the guardrail posts of the scaffold by way of butt welded locating tags.

At the time of the accident the plasterer was leaning against the mesh panel when one of the locating tags snapped at the weld, creating an open edge.

Factors to consider

- The age and condition of locating tag attachments on mesh panels
- Rust around weld areas to scaffold components
- Cracking to weld areas of scaffold components
- Maintenance of scaffold components
- Site conditions such as corrosive locations (proximity to the coast).

Recommendations

1. Incorporation of a quality control system for the delivery, return and maintenance of scaffolding.
2. Record keeping of all tests, maintenance, inspections, commissioning and alterations to scaffold components.
3. Inspection of scaffold from which a person or object could fall more than 4 metres is inspected by a competent person at least every 30 days.
4. Ensure that scaffold equipment for use at a workplace complies with the relevant requirements of AS/NZS 1576 parts 1 to 6.
5. Conduct a risk assessment prior to using erected scaffolding.

Regulations for high risk construction were introduced in 2008, requiring construction sites, amongst other things, to develop safe work method statements.

What are requirements for high risk construction work?

- People identified by the main contractor as having day-to-day on-site control of 'high-risk construction work' must, as far as practicable, provide the main contractor with a written safe work method statement (also known as a Job Safety Analysis, or JSA) for all 'high-risk construction work' they manage or control at the site. If the main contractor cannot identify anyone with day-to-day on-site control of 'high-risk construction work' to prepare the necessary safe work method statement(s), then the main contractor must prepare the statement(s). The main contractor must ensure that there are measures in place to ensure, as far as practicable, that all 'high-risk construction work' done at the site is carried out in accordance with the relevant safe work method statement(s).
- Clients commissioning design and/or construction work as part of a trade or business (referred to in the new regulations as 'commercial clients') must consult with the designer and the main contractor to ensure, as far as practicable, that the construction work can be done without risk to safety and health.
- Designers must provide their 'commercial clients' with a written report on the occupational safety and health aspects of their designs. 'Commercial clients' must ensure, as far as practicable, that this information, together with any other occupational safety and health information they may receive regarding the construction project, is passed on to the main contractor and to anyone who obtains the end product of the construction work from the client.
- Main contractors must ensure, as far as practicable, that information in their control that relates to the hazard identification, risk assessment and risk control processes for a construction project is compiled, recorded and kept until the construction work is complete.
- Main contractors must ensure that a site-specific Occupational Safety and Health Management Plan is prepared for each construction site where five or more people are working, or are likely to be working, at the same time. The plan must be prepared before work starts at the construction site and must be kept up to date as the project progresses. Each person doing construction work at the site must be made aware of the plan and how it applies to their work.

What information must be included in a safe work method statement (JSA) for 'high-risk construction work'?

Safe work method statements (also known as Job Safety Analyses or JSAs) for 'high-risk construction work' must, as far as practicable, set out:

- each high-risk construction work activity that either is or includes a hazard to which a person is likely to be exposed;
- the risk of injury or harm arising from those hazards;
- the safety measures to be implemented to reduce the risk(s), including the control measures to be applied;
- a description of the equipment used in the work activity; and
- any qualifications and/or training required to enable people to do the work safely.

The safe work method statements must be given to the main contractor before the 'high-risk construction work' starts at the site, and must be kept up to date as the project progresses.

Spray painting – COMMON ISSUES

1. Air supplied respirators not provided when spraying two-pack paints or primers containing isocyanates;
2. Breathing air quality not checked;
3. Respirators not stored in clean conditions or not maintained;
4. Some spray-painters lifted the visor to inspect work before fumes had dispersed;
5. Workers were often not aware that the isocyanates in 2-pack paints can cause occupational asthma and skin sensitisation (allergic dermatitis);
6. Inadequate training and information provided to workers;
7. Health surveillance (respiratory and skin medical checks) was not usually provided to spray painters who used two-pack paints;
8. Spray booths not maintained or with low airflow in parts of the booth;
9. Workers and employers were unaware of booth clearance time (time taken for fumes to clear after spraying);
10. Material safety data sheets (MSDS) were not available for paints, thinners and other hazardous substances or not up to date (older than five years);
11. Risk assessments for hazardous substances had not been conducted; and
12. Urine tests for some spray painters were consistent with exposure to isocyanates. We noted that urine tests were better than air monitoring for identifying low level exposure.

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"> • 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: <ul style="list-style-type: none"> • 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			

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 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 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 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			

Cranes and building maintenance units Design & plant registration safety checklist

check	yes	no	n/a
Both the design and the item of plant listed below must be registered; <ul style="list-style-type: none"> - Mobile cranes if safe working load is greater than 10 tonnes; - Tower cranes; and - Building maintenance units 			
Has the crane been altered and re-registered, if required.			
A copy of the Evidence of Plant Registration is displayed on or near the crane.			
The crane registration number is legibly stamped/marked on the crane			

Cranes, hoists and building maintenance units Maintenance and inspection safety checklist

check	yes	no	n/a
[Reg. 4.54(4)(c)] The crane is maintained and inspected in accordance with written instructions developed at the time of the design by the person who designed or manufactured the crane; OR Where it is not practical to obtain those instructions then the crane is maintained and inspected in accordance with instructions approved by the Commissioner; OR Where it is not practical to obtain either of those instructions then the crane is maintained and inspected in accordance with the relevant parts of Australian Standard AS2550.			(If yes to point one, points two and three are not applicable)
Where the crane is maintained and inspected in accordance with the Australian Standard – Records show the crane is serviced regularly as per AS2550.1; AND Records show the crane is inspected annually by a competent person as per AS2550.1; AND The crane has undergone a major mechanical inspection as per AS2550.1 where the crane has been in service more than 10 years; OR The crane has undergone a major mechanical inspection as per AS2550.1 where the crane has been in service more than 20 years; AND Where the crane has been in service for more than 25 years, the crane has undergone an assessment of suitability for continued use and a major structural and mechanical inspection as per AS2550: 1			
Records of any maintenance, inspection, test, repair or commissioning is made and kept			
Operators Manual (in English)			

Pressure vessels safety checklist

check	yes	no	n/a
<ul style="list-style-type: none"> • Boilers and pressure vessels (Hazard level A, B & C) have been registered with WorkSafe Commissioner • Boilers/pressure vessels registration is displayed • Drive belts are covered and guards in place • Inspection records are made and kept in relation to plant – for instance annual inspection reports for gas and oil fuelled boilers are available and kept 			

New and young workers safety checklist

Noise safety checklist

check	yes	no	n/a
<ul style="list-style-type: none"> • A risk assessment on noise has been conducted where it is likely that employees are exposed to noise levels > 85dB(A) • 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) • So far as is practicable, hearing protection has been provided to employees that are exposed to noise levels > 85dB(A) • Employees have received information and training in relation to noise at the workplace 			

Forklifts safety checklist

check	yes	no	n/a
Maintenance record is available and 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			

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			

Emergency procedures safety checklist

check	yes	no	n/a
Evacuation procedure and diagram (showing the exits) are displayed in a prominent place 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) Exit signs have been provided and are maintained			
Adequate portable fire extinguishers have been provided and maintained 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)			

Electricity safety checklist

check	yes	no	n/a
Electrical installations Electrical installations are installed, constructed, maintained, protected (cover on switchboard) and tested to minimise the risk of electric shock or fire Evidence of maintenance and testing is in available Components on switchboard are clearly marked Switchboards are kept free from obstructions			
Residual Current Devices (RCDs) Hand held or portable equipment is protected by RCDs installed at the switchboard or into a fixed socket Switchboards or fixed sockets have signage to indicate they are RCD protected An RCD maintenance program is in place			
Flexible cords, plugs, sockets and extension leads Flexible cords and extension cords are used in a safe manner Plugs, sockets and extension leads are in good condition and protected from damage			
The work is organised for the safety of workers and others in the workplace Work in the vicinity of power lines and plant must be controlled			

Hazardous substances safety checklist

check	yes	no	n/a
<p>Register of hazardous substances</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>Labelling</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>Risk assessment and control</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>Information, instruction and training</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>Asbestos</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>			

Violence and aggression safety checklist

check	yes	no	n/a
Employees have received information, instruction and training in relation to dealing with violence and aggression (including hold ups, cash handling, difficult customers)			
Procedures are in place in relation to violence and aggression			
Procedures are in place in relation to cash handling and hold-ups (including post hold-up)			
Security staff is provided and trained where applicable			

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			
Gas cylinders are not stored near ignition sources			
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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