



Introduction

This occupational safety and health (OSH) newsletter has been developed to provide information and assistance to employers, self-employed persons, persons having control of workplaces and persons having control of access to workplaces where inflatable waterslides are operated.

This newsletter will assist you with identifying OSH requirements and will provide you with information on how to comply with the requirements of the *Occupational Safety and Health Act 1984* and regulations.

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. The risk is the chance or likelihood (high or low) that someone could be injured or harmed by a hazard, together with an indication of how serious the injury or harm could be (the consequence). The risk assessment should be carried out with employees involved in the task being assessed. When determining the risk level, the experience and training of the operator, the tasks to be performed and the length of time the operator is exposed to the identified hazard should be taken into account.

What are the RISKS?

Risks associated with inflatable waterslides, if not eliminated or controlled, can result in structure failure or patron injury. WorkSafe's priority areas reflect hazards where most workplaces injuries occur and include manual tasks, slips trips and falls, electricity, working at heights, mobile plant and vehicles, machine guarding and hazardous substances. In addition there are specific risk factors relating to inflatable water slides and include:

- structure and installation, including anchor points, ground conditions and weather; and
- operation in accordance with manufacturers instructions, including patron orientation, spacing, maximum number, weight height and age restrictions, number of blowers, evacuation, gym mats, barriers and access gates.

How do I use the CHECKLIST?

A checklist has been developed to assist you with identifying hazards and assessing the risk of injury or harm to persons, including employees and members of the public (see page 7).

1. Use the checklist 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.
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 'moderate' or 'low' then plan when you will fix it.

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.

The next STEP

Take the next steps to ensure you comply with occupational safety and health requirements:

- work through this newsletter and checklist and implement control measures;
- check that you comply with relevant requirements in Australian Standard AS 3533.2 - 1997 Amusement Rides and Devices – Operations and Maintenance and Australian Standard AS 3533.4.1-2005: Amusement Rides and Devices - Land-borne inflatable devices.
- check that you comply with all the requirements in the manufacturer's instructions of the inflatable waterslide or the instructions for the device developed by a competent person

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

What you need to KNOW

Under the *Occupational Safety and Health Act 1984* (the Act), all parties involved with work have responsibilities for safety and health at work. This includes employers, employees, self-employed persons and others, such as people who control workplaces, design and construct buildings or manufacture and supply plant.

The duties under the Act are expressed in broad terms, for example:

- an employer must, as far as practicable, provide a work environment in which employees are not exposed to hazards;
- employees must take reasonable care for their own safety and health, and that of others, at work; and
- self-employed persons must, as far as practicable, ensure the work does not adversely affect the safety and health of others. Such wide ranging duties are called 'general duties' or 'general duty of care' – the latter reflecting that a 'duty of care' is owed in law by one person to another.

Regulation 4.52 of the Occupational Safety and Health Regulations 1996 require employers to ensure that amusement structures (including inflatable waterslides) are:

- operated, maintained and inspected in accordance to
 - Australian Standard AS 3533 -1997 – Amusement rides and devices;
 - Manufacturer's instructions or instructions developed for the structure by a competent person; and
- that records are kept in relation to the structure in accordance with AS 3533.

Employers must:

- provide and maintain the workplace, plant and systems of work (ie procedures) so that, so far as is practicable, your workers and patrons are not exposed to hazards;
- provide information to employees about any hazards and risks from the work;
- provide instruction, training and supervision to all employees so they are able to work safely;
- provide instruction and supervision to patrons to ensure their safety and health;
- consult and co-operate with employees about safety and health;
- where it is not practicable to avoid the presence of hazards, provide adequate personal protective clothing and equipment without any cost to workers;
- ensure, so far as is practicable, that the use, cleaning, maintenance, transportation, and disposal of plant and the use, handling, storage, transportation and disposal of substances does not expose employees to hazards;
- maintain plant and keep records and logbooks;
- if forklifts or elevated work platforms are used, ensure operators have a current High Risk Work Licence; and
- if relevant, ensure that the plant has been registered.

You should work closely with any event organisers to ensure public safety whenever the amusement device is used during a public event.

Employees must:

- work safely to ensure your own safety and health;
- make sure your actions do not cause injury or harm to others;
- follow your employer's instructions on safety and health – ask for assistance if you do not understand the information;
- take care of any protective clothing and equipment (PPE) in the way you have been instructed and report any concerns about it;
- report any hazards, injuries or ill health to your supervisor or employer; and
- cooperate with your employer when they require something to be done for safety and health at the workplace.

Further INFORMATION

- WorkSafe website www.worksafe.wa.gov.au.
- Australian Standards available from [SAI Global](#):
 - AS 3533.2 - 1997 Amusement Rides and Devices – Operations and Maintenance.
 - AS 3533.4.1-2005: Amusement Rides and Devices - Land-borne inflatable devices.
- [General guide for amusement devices](#)
Safe Work Australia has produced the *General guide for amusement devices* which provides information for persons conducting a business or undertaking on how to manage the risks associated with amusement devices at a workplace.
- [Amusement devices information sheet for Inflatable devices](#).
This information sheet from Safe Work Australia provides additional information on inflatable devices.

PLANT

Incidents WATER SLIDES

In recent years, there have been a number of incidents involving water slides. As a result of these incidents, children have been injured. In one situation, while tandem riding, a child was thrown from the lap of his father when coming down a water slide. In another incident, a child received facial injuries while bouncing down a waterslide. Incidents have also happened where children came down the waterslide head first or while coming down the waterslide in pairs or in larger groups (tandem riding).

Contributing factors to these incidents include:

- tandem riding: allowing more than one person going down the slide at the same time;
- orientation of the ride: allowing children to go down head first;
- inadequate instruction and training; and
- inadequate supervision of children.

To avoid injuries to members of the public, inflatable waterslides must be operated in accordance with:

- Australian Standard AS 3533.2 - 1997 Amusement Rides and Devices – Operations and Maintenance;
- Australian Standard AS 3533.4.1-2005: Amusement Rides and Devices - Land-borne inflatable devices; and
- manufacturer's instructions or instructions prepared by a competent person.

Registration of AMUSEMENT DEVICES

Under the Occupational Safety and Health Regulations 1996, Regulations 4.2 and 4.14, both the design and plant itself must be registered with the WorkSafe Commissioner. This requirement includes amusement structures, within the scope of Australian Standard AS 3533.1-1997 other than Class 1 devices. When registering plant the application must be submitted in an approved form accompanied with additional information, including:

- sufficient information to identify the specific item of plant and any relevant matter;
- information about the registration of the design, including the design's registration number;
- a copy of a signed statement by a competent person to the effect the individual item of plant has been inspected by that person and the plant is safe to operate, including particular information from the designer.

Further information on registration of plant is available from the WorkSafe website: [What kinds of plant require registration or re-registration?](#) Application forms including explanatory notes are available through: [Application 101: Registration or re-registration of an item of plant including explanatory notes](#)

GENERAL WORKPLACE INFORMATION

SunSAFETY

Amusement device operators working outdoors are at risk of sun related injuries due to the nature of the work. Implementing a comprehensive sun protection program, which includes a range of protective measures, can prevent sun-related injuries and reduce the suffering and costs associated with skin cancer.

For further information, download a copy of the publication: *Skin cancer and outdoor work - A guide for employees*, available from the Cancer Council website www.cancercouncilwa.asn.au

Hazardous SUBSTANCES

Employers must identify all hazardous substances being used in the workplace, including cleaning products, chlorine, fuels and other chemicals used at the workplace.

A hazardous substance register includes a contents list and material safety data sheets (MSDS) for each hazardous substance used from time to time at the workplace. Reference to the risk assessments conducted in relation to substances should also be included in the register.

MSDSs list the ingredients and give health information and instructions for their safe storage, use and handling. MSDSs are available from manufacturers and suppliers of hazardous substances for free. The issue date of a MSDS 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.

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

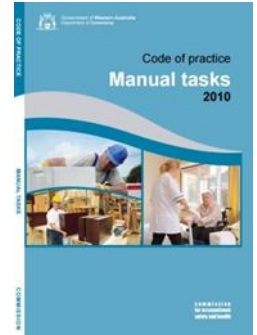
Manual TASKS

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; and
- 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; and
 - 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 your workers, 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 and postures; forces and loads; vibration; work environment; systems of work; and worker characteristics – please refer to the WA Code of practice Manual tasks 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

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 and condition;
- floor contamination, ie rubbish, leads;
- objects on the floor;
- ability to see floor/ walkways/ hazards;
- cleaning/spill containment;
- space and design;
- stairs and stepladders;
- work activities, pace and processes;
- footwear and clothing; and
- individual factors.

How can I reduce the risk of injury?

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.

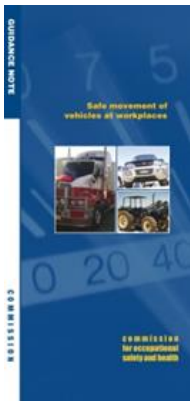
Common controls used in workplaces can be categorised according to the hierarchy of controls:

- **eliminate the hazard** - install more power points to avoid electrical leads on the floor, widen aisles;
- **substitution** – on location, use (aquatic) non-slip matting;
- **isolation** - restrict access to some work areas;
- **engineering controls** (minimising the risk by redesign) - improve lighting, mark walkways install drainage, use ramps instead of steps;
- **administrative controls** - ensure good housekeeping: clean up spills immediately, use slippery floor signs; and
- **personal protective equipment** – ensure employees use proper footwear.

Safe movement of VEHICLES AND MOBILE PLANT

Vehicles and mobile plant, such as forklifts or elevating work platforms may be used at the workplace for transport, loading, unloading and installing waterslides. Vehicles and mobile plant moving in and around workplaces cause far too many occupational injuries and deaths in Western Australia. 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.

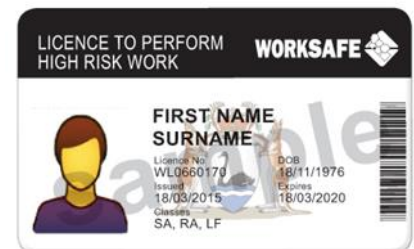
Tips for safe movement of vehicles and mobile plant



- 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.

Forklift SAFETY - is your forklift licence current?

All licences issued by WorkSafe have an expiry date. Whether you are an employer or a licence holder, WorkSafe recommends regularly checking licences. When checking a licence, make sure that the first name, surname, relevant classes and date of birth are correct and that the expiry date has not passed.



How are workers getting hurt using forklifts?

The major safety issues associated with using forklifts are:

- pedestrians being hit by moving forklifts or moving parts of a forklift;
- pedestrians being trapped or caught between a moving forklift/moving parts of a forklift and stationary object;
- operators suffering muscular stress due to a combination of inappropriate seating, vibration and manual handling;
- operators falling while getting into or out of forklifts;
- collisions between forklifts and other vehicles or stationary objects;
- overloading or unsafe stacking of loads on forklift tines;
- forklift is used for towing (unless the manufacturer has approved this in writing);
- forklift operators and others being hit by loads or objects falling from the forklift tines;
- the operator's body protruding from the cab and hitting an object; and
- forklifts tipping over.

What can be done?

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

- ensure that the forklift is adequately maintained in accordance with the manufacturer's instructions;
- carry out daily pre-start checks;
- implement systems to segregate forklifts and pedestrians and provide adequate signage;
- provide load charts for attachments; and
- ensure the seat belt is in a good condition and always used.

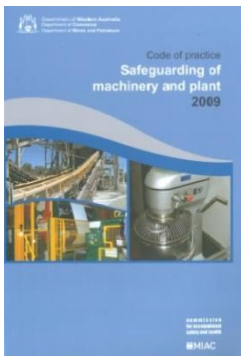
Electrical SAFETY

Incidents with electricity are usually caused by broken equipment or dangerous working conditions such as frayed or broken cords, plugs or power points, installation and/or repairs being undertaken by an unqualified person, work in the vicinity of underground or overhead power lines, absence of or lack of testing of residual current devices and a lack of experience, training or supervision.

What should you watch out for?

- frayed or broken electrical cords and damaged plugs and power points;
- overloaded power boards;
- long or multiple extension leads; leads in walkways, water around plugs, leads and electrical equipment;
- potential for contact with overhead or underground power lines, ie during setup, deliveries, rubbish pickup or pack up;
- overheated or broken machines, lack of maintenance;
- existence and testing of residual current devices; and
- restricted access for the public to electrical installations, leads and power points.

Machine GUARDING



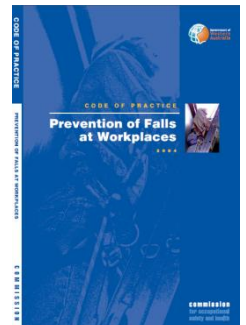
Inadequate guarding of all types of plant and machinery found in workplaces has led to serious injuries. You must ensure that every dangerous part of fixed, mobile or hand held plant is, as far as practicable, securely fenced or guarded.

Hazard areas may include moving parts like shafts, sprockets, pulleys or flywheels. Original guarding may have also been removed for maintenance and not put back. There may be times when an operator may need to reach over, under, around or into a machine while it is running for cleaning for example. If so, any moving parts or other hazards must be appropriately guarded from human contact.

For further information, download the [Code of practice Safeguarding of machinery and plant](#) from the WorkSafe website.

Working at HEIGHT

To reduce the risk of falls from heights during the setup, operation and pack up of amusement devices, employers have a duty to identify hazards where a person may fall and assessing and controlling the risks. To assist in identifying hazards consideration should be given to previous incidents or injuries, near misses or incidents at similar workplaces, relevant codes, instructions and guidelines, consultation with employees, walk-through inspections, the use of generic or specific checklists (ie for the use of ladders or fall-arrest systems) and other records or statistics.



Key things to check at your workplace:

- **surfaces:** identify if the surface is stable or fragile, brittle, slippery (ie wet, greasy or oily); the safe movement of workers where surfaces change; the strength 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 or work is carried out above workers;
- **movement of plant or equipment:** ensure there is no sudden acceleration or deceleration;
- **access to, egress from and movement around the working area:** check for obstructions;
- **lighting;**
- **weather conditions:** when heavy rain, dew or wind are present;
- **footwear and clothing:** suitability for conditions;
- **ladders or elevated work platforms:** where and how they are being used and by who; and
- **training:** workers have been trained and, if required, hold the appropriate high risk work licence.

For further information, download the [Code of practice Prevention of falls at workplaces](#) from the WorkSafe website.

Checklists

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

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

Amusement devices: inflatable waterslides safety checklist			
Check	yes	no	n/a
The device is individually registered with the WorkSafe Commissioner (or regulatory authority).			
A copy of the evidence of the device registration is displayed on or near the amusement structure.			
The registration number is marked on the device.			
The device is operated, maintained and inspected in accordance with: <ul style="list-style-type: none"> • Australian Standard AS3533.2-1997 Amusement Rides and Devices – Operations and Maintenance; and in conjunction with • Australian Standard AS3533.4.1-2005 Amusement Rides and Devices – Land-borne inflatable devices; and • manufacturer’s instructions or instructions developed for the structure by a competent person. 			

Safe movement of vehicles and mobile plant **safety checklist**

Check	yes	no	n/a
<p>Work is organised for the safety of persons who may be in the vicinity of vehicles and moving plant:</p> <ul style="list-style-type: none"> • loading and unloading areas are adequate, ie surfaces are in good condition, ramps are maintained to reduce the risk of plant overturning; • adequate physical exclusion zones and systems are in place to exclude pedestrians from areas where there is vehicle movement or from loading/unloading zones; • adequate signage / markings are installed, eg speed limits, mobile plant in use, no unauthorised entry; • personal protective equipment (PPE) is provided where required; and • persons working in vehicle movement areas are wearing PPE such as hi-visibility vests or clothing. 			

Mobile plant **safety checklist**

Check	yes	no	n/a
Mobile plant (ie forklift) is maintained to minimise risks – pre-start checks are conducted and logbooks/records are kept of pre-start checks and maintenance.			
Maintenance records are kept of forklifts, vehicle hoists, mobile cranes and presence sensing safeguarding systems and are accessible at all reasonable times.			
Employees are trained in the use of mobile plant – where applicable, employees hold high risk work licences eg forklift, boom type elevated work platform over (11 metres).			
The plant is in a safe condition – for instance seat is maintained, seatbelt is in place, load chart 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, FOPS/ROPS are in place.			
Where mobile plant is used site hazards such as ramps, slopes, rough ground, power lines, excavations, ground load limits, underground services are identified, assessed and controlled.			

Electricity **safety checklist**

Check	yes	no	n/a
<p>Work in the vicinity of power lines</p> <ul style="list-style-type: none"> • Work in the vicinity of power lines is controlled: <ul style="list-style-type: none"> ○ underground power lines: ie during set up, check the location of power lines through 'dial before you dig'; ○ overhead power lines: ie during deliveries and rubbish pickup: ensure designated delivery areas are clear of overhead power lines, consider place of bins, type trucks, placing stickers on bins to remind operators of the vicinity of overhead power lines. 			
<p>Electrical installations</p> <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. 			

Electricity safety checklist			
Check	yes	no	n/a
Residual current devices <ul style="list-style-type: none"> Residual current devices (RCDs) are installed at the switchboards or into fixed sockets where hand held portable equipment is used. The switchboard(s) or fixed sockets are marked when RCD protected. A regular testing program for RCDs is in place. 			
Cord, connections, plugs and sockets <ul style="list-style-type: none"> Flexible cords and extension cords are used in a safe manner. Connections have either a moulded or a transparent plug type. Plugs, sockets and extension leads are in a good condition and protected from damage. 			
Electrical equipment <ul style="list-style-type: none"> Electrical equipment is checked and maintained in accordance with the manufacturer's instructions. 			

Hazardous substances safety checklist			
Check	yes	no	n/a
Register of hazardous substances is complete (contents list and MSDS) Register is readily available for employees using the substances.			
Risk assessment has been completed for all substances and the outcomes of the risk assessments have been recorded in hazardous substances register.			
People who may be exposed to hazardous substances have been provided with adequate information, instruction and training on potential health effects, controls, safe work methods and personal protective equipment. Records of hazardous substances training are kept.			
All containers including spray bottles with hazardous substances are labelled.			
Practicable control measures are in place to reduce risks.			
Personal protective equipment is maintained and in good working order.			

Manual tasks safety checklist			
Check	yes	no	n/a
Manual tasks have been identified.			
Risk assessments of potentially hazardous manual tasks have been conducted and all relevant risk factors as outlined in Code of practice Manual tasks have been considered.			
Reported manual task injuries 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.			

Slips trips and falls safety checklist			
Check	yes	no	n/a
Ground, floor or any stair or ramp has an unbroken and slip resistant surface.			
Ground, floor or any stair or ramp is free from any obstruction or fall hazards that may cause a person to fall (e.g. electrical leads, hoses, tools, water).			
Access to egress from the workplace is kept free from obstructions at all times.			

Working at heights safety checklist

Check	yes	no	n/a
Falls from heights hazards during setup, operation and pack up of amusement devices have been identified, risk has been assessed and practicable control measures have been implemented.			
Edge protection is in place where a person could fall more than 2 metres from a scaffold, fixed stairs, landing, suspended slab, formwork, or false work. Fall injury prevention systems (eg catch platform, scaffold, safety nets, safety mesh, or fall-arrest system) or edge protection is provided where a person can fall more than 3 metres from a height.			
Safe access and egress is provided for work being performed at heights.			
People required to work at height have been provided with adequate information, instruction and training for the work being performed.			

Machinery guarding safety checklist

Check	yes	no	n/a
Every dangerous part of fixed, mobile or hand held powered plant (machinery) is, so far as is practicable, 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 are readily available and are in the English language.			
Operators and maintenance staff are properly trained and familiar with the operation, maintenance and the safety features of the machine.			

Pressure vessel safety checklist

	yes	no	n/a
Drive belts, pulleys and moving parts of air compressors are guarded.			
Pressure vessels (ie air receivers) are registered with WorkSafe when the hazard level is A, B or C, according to the criteria set out in AS4343.			
Proof of registration is available at the workplace, ie 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 pressure vessel.			
Manufacturer's instructions and operating manuals of the air compressor are available at the workplace.			
Periodic inspections are carried out by a competent person as per Australian New Zealand Standard AS/NZS3788:2006.			

Other areas safety checklist

Check	yes	no	n/a
Notifiable injuries and diseases have been notified to WorkSafe.			
Reported injuries and hazards have been investigated.			
Evacuation procedures and diagram showing the exits are available and displayed at the workplace.			
Where practicable, evacuation procedures are practised regularly.			
Employees have received training in the use of fire extinguishers.			
Clean cool drinking water is provided and is readily available.			
Sunscreen and hats are provided by the employer.			

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