



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, hands, knee, shoulders and ankle.

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

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

Most injuries in the industry are the result of:

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

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

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

Strain injuries may occur when:

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

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

First step	<p>The first step, in consultation with your workers, is to identify the manual task hazards in your workplace. Manual task hazards can be identified by:</p> <ul style="list-style-type: none"> • 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.

Slips trips and falls

What risk factors contribute to slips and trips incidents?

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

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

Common risk factor categories include:

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

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

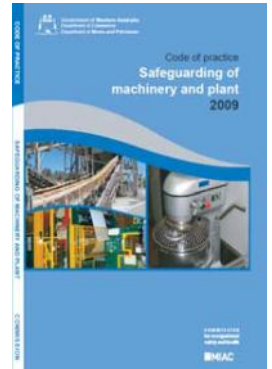
There are many controls that employers can use to prevent slips and trips in the workplace. Firstly though, it is important to complete hazard identification and a risk assessment in consultation with workers. This will ensure that the right control is chosen for the hazards that are relevant in the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

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

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

Machine guarding

Prior to plant or equipment being used at the workplace 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.



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.

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;
• 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*

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

Checklists

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>			

Chemicals and harmful substances

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

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

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

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

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			

Electricity

Electrical hazards exist in almost every workplace. It is not only high voltage that causes electrocution – the smallest mistake can be fatal.

People can be electrocuted by coming into contact with overhead wires, carrying out maintenance work on live electrical circuits, working with damaged electrical equipment, extension cords, plugs or sockets. Familiar appliances like toasters and microwave ovens also cause a significant number of electrical burns.

A WorkSafe study found that, with the exception of deaths caused by overhead power-lines, many electrocutions could have been prevented with the use of residual current devices (RCD).

Safety regulations require employers to fit RCDs to minimise the risk of electric shock. All electrical installations must meet Australian Standards.

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 than 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			

Working from heights

In Western Australia an average of two workers die each year after falling. Most of these falls occur from relatively low heights ie. less than 5 metres. A further 5 people are killed by falling objects. Many more suffered serious injuries.

Workers falling from ladders, stairs or scaffolding are typical accidents and the most common types of injuries are sprains and strains, fractures and bruising.

Vehicle hoist safety checklist			
check	yes	no	n/a
Vehicle hoist has the design registration and safety decals displayed and is clearly legible on the vehicle hoist.			
All maintenance, Inspection, commissioning, alteration and pre-start checks for vehicle hoists are documented.			
Vehicle hoist are Inspected, repaired, maintained and cleaned as per the operators manual.			
Vehicle hoist are only used for the purpose for which it was designed for, unless the person has determined, and a competent person has assessed, that a proposed change in use does not increase the risk of injury or harm.			
Location of vehicle hoists – should be positioned so that any moving part of the hoist or the load is not less than 600mm away from the nearest fixed structure. Where a hoist is installed adjacent to any other equipment which moves, the minimum clearance between any part of the hoist or the load and that equipment shall be 600mm. Platform type and drive on type hoists should be positioned so as to provide vehicles straight entry and exit paths.			
Vehicle hoist clearance – Provision should be made for effective clearance above the vehicle hoist for the vehicle when the hoist is in the fully-raised position. However, where the likelihood exists of a vehicle striking an overhead obstruction when raised, means shall be provided to prevent collision with that obstruction.			
Vehicle hoist that have support arms have non-slip pads fitted and they are in good condition.			
Ensure all locking devices on vehicle hoists where fitted are in working condition before any personnel enter the space under the vehicle.			

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

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

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			

Manual tasks-lifting

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

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

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

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

Slips, trips and falls

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

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

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

Machine guarding safety checklist

Check	yes	no	n/a
The highest level of guarding that is practicable is provided			
Adequate safe work procedures are provided and documented to set, test and use machinery during all cycles of production and maintenance – for instance look for: <ul style="list-style-type: none"> • Pre-operational checks • Presence sensing system: safe system of work documented and a clearly identified warning provided when guard is muted • Presence sensing system: inspection and maintenance records maintained • Appropriate isolation and lock-out procedures provided 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 • 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, and are familiar with the operation and the set up of the machinery and able to demonstrate safety features			
Manufacturers decals, manuals and operator instructions are readily available and in the English language			

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 			

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			

Forklifts

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

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

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

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

New and young workers safety checklist

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

New and young workers

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

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

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

Use the safety induction checklist to ensure your new and young workers are familiar with safety procedures. The access movement and safety of visitors must also be considered.

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)			

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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