



Introduction

WorkSafe is conducting an inspection campaign across regional local government agencies aimed at improving safety and health and reducing injuries in the sector.

WorkSafe will be visiting regional local governments to identify common safety risks and provide managers with information on how to maintain safe work systems and practices and comply with occupational safety and health requirements. Inspectors will focus on several key areas including:

- parks and gardens;
- maintenance depots and road maintenance crews;
- high risk construction work including road traffic management and grave site preparation; and
- asbestos in local government buildings.

This newsletter has been developed to identify safety issues in regional local government and to assist managers in meeting the requirements of the *Occupational Safety and Health Act* and regulations.

What are the risks?

The most common causes of injuries across regional local government agencies are:

- manual tasks – lifting and carrying objects , repetitive actions and awkward postures– sprains and strains;
- slips, trips and falls – sprains and strains;
- falls from heights, including falls from one level to another – sprains, strains and serious trauma injuries; and
- contact injuries – from falling or moving objects - bruising, cuts, contusions and serious trauma injuries.

What is a risk assessment?

The occupational safety and health laws require 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 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.

Injury hotspots

Psychological system

Stress from heavy workloads, workplace change, bullying and interpersonal issues

Shoulder

Muscle strain from lifting and handling boxes/equipment, machinery or repetitive activities (eg pruning, whipper snipper use). Joint injury from slips, trips and falls

Arm

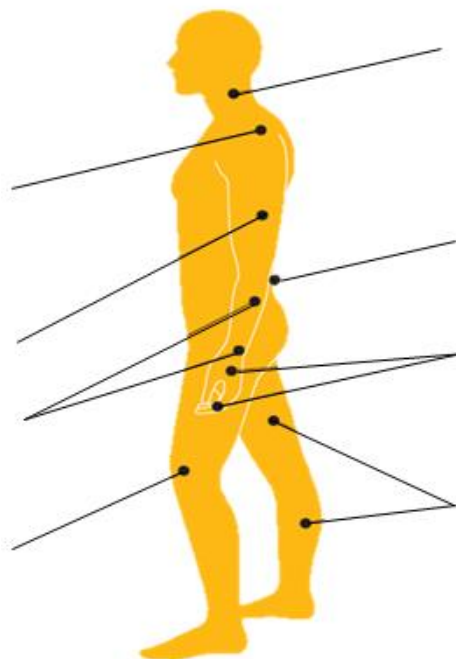
Muscle strain from handling tools and equipment, and repetitive work tasks. Lacerations/cuts or fractures from coming in contact with equipment, tools, environment (mobile plant, flora)

Forearm/wrist

Fractures and bruises from slips, trips and falls
Muscle strain from repetitive work (eg sweeping, blower vac's)

Knee

Muscle strain or tears from slips, trips and falls on steps or uneven ground surfaces



Neck

Muscle strain from lifting equipment, operating earth moving machinery or vehicle accidents. Working in awkward postures.

Back

Slipped discs and muscle strain from lifting or moving equipment or stores, repetitive work. Working in awkward or sustained postures. Slips, trips and falls on slippery, wet or uneven surfaces or ground

Hand and fingers

Fractures, lacerations and amputation of hands and fingers from unguarded machinery, getting caught between objects, or slips, trips and falls. Muscle strain from repetitive work

Leg

Muscle strain from lifting and repetitive work. Fractures from slips, trips and falls on steps, kerbs and uneven ground. Lacerations/cuts or fractures from coming in contact with equipment, tools, environment (mobile plant, flora)

Safety solutions

Hotspots	Solutions
Lifting	
<ul style="list-style-type: none"> Back Shoulder Neck Arm/leg 	<ul style="list-style-type: none"> Plan work so objects and materials are delivered and handled at waist height. Ensure large, bulky or awkward objects can be easily moved (eg trailers to carry plant trays, height-adjustable trolleys for shifting goods in and out of vehicles, vehicle ramps). Eliminate manual lifting of heavy items - use mechanical aids, or team lifting when possible.
Repetitive work/awkward postures	
<ul style="list-style-type: none"> Back Shoulder Neck Arm Leg Forearm/wrist Hands and fingers 	<ul style="list-style-type: none"> Mechanise the task (eg use rotary hoe in place of spade work). Ensure equipment is light, adjustable, easy to use and maintain, and suited to the person. Select appropriate equipment to mechanise repetitive work or eliminate awkward postures. Use reach arms and extension tools (eg long handled pruning shears). When doing similar work for long periods, rotate the tasks so the work includes a variety of postures and ensure regular breaks are taken. All workstations, including workshops or off-site work areas assessed with regard to height of work benches, vehicle seat adjustments, lighting and spaces for safe movement of people and machinery.
Slips, trips and falls	
<ul style="list-style-type: none"> Back Shoulder Knee Forearm/wrist Arm Leg 	<ul style="list-style-type: none"> Conduct OHS site specific risk assessments and implement controls. Apply good housekeeping methods (eg remove unnecessary items, provide proper storage, ensure things are put away). Where possible, wash down surfaces last. Footwear and surfaces should be non-slip (eg around workbenches). Ensure access / egress to and from plant is in good repair and maintained.
Stress, bullying and harassment	
<ul style="list-style-type: none"> Psychological system 	<ul style="list-style-type: none"> Share information between shifts, locations, workers and support services. Promote clear policies and procedures that address bullying, harassment and work pressure; enforce an effective issues reporting and resolution plan; and provide post-incident care, including counselling and support. Ensure all workers understand what bullying and harassment are and the procedures for reporting incidents (eg explain policies and procedures during induction).
Motor vehicles	
<ul style="list-style-type: none"> Knee Neck Forearm/wrist 	<ul style="list-style-type: none"> Ensure work vehicles are maintained and pre-start checks carried out, systems and equipment available for the safe load/unloading of goods). Ensure foreseeable traffic conditions and worksite conditions are built into the work plans. Ensure drivers are licensed and competent for the vehicles they drive.
Electrical	
	<ul style="list-style-type: none"> Ensure electrical safety protection – Portable and non-portable RCD's tested on a regular basis.
Chemicals handling	
	<ul style="list-style-type: none"> Provide Material Safety Data Sheets, ensure all labels are correct, provide a list of suitable chemicals, and ensure appropriate personal protective equipment is used. Eliminate hazardous chemicals or use safer substitutes.

Based on the WorkSafe Victoria document Injury hotspots – Local government (Councils)

Manual TASKS

Performing manual tasks is an essential part of jobs in most workplaces. Managing the risks from performing manual tasks requires systematically identifying, assessing and controlling those risk factors. This is known as the *risk management process*. The risk management process should involve those who carry out the work tasks.

The risk management process will help identify hazardous manual tasks and assist in understanding the source of the risks, so that informed decisions about what to do to eliminate or control them can be implemented.

The risk management process should take place:

- when a hazard, injury/disorder, incident or near miss has been reported in relation to a manual task;
- when new manual tasks are being introduced; and
- when there are changes in the way manual tasks are performed (eg change in environment, equipment, systems of work).

Training in MANUAL TASKS

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

The level, length and type of training provided should be tailored and reflect the risk involved. Training should focus on the specific areas identified in the assessment process. .

More information on hazard identification, risk assessment, risk control and training is available in the Code of Practice: Manual Tasks (2010). WorkSafe also has a free manual task training package available for employers to modify, adopt and use as their own. Both these documents are free to download from www.worksafe.wa.gov.au

Slips, Trips and FALLS

How can I reduce the risk of slips, trips and falls?

Slips, trips and falls are a significant problem affecting every workplace. Slips and trips account for about 20 per cent of all lost time injuries every year. They can result in serious injuries and lengthy periods of time off work. Slip, trip and fall hazards in local government need to be managed well as a number of work activities occur outside where the environment is more difficult to manage but creates a higher risk due to uneven, sloping and slippery surfaces.

There are controls that employers can use to prevent slips and trips in the workplace. It is important to complete hazard identification and risk assessments in consultation with staff. Often, a range of controls is needed to effectively control the risk.

Elimination

- Regularly maintain and inspect machinery, pipes and production processes to prevent, identify and eliminate leaks onto floor surfaces.
- Providing adequate space to perform tasks.

Substitution

- Re-surface floors with less hazardous materials.
- Provide temporary walkways for uneven ground.

Isolation

- Restrict access to work areas identified as higher risk for slips, trips and falls.

Engineering controls (minimising risk by redesign)

- Ensure plant has adequate access and egress points and they are well maintained.
- Improve lighting of work areas. Clearly mark walkways, edges of steps and any changes in floor heights or surface types.
- Provide ramps instead of steps, stepladders and work platforms to reach items at height.

Administrative controls

- Implement good housekeeping practices.
- Training for staff in identifying risk factors for slips/trips and controls to manage risks.
- Clear procedures for reporting hazards and damage to floors, surfaces, and equipment.

Personal protective equipment

- Clear footwear policy, provision of appropriate safety footwear may be required in certain workplaces.

Falls from HEIGHT

Falling from one level to another is a major workplace hazard and is the most common cause of death from traumatic injuries. Fall hazards occur in all industries and most fatalities occur from a relatively low height. It is vital to secure the health and safety of workers by undertaking adequate risk management and implementing safe systems of work whenever employees are required to work at height.

Ladders

Ladders can be hazardous if they are not correctly maintained and used. Ladders should properly stored and inspected regularly. Check that ladders:

- are not damaged, do not have loose or missing parts;
- are secured against movement and are supported from a firm, level, non-slip surface;
- project at least 1 metre above the landing place;
- are placed at a slope that is no steeper than 4 units of height to 1 unit horizontally; and
- are rated for industrial use, not domestic use.

When using a ladder:

- always have two hands free to climb up and down (three points of contact);
- any materials or tools (other than those held on a worker's belt) should be transferred to the work area separately;
- always face the ladder while climbing up, down or working;
- never place feet higher than 900mm from the top of the ladder;
- never over-reach from a ladder;
- never work from a ladder above another person;
- never have more than one person on a ladder at any one time;
- do not use a ladder in an access way or where it may be hit by a door;
- do not undertake work requiring restricted vision, welding or metal cutting from a ladder; and
- use a non-metallic ladder where there are electrical hazards.

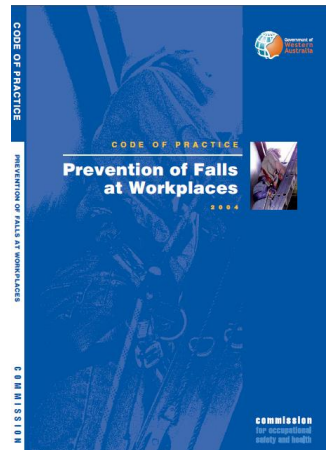
Elevating work platforms

Consider the following when selecting an appropriate type of Elevating Work Platform (EWP):

- type of work to be carried out;
- height and reach of the unit;
- safe working load of the unit;
- existing ground conditions; and
- existence of any electrical hazards such as power lines.

Safety precautions that should be taken include:

- operator and personnel are appropriately trained and familiar with the EWP;
- the EWP is checked for operational safety prior to use;
- the support surface for the EWP is free of penetrations and is preferably flat;
- pneumatic tyres are in good condition and free of defects;
- any travel when the platform is raised is in accordance with the manufacturer's recommendations;
- harnesses are connected and worn at all times if a boom-type EWP is used;
- do not climb in or out of the platform while the EWP is elevated; and
- persons operating boom-type EWPs with a boom length of 11 metres or more must hold a WP Class High Risk Work License.



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

Chemicals

Chemicals or hazardous substances are used every day in work tasks and have the potential to cause injury or illness. Some common chemicals and harmful substances used include pesticides, degreasers, paints, acids, solvents, cleaners, asbestos, wood dust and welding fumes. Lost time, illness and sometimes death are all outcomes of failing to store, use or dispose of hazardous substances properly.

Employers must identify all chemicals and hazardous substances being used in the workplace. A hazardous substance register, with reference to the risk assessment together with material safety data sheets (MSDS) must be provided in the workplace for each hazardous substance. MSDSs should list the ingredients and give health information and instructions for their safe storage, use and handling. MSDSs are available from manufacturers and suppliers of chemicals and harmful substances and the issue date should be less than 5 years.

For substances which are not classified as hazardous, there is a general duty of care to ensure there is enough information provided so that the chemical can be used safely. This may be information from the label, product information sheet or MSDS. This information should be used to identify any potential hazards that may arise from the use, storage, and transportation of the chemicals.

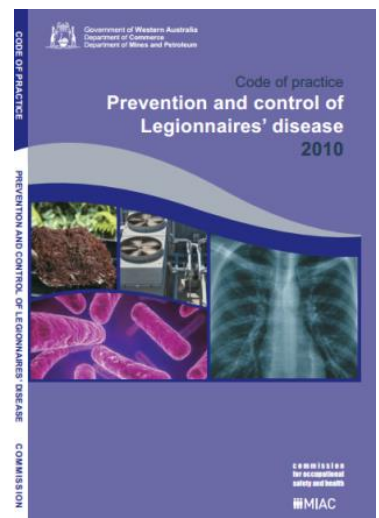
- Ensure chemical containers have a label to identify the chemical and the safety information about the chemical (eg flammable, toxic if swallowed and avoid contact with skin).
- Store chemicals in approved containers; do not use old drink or food containers.
- Maintain a current hazardous substance register.
- Do a risk assessment for all hazardous substances to determine how to use the chemicals safely.
- Train staff to use chemicals safely and to administer first aid. Records of training for hazardous substances must be kept and need to include, potential health risks and toxic effects, control measures used to minimise risk to safety, correct use, correct care and use of any personal protective equipment, if applicable health surveillance.
- Post emergency numbers, including poison information numbers, beside the telephone.

Forms for Hazardous substances registers and risk assessments are available for free download from www.worksafe.wa.gov.au. These documents are available for employers to modify, adopt and use as their own. Download through the website at www.commerce.wa.gov.au/worksafe/forms-hazardous-substances-registers-and-risk-assessments

Working with soil or potting mix - Legionnaires' DISEASE

Legionella longbeachae, which has been linked to most cases of Legionnaires' disease in WA, is commonly found in gardening soils, potting mix and mulches. The disease is usually caused by inhaling contaminated aerosols. To prevent exposure to *Legionella* bacteria when handling potting mix and other compost materials, people should take precautionary steps such as:

- avoiding potting plants in unventilated areas, such as enclosed sheds or greenhouses;
- wearing gloves;
- avoiding transferring potting mix from hand to mouth, eg rubbing face with a soiled hand;
- wearing a face mask;
- always washing hands after handling potting mix, even if gloves have been worn, as *Legionella* bacteria can remain on hands contaminated by potting mix for up to one hour;
- storing potting mix in a cool place, away from the sun;
- keeping soils and potting mix damp;
- avoiding raising soil near evaporative coolers;
- moistening contents of bags through a small opening;
- watering gardens and composts gently, using a low pressure hose; and
- when handling bulk quantities of potting mixes or other soil products, using procedures that minimize dust generation.



For more information go to the Code of practice: Preventing Legionnaires' disease.

Controlling infectious diseases

It is important to identify the risks of transmissible diseases in the workplace. There are many diseases which may be encountered by council workers, such as rangers, cleaners and gardeners.

In some situations, employees may be exposed to serious diseases such as zoonosis, tetanus, hepatitis B and C and HIV. A policy for minimising the risk of transmission of such diseases will assist employers and employees. There are many simple practicable ways to reduce the transmission of such diseases, such as training in safe work practices, the use of personal protective equipment and the implementation of a vaccination program.

A policy on controlling infectious diseases should provide guidelines for dealing with situations where there is an increased risk of transmission and include the establishment of a vaccination program. Issues regarding freedom from discrimination and the confidential treatment of employees with infections could be included in the policy.

All staff members at risk should be provided with information and training on what infectious diseases are, how they are transmitted, the signs and symptoms of the diseases, procedures used in the workplace to minimise the risk of spreading the disease, first aid procedures and the benefits of the vaccination program. Adequate supervision should then ensure that everyone follows the procedures. Training should be provided as part of an induction program and be updated on a regular basis. More information is available within the checklist (page 16).

Handling needles, syringes and other sharps

The inappropriate disposal of syringes is an increasing community health risk. Syringes are often not disposed of in a safe manner and are left where other people, including employees and customers, may be exposed to the risk of a needle stick injury. Workers and others at the workplace can inadvertently be exposed to the risk of a needlestick injury from a contaminated syringe, which may present a health risk.

Syringes may be clearly visible or may be disposed of within containers or hidden amongst other rubbish, products or clothing etc. Therefore it is imperative that employees receive adequate training in dealing with and disposing of inappropriately disposed syringes.

Workers should never:

- bend, break, recap or otherwise manipulate needles
- place their hands into areas where their hands or fingers are not clearly visible (e.g. into garbage bags and crevices)
- manually compress garbage bags
- hold garbage bags close to their body
- hold garbage bags by the base of the bag.

Solution

Employees should wear puncture resistant gloves where there is a possibility of contact with carelessly disposed syringes in the workplace or in the work process (e.g. sorting of rubbish or discarded clothing etc).

If a syringe is discovered the following steps should be taken, as a minimum, to protect against the potential health risks associated with a needlestick injury.

- Step 1** Do not touch the syringe before obtaining the designated equipment (where available). Do not improvise equipment if the designated equipment is unavailable.
- Step 2** Do not attempt to handle the syringe by hand. Warn others of the threat. If the syringe poses an immediate threat to the well-being of others in the area (i.e. a busy children's playground), the safest way to retrieve the syringe is to hold the barrel of the syringe in a gloved hand.
- Step 3** Obtain the designated equipment, which should include gloves, a sealable, puncture resistant, container or an approved contaminated waste container, and forceps or tongs.
- Step 4** Take the equipment to the syringe.
- Step 5** Wear puncture resistant gloves.
- Step 6** Open the container and place on a stable, level surface. Do not hold the container because a misdirected needle may contact the hand or forearm and result in a needlestick injury.
- Step 7** Do not attempt to bend, break or re cap the needle.
- Step 8** Using forceps or tongs, pick up the syringe, preferably at the opposite end (barrel) of the needle. Step 9 Carefully place the syringe into the container, needle end first (DO NOT force the needle into the container). Obtain a larger container if the syringe does not fit.
- Step 10** Seal the container.
- Step 11** Contact the local council or health service for information on appropriate disposal of the syringe.
- Step 12** If tongs or another designated pick up tool has been used, clean the item with detergent and warm water (while wearing impermeable gloves), then immerse the tool in a bleach solution for a least one minute. Air-dry and replace tongs/tool in appropriate area for future use.

Source: National Code of Practice for the Control of Work-related Exposure to Hepatitis and HIV (Blood-borne) Viruses [NOHSC:2010(2003)]

Plant and MACHINERY

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

Chainsaws

- A chainsaw in untrained hands can be a lethal weapon. Most injuries are deep gashes to the hands, knees, feet and head.
- The first line of defence against injury is instruction and training, under the supervision of a trained and experienced person.
- The sharper the chain, the safer the job. A blunt chain requires more effort and increases fatigue, both of which can lead to kickback accidents.
- The major injury risk is from kick-back, the violent reaction triggered when the upper quadrant of the chain bar tip meets resistance.
- Even modern safety features, such as the chain brake and inertia brake, cannot be guaranteed to prevent kickback injury, which can happen faster than human reflexes. The safest way is to avoid kickback situations.
- More than 50 people are injured by chainsaws at work in WA each year.

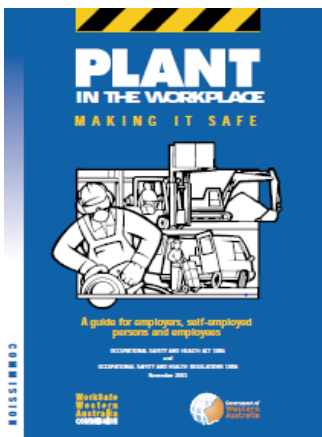
Safe use of Chainsaws

- Check your chainsaw thoroughly before every use.
- Make sure the bar, chain and sprocket are in good condition.
- Check that bar oil is flowing and the chain brake is working.
- Sharpen your chainsaw and top up with bar oil each time you stop to re-fill with fuel.
- Always wear suitable protective equipment and clothing.
- Never use the saw to cut anything above shoulder height (between knee and waist-high is safest).
- Never operate the saw beyond your ability.
- Carry a chainsaw with the motor off and the saw blade pointing to the rear.
- Always have a properly equipped first aid box and qualified first aider.

Powered mobile plant

The most serious of the hazards associated with powered mobile plant (PMP), such as forklifts, excavators, tractors, front end loaders and cranes are people being struck by moving plant, operator being ejected or plant overturning. In most cases injuries, including fatal injuries can be prevented with operator protective devices such as roll over protective structures (ROPS), falling object protective structures (FOPS), secure seating, footrests, seatbelts and safe systems of work.

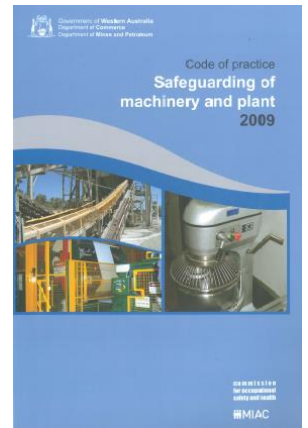
Risk assessments must be carried out to determine whether there is any risk the plant could overturn, an object could come into contact with the operator of the plant, or whether the operator could be ejected from the seat. Note: for certain tractors and earthmoving machinery, the fitting of ROPS, FOPS and seatbelts is mandatory



The most common risk to persons other than operators from PMP is being run into/over by the PMP. Around forklifts, earthmoving and road making machinery, being run over by PMP is the greatest risk to pedestrians. The operators view of pedestrians may be restricted or even obscured by the PMP. Safe systems of work need to be developed and implemented to ensure that pedestrians and PMP are separated, if they cannot be separated a method of communication must be implemented to ensure that the PMP operator is aware of where the pedestrians are.

Before starting each shift, conduct a thorough inspection of the PMP and any attachments that are to be operated, check such things as; lift and tilt systems, steering, brakes, controls, tyres, warning devices, load arms, brake fluid, hydraulic oil, etc.

Ensure attachments used are suitable and rated to be used with the item of plant.



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, including speed limits.
- 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 or behind moving vehicles.
- 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.
- Make sure all plant operators have been trained, are competent to operate the plant and have any relevant high risk work licenses.



Figure 1 - Earthmoving machine with lifting device



Figure 2 - Earthmoving machine

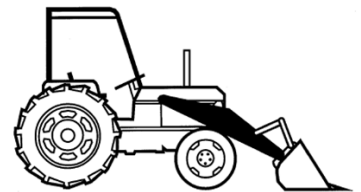


Figure 3 - Tractor with F.E.L. attachment

Quad BIKES

What is a quad bike?

A quad bike (a four-wheeled motorbike) may be defined as – 'Any motorised off-highway vehicle designed to travel on four low pressure tyres, having a seat designed to be straddled by the operator and handlebars for steering control and intended for use by a single operator and no passenger'. Quad bikes have serious safety risks when used incorrectly.

Before purchasing a quad bike or using existing quad bikes:

- conduct a risk assessment to determine if a quad bike is the best vehicle option for the task;
- ensure that anyone using a quad bike has appropriate information, training and supervision;
- supervise all inexperienced operators; and
- always wear an approved motorcycle helmet when operating a quad bike.



Working in HOT CONDITIONS

Organisation of work

Heat stress can be reduced by attention to the way work is organised. Examples include:

- rescheduling work so the hot tasks are performed during the cooler part of the day or in cooler times of the year;
- reducing the time an individual spends doing the hot tasks eg by job or task rotation;
- arranging for more workers to do the job;
- providing additional rest breaks in cool, shaded areas; and
- using mechanical aids to reduce physical exertion.

Providing training and information

Training and information will enable workers to:

- identify hazards associated with heat stress;
- recognise symptoms of heat stress and heat illness;
- identify appropriate first aid procedures;
- understand how to avoid heat illness;
- recognise the potential dangers associated with the use of alcohol and/or drugs; and
- use appropriate protective clothing and equipment.

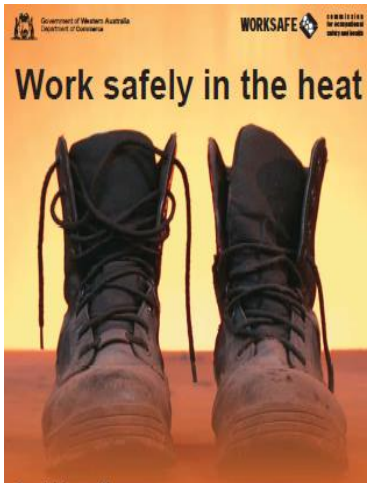
Toolbox meetings and pre-start meetings present opportunities to reinforce the actions needed to avoid heat illness.

Providing personal protective clothing

Outdoor workers should be provided with protection against ultraviolet exposure, such as a wide brim hat, loose fitting, long sleeved collared shirt and long pants, sunglasses and sunscreen.

Keeping well hydrated

The Western Australian Occupational Safety and Health Regulations 1996 require that a supply of clean, cool drinking water is provided and is readily accessible to workers.



Employers should plan ahead and ensure all the necessary measures for preventing heat illness can be implemented when hot weather is predicted.

Source: WorkSafe Bulletin: Working in hot conditions

Asbestos – what you NEED to know

In 2013/14 WorkSafe conducted a State wide Asbestos awareness campaign aimed at assisting State and Local Government agencies manage ACM in buildings under their control. This initiative will continue throughout this current campaign.

Refer to the WorkSafe website for further information on ACM

<http://www.commerce.wa.gov.au/publications/industry-checklist-asbestos-state-and-local-government>

Employers, persons having control of the workplace, main contractors and self-employed persons all have responsibilities for identifying the presence and location of asbestos at the workplace and assessing the risks in accordance with the Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC:2018(2005)]. This includes:

1. providing a current asbestos register at the workplace and informing persons who may come into contact with ACM in the workplace about the Register. The Register must be made available at the workplace;
2. labelling asbestos-containing materials at the workplace as far as practicable;
3. ensuring that prior to the commencement of any maintenance, repair or cleaning work on identified or suspected asbestos that the Asbestos Register and any assessments have been reviewed, so that safe work methods can be put in place; and
4. conducting all work involving removal of asbestos containing materials in accordance with the Code of Practice for the Safe Removal of Asbestos 2nd Edition [NOHSC:2002(2005)]. Further information can be obtained by contacting WorkSafe on 1300 307 877 or by visiting the website at www.worksafe.wa.gov.au

Personnel safety for vegetation control near live POWERLINES

Prior to commencing vegetation management work near live overhead power lines, a hazard identification and risk assessment have been carried out and adequate control measures have been determined.

For further details and guidance, please refer to EnergySafety's Code of Practice for Personnel Safety for Vegetation Control Near Live Powerlines

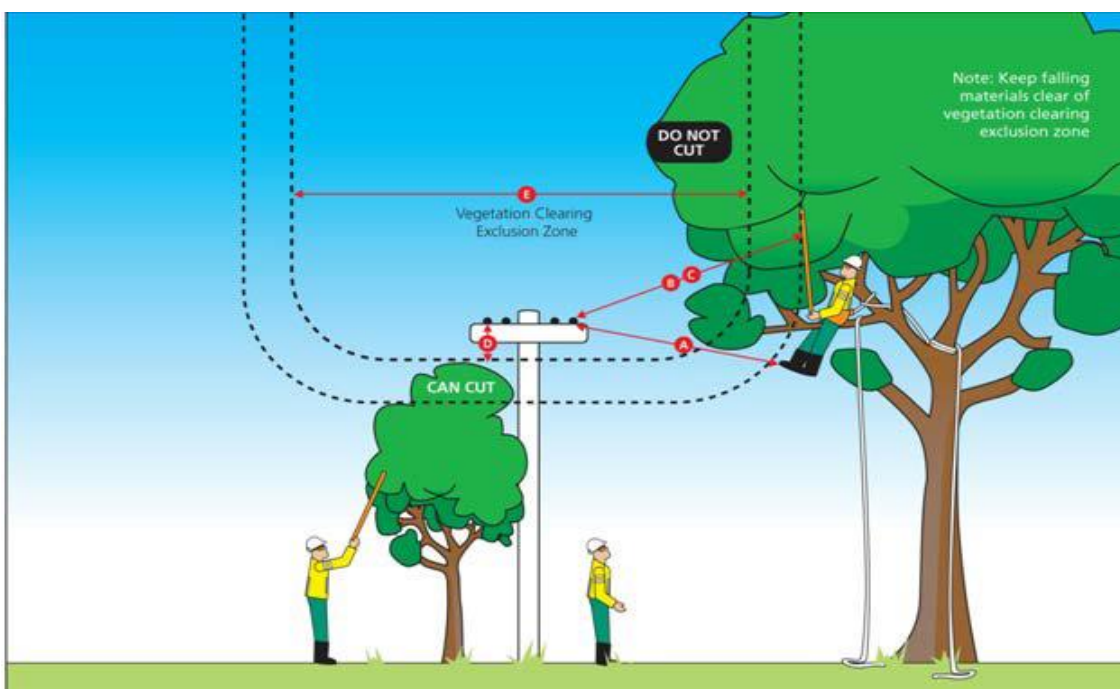
Table 1 Safe Approach Distances and Vegetation Clearance for Ordinary Persons and Ground Workers

Nominal Phase to Phase ac Voltage (V)	Person, Tools & Equipment (mm)	Mobile Plant (mm)	Cannot cut Vegetation that is Closer than: (mm)
LV Insulated	3000	3000	500
LV Bare	3000	3000	1000
1,000 to 33,000	3000	3000	3000
66,000 to 132,000	6000	6000	3000
Over 132,000	6000	6000	6000

Table 2 Safe Approach Distances and Vegetation Clearance for Vegetation Management Workers

Nominal Phase to Phase ac Voltage (V)	Vegetation Management Worker (Climber) (mm) (A)	Insulated Tool (mm) (B)	Uninsulated Tool (mm) (C)	Vegetation below and beside overhead line (mm) (D)	Vegetation overhanging the overhead line (E)
Insulated LV	200	Physical Clearance	200	No clearance	No clearance
Bare LV	1000	200	1000	700	Not permitted
6,600	1200	700	1200		
11,000	1200	700	1200		
22,000	1200	700	1200		
33,000	1200	700	1200		
66,000	1400	1000	1400		
132,000	1800	1200	1800		
Over 132,000 volts contact network operator					

Figure 1 Safe Approach Distances for Vegetation Workers (Refer Table 2)



Checklists

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

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

Electricity safety checklist			
	yes	no	n/a
Electrical installations <ul style="list-style-type: none"> • Electrical installations are maintained, protected and tested to minimise the risk of electric shock or fire • Evidence of maintenance and testing is in place • Components are clearly labelled • Switchboard is free from obstructions 			
Residual current devices <ul style="list-style-type: none"> • Hand held portable equipment is protected by RCD • Switchboard or fixed sockets marked whether RCD protected • Testing program in place 			
Cord, connections, plugs and sockets <ul style="list-style-type: none"> • Flexible cords and extension cords are used in a safe manner • Connection moulded or transparent plug • Plugs, sockets and extension leads in good condition and protected from damage 			
Procedures are in place for work in the vicinity of overhead power lines			

Hazardous substances safety checklist			
	yes	no	n/a
The register of hazardous substances is complete and current (MSDS < 5 years old). The register includes a contents list and material safety data sheets (MSDS) for all hazardous substances (such as fuel, herbicides) used at the workplace			
The register of hazardous substances is readily available for workers (eg copy is kept in the vehicle)			
Hazardous substances are properly labelled with the manufacturer's labels on containers			
Decanted containers labelled with name, risk and safety phrases			
Risk assessments have been completed for all substances and recorded in Hazardous Substance Register			
Practicable control measures are in place to reduce risks relating to hazardous substances For instance, substitute hazardous substances for non-hazardous substances, use substances in accordance with MSDS, ensure adequate personal protective equipment (PPE) is provided and used			
People who may be exposed to or work with hazardous substances have been provided with adequate information, instruction and training			
Record of training includes health effects, controls, safe work methods, PPE			
Health surveillance is undertaken where appropriate, as per Schedule 5.3			
Spill kits are available where chemicals are used eg chemical store and vehicles			
PPE is maintained and in good working order			
Location of any asbestos on site identified and the risk assessed			
Buildings dated pre 1990 are likely to contain asbestos containing material (ACM)			
Is there a current Asbestos Register in place at the workplace that identifies and assesses ACM			
The register has been completed by a competent person			
Is ACM labelled as far as is practicable			
Relevant persons aware of/have been trained in use of Asbestos Register			
An Asbestos Management plan is in place and reviewed on a regular basis			

Mobile plant safety checklist			
	yes	no	n/a
Mobile plant is maintained in accordance with operations manual to minimise risks. Including log book/records, pre-start checks			
Employees are trained and evidence of training/instruction/competency (eg load shifting equipment) is available Where required employees have the appropriate High Risk Work Licence (HRWL) eg dogging, forklifts and EWP >11 metres			
The mobile plant is a safe condition, eg plant registration, access to cab, seat and seat-belt, FOPS/ROPS as required, load-chart as required, operator's manual, controls labelled, guarding of dangerous parts, service and maintenance completed			

Mobile plant safety checklist			
	yes	no	n/a
Wood chippers <ul style="list-style-type: none"> • Emergency stops in place adequate and operational • Guarding of engine area, hot points, drop down table fitted to rear • Never unattended while in operation • Operators wearing ear and eye protection 			
Quad bikes <ul style="list-style-type: none"> • Risk assessment completed – is there an alternative vehicle that can be used • Approved motor bike helmets are provided • Maintenance and Pre-start checks are completed • Training and instruction is provided to employees 			
Load shifting plant such as tractors or front end loaders <ul style="list-style-type: none"> • Maintenance manuals for machine and attachments (where attachments are after-market) are available • SWL displayed for machine and attachments • Attachments are used with machines that have been de-rated for use with that attachment (where attachments are after-market) 			
Elevated Work Platform (EWP) <ul style="list-style-type: none"> • Correct EWP is selected for the task, considering insulation requirements, ground conditions, height, reach and type of work • Are all operators and spotters trained and hold HRWL were required • Are all inspections, testing and maintenance has been completed • PPE, including harnesses are in good condition and fitted correctly 			
Site hazards are identified, assessed and controlled (ramps, slopes, rough ground, power lines, excavations, ground load limits, underground services)			

Traffic management safety checklist			
	yes	no	n/a
Work is organised for the safety of employees and others Adequate traffic management measures are in place to protect workers, motorists and pedestrians. Traffic management includes appropriate combination of warning signs, traffic cones, flashing amber lights, etc. <i>For more complex works involving partial road closures a traffic management plan (TMP) must be drawn up by an appropriately trained person in accordance with the requirements of the Main Roads Code of Practice and AS1742, Part 3. These TMPs must be approved by the appropriate authorised body</i>			
Workers are protected from oncoming or passing traffic: <ul style="list-style-type: none"> • if work is > 3 metres of road, symbolic worker sign and vehicle mounted sign provided; • if work is within 3 metres of road, provide approved safety barrier, use advance roadwork signs including symbolic workers sign; • if work is in between 1.2 and 3 metres, provide adequate cones or bollards, symbolic workers sign and 60km/h sign and where practicable vehicle mounted sign; and • if work is within 1.2 metres of road, provide cones, symbolic worker sign, 40 km/h sign, where practicable vehicle mounted sign 			
Where possible, a shadow vehicle (preferably with vehicle mounted sign) is parked to protect workers			
In areas of very high public access (such as near schools), additional controls such as barrier tape, barricades, extra staffing are provided and a traffic management plan is in place			
Workers that may be exposed to traffic are provided high-visibility clothing			

<p>Work on roads that is of short duration (up to 5 minutes):</p> <ul style="list-style-type: none"> • a risk assessment has been carried out; • vehicle mounted warning device is displayed on the vehicle; and • the look-out person can see approaching traffic and warn workers to vacate the road way before the arrival of traffic 			
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High risk construction work safety checklist			
	yes	no	n/a
<p>Is high risk construction work carried out? High Risk construction work includes:</p> <ul style="list-style-type: none"> • excavation to depth greater than 1.5 metres (inc grave digging); • work carried out on or adjacent to roads or railways that are in use, road works; • work on a construction site where there is movement of powered mobile plant; and • disturbing or removal of asbestos 			
<p>Are safe work method statements available and kept updated as the job progresses. The safe work method statement must be in writing and as far as is practicable, set out:</p> <ul style="list-style-type: none"> • each high risk construction work activity that is or includes a hazard; • the risk of injury or harm to a person resulting from any hazards; • the safety measures to be implemented to reduce the risk; • a description of the equipment used in the work activity; and • the qualifications and training (if any) required for persons doing the work to do it safely 			
<p>Is an occupational safety and health management plan in place for construction sites (where 5 or more persons are working at the same time)? And is kept up to date and readily available to each person doing construction work at the site, the OSH committee and SHR for the site.</p>			
<p>The safety and health management plan should include:</p> <ul style="list-style-type: none"> • person responsible for OHS on site; • OHS induction training to be provided for the site; • incident management processes; • safety rules and process of disseminating these rules to all visitors; and • identification of hazards at this site, associated risks, means of risk reduction 			
<p>Construction induction training certificate, when required (White/blue card)</p>			

Working at heights safety checklist			
	yes	no	n/a
<p>Hazard identification and risk assessments have been conducted where employees are required to work at height</p>			
<p>Practicable control measures have been implemented and maintained to eliminate or reduce the risk associated with work at heights</p>			
<p>Elimination of hazard is considered</p>			
<p>Fall arrest system is in place</p>			
<p>Edge protection is in place if a person could fall >2 metres from scaffold, fixed stairs, landing, suspended slab, formwork, and false work</p> <p>In any other cases: if person could fall >3 metres: Fall Injury Prevention System (FIPS) eg catch platform, scaffold, safety nets, safety mesh, and fall arrest system or edge protection is provided</p>			
<p>There is safe means of access and egress to the work being performed at heights</p>			
<p>Stairs, walkways, ladders, mechanical lifts, obstruction free</p>			

Working at heights **safety checklist**

	yes	no	n/a
Anchorage and fall injury prevention system are of an appropriate design. The fall injury prevention system and the anchorages must be designed, manufactured, constructed, selected or installed so as to be capable of withstanding the force applied to them as a result of a person's fall			
An inspection regime is in place for each component of the fall injury prevention system and means of attachment (eg harnesses, safety belts, shock absorbers, lanyards, inertia reels etc) to an anchorage is inspected regularly If any signs of wear or weakness are found during the inspection, the components or means of attachment are withdrawn from use until they are replaced with properly functioning components Permanently fixed anchorage points are checked by a competent person at least every six months if in regular use or if not regularly used before it is used			
People required to work at height have been provided with adequate information, instruction and training for the work being performed			

Machinery guarding **safety checklist**

	yes	no	n/a
Every dangerous part of fixed, mobile or hand held powered plant (machinery) is securely fenced or guarded in accordance with Regulations 4.37 and 4.29, except where the plant is so positioned or constructed that it is as safe as it would be if fenced or guarded			
The highest level of guarding practicable is provided			
Manufacturers decals, manuals and operator instructions readily available and in the English language			
Adequate safe work procedures are provided and documented to set, test and use machinery during all cycles of production and maintenance. Look for: <ul style="list-style-type: none"> • pre-operational checks; • presence sensing system: inspection and maintenance records maintained; • employer has provided appropriate isolation and lock-out procedures for maintenance; • where setting, testing and start-up of machinery is required with the final means of safeguarding removed, have interim safeguards been provided; • where fixed physical guards are provided is adequate provision made for cleaning, maintenance, adjustment and repair; and • where it is not practicable to guard machinery is a safe system of work in place for persons operating or passing in close proximity 			
Operators and maintenance personnel are properly trained, familiar with the operation and set up of the machinery and able to demonstrate safety features			

Chainsaws - **safety checklist**

	yes	no	n/a
Operator is trained and competent to use a chainsaw			
Chainsaw is checked before each use: bar, chain and sprockets are in top condition, bar oil flowing, chain brake working, chain is sharp			
Each time operator refills with fuel, bar oil is topped up and chain checked			
Adequate PPE is worn: eye protection i.e. visor, adequate safety glasses, safety helmet, ear protection, gloves, safety boots, leg protection (cut resistant trousers or chaps are preferable)			

Chainsaws - safety checklist			
	yes	no	n/a
Chain saw is not used to cut anything above shoulder height			
Chain saw is carried with engine off, muffler away from body and saw blade pointing to the rear			
After refuelling, chain saw is moved away from fuel before starting the engine			
Work is done in clear work area; escape route is in place			
Never operate chainsaw with one hand, unless it is designed for one hand use			
Bystanders and other persons/animals are kept away when starting chainsaw and when cutting			

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

Infectious diseases, sharps and body fluids - safety checklist			
	yes	no	n/a
Identify hazards and assess the risk of exposure to infectious diseases such as Hep A, B, C, HIV, Tetanus – Consider council workers such as rangers, cleaners, gardeners and waste management workers			
Provide and promote vaccination programs (ie Hep B, tetanus)			
Keep records of employees who have been vaccinated			
Ensure there is a policy and procedures in place for: <ul style="list-style-type: none"> • Immediate first aid response after exposure to blood, body fluids • Reporting of exposure 			
Employees are trained. Training should include: <ul style="list-style-type: none"> • what are the risks, including information about contagious diseases • handling syringes • covering open cuts • decanting rubbish from one bin to another • cleaning up of body fluids in public toilets – including vomit, urine and faeces • removal of sharps/needles (use of tongs, sharps containers) • immediate first aid after incidents of exposure to blood or other body fluids/ substances from a sharps injury or splashing onto mucous membranes or broken skin • cleaning up broken glass (e.g. use gloves, throw out cleaning cloth containing glass) 			
PPE <ul style="list-style-type: none"> • Impermeable sharps containers designated for the disposal of needles are provided and used • Impervious gloves • Tongs for handling used needles and syringes are provided and used 			
Follow up care for exposed employees is available including: <ul style="list-style-type: none"> • Appropriate tests • Counselling 			

Other areas - safety checklist

	yes	no	n/a
<p>New and young workers and visitors</p> <p>Adequate information, instruction and training is provided to new and young workers on:</p> <ul style="list-style-type: none"> • hazards and controls; • evacuation procedures; • hazard/ injury reporting; • use & care of PPE; and • has age, experience, non-English speaking background, etc taken into account 			
Adequate supervision is provided to ensure new and young workers follow instructions and safe work procedures and there is no skylarking, initiation ceremonies, bullying			
Risk of injury or harm to visitors is reduced by means appropriate for the workplace and the type of work activity			
<p>Noise</p> <ul style="list-style-type: none"> • A risk assessment has been conducted • Where practicable, control measures have been put in place to reduce the risk of hearing loss where noise levels > 85dB(A) • Hearing protection has been provided to workers and is used. • Workers have received information and training in relation to noise at the workplace and the use of hearing protection. • Workers have been instructed on the fitting, use, selecting, testing, maintenance and storage PHP 			
<p>Workplace behaviours</p> <ul style="list-style-type: none"> • Policies and procedures are provided for managing bullying, violence and aggression in the workplace, including reporting procedures • Employees are provided with training and information in relation to bullying, violence and aggression in the workplace • Reports of bullying, violence and aggression in the workplace are thoroughly investigated • Bullying, violence and aggression are prevented and managed if applicable • Are employees including Rangers, instructed to Observe and Report where there is no other means of dealing with violent or aggressive situations • Will employees be able to withdraw to a position of safety and call for backup or police? • Has information and training been provided to employees eg. Rangers exposed to violent and aggressive people or dangerous animals? 			
<p>Working alone and remotely</p> <ul style="list-style-type: none"> • Where employees may be required to work remotely or alone are safe systems of work in place, eg consider weather, travelling distance, terrain, procedures in the event of vehicle break down or injury, facilities available • Employees are provided information training and supervision in relation to working alone or remotely • If employees are isolated from other persons, there is a means of communication which enables the employee to call for help and a procedure in place for making regular contact with the employee • Communication equipment (eg long range radio, GPS, EPIRB) is provided as required and regularly tested and maintained to ensure it is in good working condition 			

General - safety checklist			
	yes	no	n/a
Emergency egress enable safe egress in the event of an emergency			
Self-illuminating exit signs are provided and clearly visible in the workplace			
Portable fire extinguishers are provided and maintained in the workplace, including vehicles			
Evacuation procedure and diagram are available, displayed and practiced			
Adequate stocked first aid facilities are provided			
Adequate number of first aid trained person(s) are available			
Workplace facilities are provided and arrangements have been made for access to facilities for any employees working remotely			
Work areas are monitored for cleanliness and removal of debris			
Warning signs are provided			
Seating is provided and maintained			
Gas cylinders are secured			
Flash back arrestors are fitted (oxy-acetylene or oxy-LPG)			
Welding screens are provided and are in good condition			
Personal protective equipment (PPE) <ul style="list-style-type: none"> • PPE is provided where necessary with no cost to employee • Instruction and information is provided in relation to PPE • PPE is maintained and stored appropriately • Signs are provided in areas where PPE is required 			
Working outdoors <ul style="list-style-type: none"> • Sun protection is provided such as shade, PPE, sunscreen • Hot conditions – training, means of hydration, job rotation, PPE and shade are provided • Wet conditions – shelter, alternative duties, PPE are provided 			
Workplace racking <ul style="list-style-type: none"> • Racking is maintained and in good working condition (eg secured, no visible signs of damage or bowing) • Safe working load (SWL) is displayed • Items stored on the racking are within the SWL 			
Smoking <ul style="list-style-type: none"> • Smoking is not permitted in enclosed workplace, including vehicles • Workplace policy on smoking is in place 			

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