



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 employees working in the retail and transport industry. 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 OSH 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 employee, the tasks to be performed and the length of time the employee is exposed to the identified hazard should be taken into account.

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. The checklist covers WorkSafe’s priorities including manual tasks, slips, trips and falls, falls from heights, movement of vehicles/mobile plant and machine guarding along with industry specific hazards.

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 the ‘high’ or ‘extreme’ category 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 falls into the ‘moderate’ or ‘low’ category, then you need to plan when you will fix it as soon as possible.

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 OSH requirements:

- work through this newsletter and checklist and implement control measures;
- review guidance material referenced in this newsletter; and
- check that you comply with industry standards.

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

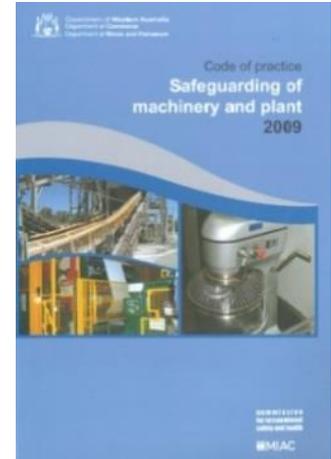
Machine GUARDING

Employers, manufacturers, designers and suppliers of machinery and equipment are legally required to make sure dangerous parts are safe 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.

Some of the hazards associated with machinery and likely to cause injury include:

- any pulley or flywheel that incorporates openings, spokes or protrusions, etc. that renders it anything except totally smooth;
- any crushing or shearing points, such as roller feeds and conveyor belts;
- rotating shafts, for example joints, couplings, shaft ends and crank shafts;
- gearing, including friction roller mechanisms, cables, sprockets, chains, clutches, cams or fan blades;
- keyways, keys, grease nipples, set-screws, bolts or any other projections on rotating parts;
- rotating knives, blades, tines or similar parts of power driven machines that operate in or near the ground;
- any machine component that cuts, grinds, pulps, crushes, breaks or pulverises;
- hot parts of any machine;
- machinery being accidentally started during maintenance (see [Guidance note - Isolation of plant](#) for further information).



Control the risk

Old machinery is sometimes poorly guarded. Hazard areas may include extra moving parts like shafts, sprockets and pulleys that have been added for other uses. 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. If so, any moving parts or other hazards must be appropriately guarded from human contact.

The Commission for Occupational Safety and Health has developed a [Code of practice - Safeguarding of machinery and plant](#). You can download this publication for free from WorkSafe's website www.worksafe.wa.gov.au.

Lockout - TAGOUT

Locking out of equipment or machinery is the most effective way of preventing it becoming operational during maintenance. Its effectiveness lies in the 'one key per lock, one lock per person' procedure.

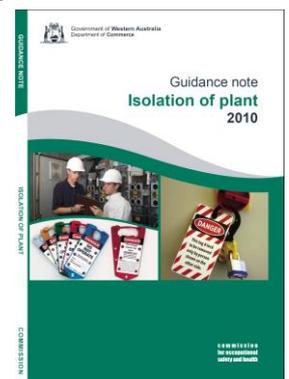
If there is only one key per lock, the key has to be with the person carrying out the maintenance. Where more than one person is working on equipment or machinery a multi-lock system should be followed, ensuring that each person has attached a 'personal' lock to the equipment or machine's multi-lock switch.

All workplaces must have a system unless the equipment or machinery is fully inoperative and then disconnected from the energy source.

Essentially, there are two types of tag, the 'DANGER' tag and the 'OUT OF SERVICE' tag.

Australian Standard AS1318:1985 recommends specific colours for the marking of physical hazards and the identification of certain equipment in industry. Colours used are red, yellow, green and blue.

- **RED AND WHITE:** Signifies danger and prohibition, fire protection equipment, stop buttons for electrical switches and emergency stop controls for machinery.
- **YELLOW AND BLACK:** Signifies caution: draws attention to such hazards as unfastened or removed machinery guards.
- **GREEN AND WHITE:** Denotes safety and location of safety or first aid equipment.
- **BLUE AND WHITE:** Is for information signs where there is no specific hazard.



Are isolating switches provided, and are lock-out and tagging procedures used during maintenance work on machinery such that:

- isolation switches are switched off?
- switches are locked out and tagged to inform others that maintenance work is being done?
- the only key to the lock is in the possession of the person carrying out the maintenance?

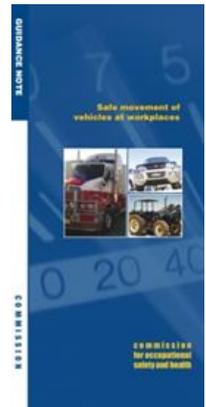
The Commission for Occupational Safety and Health has developed a [Guidance note – Isolation of plant](#). You can download this publication for free from the WorkSafe website www.worksafe.wa.gov.au.

Safe movement of VEHICLES AND MOBILE PLANT

Vehicles and mobile plant, such as forklifts may be used at the workplace for transport, loading and unloading equipment. 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 near 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.



For further information also refer to the [Media statement: Warning on vehicle movement after multiple incidents](#)

Materials handling equipment

Material handling equipment includes, forklifts, automated storage and retrieval systems;

It is important that any material handling equipment is:

- available where required;
- meet Australian Standard where appropriate;
- suitable for task required;
- display safe work load information; and
- in good condition – maintained where required

Is your licence to operate a forklift current?

In 2007, important changes occurred to the requirements for forklift operation in Western Australia. The National Standard for Licensing Persons Performing High Risk Work (National Licensing Standard) came into effect and required operators of forklifts to hold a licence to perform high risk work, such as:

- **Forklift truck (LF)** - means a powered industrial truck equipped with lifting media made up of a mast and an elevating load carriage to which is attached a pair of forkarms;
- **Order-picking forklift truck (LO)** - means a forklift truck where the operator's controls are incorporated with the lifting media and elevate with the lifting media.

The National Licensing Standard replaces the National Certificate of Competency arrangements and allows forklift operators to work anywhere in Australia.

If you have employees operating either a forklift truck or order-picking forklift truck, they must hold a current High Risk Work Licence. If your employees do not have a current High Risk Work licences one can be obtained through a course provided by a WorkSafe Registered Assessor and are valid for 5 years. Trainers and assessors have the discretion take into account previous skills experience and qualifications, but ultimately the final decision rests with them.

A list of these trainers may be found on our website at:

- [High Risk Work Assessors](#) and
- [Assessors recognizing prior learning](#)

Order-picking forklift trucks

The following requirements are the employer's responsibilities:

- **Special approval** is required from the truck manufacturer when intending to have a second person elevated. When operating the truck the second person shall be within the operator's compartment.
- Restricting pedestrian access while operating mobile plant.
- They shall only be used on a hard flat level surface.
- Exclusion zones, traffic management, pedestrian control etc.
- The truck shall have an appropriate number of designated anchor points when wearing fall injury prevention systems.

The following requirements are operator responsibilities:

- The pre-start checks shall be carried out and a record of such checks kept.
- If fall arrest equipment is used it shall be inspected prior to use.
- The operator shall lift and lower the platform in a slow and smooth manner.
- Ladders or other means shall not be used to gain height.
- When a supplementary platform is used the load shall be uniformly distributed over the length of the platform. If this is not possible the load shall be positioned as close as possible to the operator without exceeding the actual capacity.
- Refer to the manufacturer's manual for information and guidance.



Figure 4 A lanyard or inertia reel that is too long can result in the 'pendulum effect'



Figure 5 A fully enclosed platforms can prevent falls from an order picker.

Source: WorkSafe Victoria: Fall restraints on order picking forklifts

Each worker must hold a current licence for operating an order picker and must understand and be capable of demonstrating safe operation of the order picker, harness, lanyard and inertia reel.

Licensed workers should not be permitted to operate the machine unless properly trained and supervised.

Records of provided training should be kept.

Incidents involving forklifts and other vehicles

Physical injuries caused by forklifts

WorkSafe have recently been investigating reported forklift incidents where persons have been physically injured by forklifts operating within the workplace.

One incident involved a forklift that was in the process of loading up a truck with pallets containing hardware product.

As the forklift was reversing back on an arc, the forklift counter weight knocked down another employee who was working on the concrete apron at the warehouse's dispatch area. The forklift operator failed to look over both shoulders during the reversing of the forklift. The forklift operator assumed no pedestrians would be present where the forklift was operating and loading product.

Another incident involved an employee being directly struck by the counterweight of a forklift when an item of plant was parked in the vicinity where this forklift was operating. As the operator of the plant got to the front of his machine, his right leg was pinned against the leading edge of the machine by the counterweight of the forklift as the forklift operator swung around during operation. The forklift operator never saw or heard the other machine in the vicinity of where the forklift was operating. The forklift operator did not sight the plant operator at the front of the machine until he was struck by the counterweight of the forklift.

In both these instances the forklift operator failed to properly observe the working area behind him before operating the forklift, which highlights the need for operator vigilance in all workplaces. It also emphasizes the need for an adequate traffic management plan in areas where forklifts operate.

Forklift driver dies in forklift accident

A forklift driver was fatally injured at a Balcatta warehouse when the forklift he was driving reversed over the edge of a loading dock, dropping a distance of 1.15 metres landing on its rear, before rolling onto its right side. It is not clear whether the injuries sustained by the deceased were caused by his head being struck by a portion of the forklift or by a gas bottle from the forklift which had broken free.

At the time, the company had three forklifts on-site at the warehouse, all with similar foot control pedals and compatible operations. One of the forklifts had broken down and was considered to be nearing the end of its productive life. Therefore replacement forklifts were being trialled and assessed so that a decision could be made as to which forklift should be purchased. The forklift in question was one of those being trialled.

The forklift was manufactured in Germany and while the foot pedal operation differed to what was considered normal convention in Australia, it represented the normal foot pedal operation in Europe.

The deceased had just finished an instruction session on the operation of the forklift when the accident occurred. He had begun to unload goods from a truck and reversed the forklift away from the truck in an arc, carrying three wooden pallets. An eyewitness said he had expected the deceased to move forward, but instead the forklift appeared to accelerate backwards over the edge of the loading dock.

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 they are 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

Operators of forklifts must hold a High Risk Work Licence. Since July 2012, the old type “certificates of competency” are not valid anymore. All unconverted certificate holders will be required to be re-assessed.

The major safety issues using forklifts are:

- pedestrians being hit by forklifts or moving parts of a forklift;
- pedestrians being trapped or caught between a moving forklift and a stationary object;
- operators suffering muscular stress due to a combination of 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 not used for towing unless the manufacturer has approved this in writing;
- forklift operators and others being hit by objects falling from the forklift tines;
- the operator’s body protruding from the cab and hitting an object; and
- forklifts tipping over.

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.

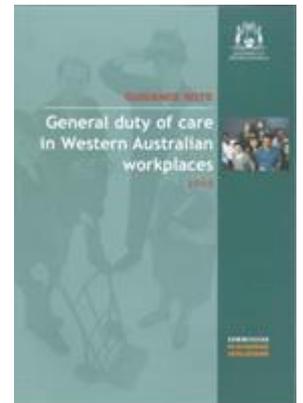
The duties under the Act are expressed in broad terms and some of these duties are listed below. The [Guidance note General duty of care in Western Australian workplaces](#) provides further information about the duty of care and is available from the WorkSafe website.

Employers must:

- provide and maintain the workplace, plant and systems of work (ie procedures) so that, so far as is practicable, your employees are not exposed to hazards;
- ensure that the safety and health of visitors/patrons is not adversely affected by the work or systems of work;
- 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 employees;
- 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;
- ensure employees hold a current High Risk Work Licence when required (ie operating a forklift or elevated work platform > 11 metres); and
- ensure that plant has been registered with the WorkSafe Western Australia Commissioner, if required.

Employees must:

- work safely to ensure your own safety and health;
- make sure your actions do not cause injury or harm to others;
- follow the 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 to your supervisor;
- 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.



Reporting an INJURY or DISEASE

All deaths and certain types of injury or disease in connection with work must be reported to WorkSafe. Reporting must be done by the relevant employer. A relevant employer may include an employer, a self-employed person, a principal contractor, a contractor, a labour hire agent or a client (host employer).

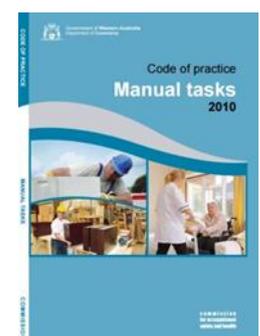
In some cases, WorkSafe will require notification of the same reportable death, injury or disease by different relevant employers. For example, if an employer engages a self-employed person whose work caused a reportable injury at the workplace, a report would be required from both the employer and the self-employed person. Further information on reporting requirements is available from the WorkSafe website: [How-report-an injury-or-disease to WorkSafe](#).

Manual TASKS

Manual tasks are more than just keeping your back straight and knees bent, or lifting properly—it includes carrying, pushing and pulling, and holding or restraining. Manual tasks refer to any activity or sequence of activities that requires a person to use their physical body to perform work including:

- manual handling (the use of force in lifting, lowering, pushing, pulling, carrying or otherwise moving, holding or restraining any person, animal or thing);
- performing repetitive actions;
- adopting awkward or sustained postures; and
- using plant, tools or equipment that exposes employees to vibration.

Traumatic joint/ligament and muscle/tendon injuries continue to record the highest proportion of work-related injuries. More than half of all workers compensation injuries fall in this category.



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 employees, is to identify the manual task hazards in your workplace.</p> <p>Manual task hazards can be identified by:</p> <ul style="list-style-type: none"> • reviewing hazard/injury reports; • consulting with employees and safety and health representatives; and • by observing tasks being performed.
Second step	<p>Next, in consultation with your employees, 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 employee 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; • mobile plant; 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, trips and falls 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 trip injuries will vary according to the type of workplace and tasks being undertaken.

Common risk factor categories include:

- floor surface and condition;
- floor contamination, ie rubbish, hoses, leads;
- unexpected or unsecured objects on the floor;
- ability to see floor/ walkways/ hazards;
- cleaning and spill containment;
- space and design;
- stairs, ramps and (step)ladders;
- work activities, pace and processes;
- footwear and clothing; and
- poor lighting.

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 employees. 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 control:

- **Eliminate the hazard** - remove the slip or trip hazard.
- **Substitution** - install non-slip surface on truck steps and ladders.
- **Isolation** - restrict access to some work areas.
- **Engineering controls (minimising risk by redesign)** - improve lighting, mark walkways and use ramps instead of steps.
- **Administrative controls** - ensure good housekeeping - clean up spilled scrap immediately and use signs for slippery or wet floors.
- **Personal Protective Equipment** – use adequate safety boots.

Falls from HEIGHTS

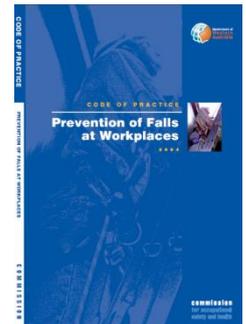
Identifying working at height hazards involves recognising situations that may cause injury or harm to the health of a person, such as where a person may fall from, through or into a place or thing.

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 result.

Key things to check at your workplace:

- **surfaces:** identify if the surface is stable or fragile, brittle, slippery (ie wet, greasy or oily); safe movement of employees where the surface or slope changes; the strength to support load; etc.
- **levels:** where levels change and employees 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 employees to unsafe areas:** where loads are placed on elevated working areas or work is carried out above employees;
- **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:** employees 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.



Hazardous SUBSTANCES

Hazardous substances (chemicals) are used every day in work tasks and have the potential to cause injury or illness. Some common chemicals used include cleaning products, unleaded fuel, degreasers, paints, acids and solvents. Lost time injuries, diseases and sometimes death are all outcomes of failing to store, use or dispose of chemicals properly.

Employers must identify all chemicals being used in the workplace. A current hazardous substances register must be established and must be readily available at the workplace. The register must include a contents list, reference to the risk assessments together with the material safety data sheets (MSDSs) for each hazardous substance used at the workplace. MSDSs list the ingredients and give health information and instructions for their safe storage, use and handling. MSDSs are available from the manufacturer and suppliers 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.

What should I watch for?

- ensure chemical containers have a label to identify the chemical and the safety information;
- 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 in consultation with employees to determine if the substances are used in accordance with the material safety data sheet and how to use the substances safely;
- train staff to use chemicals safely and to administer first aid. Records of training 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; and
- post emergency numbers, including poison information numbers, beside the telephone.

[Forms for hazardous substances registers, risk assessments and training records](#) are available on the WorkSafe website for employers to modify, adopt and use as their own.

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 repairer, absence of a residual current device (RCD), lack of testing of RCDs and a lack of experience, training or supervision.

The electrical lead of portable equipment is more likely to be damaged as a result of the frequent movement of the lead or where equipment is being moved around and possibly across leads.

Before use, electrical leads of equipment need to be checked and if damaged, they need to be repaired by a competent person. The employer must also ensure that non-portable RCDs are installed and regularly tested. Serious and fatal injuries occur when electrical repairs are undertaken by persons that are not qualified.

What should you watch for?

- frayed or broken leads and damaged plugs;
- overloaded power boards;
- long or multiple extension leads;
- water around plugs, leads and equipment;
- overheated machines or equipment;
- lack of maintenance;
- broken or faulty machines; and
- restricted access to power points.

Hot WORK

Hot work is grinding, welding, thermal or oxygen cutting or heating, and other related heat producing or spark-producing operations.

Before hot work is commenced in any location, ensure that:

- hazards relating to the workplace, location and weather conditions (ie total fire ban) are identified;
- means of managing the hazards are in place;
- the cutting, welding and grinding equipment is serviceable and suitable for the task;
- the cutting, welding and grinding equipment is located so that, in the event of malfunction of the equipment, a fire or explosion hazard is not created; and
- there is no inherent hazard due to the nature of the item on which the hot work is to be performed (ie no cutting of pressure vessels and no cutting of drums that have contained flammable substances).

For further information, refer to – Australian Standard AS1674.1-1997 Safety in welding and allied processes.

Pressure VESSELS

A number of requirements relate to pressure vessels, including:

- pressure vessels (eg air receivers) categorised as hazard level A, B or C according to the criteria set out in Australian Standard AS 4343-2005 must be registered by the WorkSafe Western Australia Commissioner or a regulatory authority;
- the registration of pressure vessels must be current and include a statement signed by a competent person in regard to the inspection of the plant and that the plant is safe to operate;
- the pressure vessel once registered must have the registration number legibly stamped (or marked) on the plant;
- a copy of the evidence of the registration must be displayed on or near the item of plant;
- the manufacturer's instructions should be available at the workplace; and
- periodic inspections must be carried out by a competent person as per Australian New Zealand Standard AS/NZS3788:2006.

Sun SAFETY

Outdoor workers 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.

Skin cancer and outdoor work - A guide for employees is a valuable guide and is available from the Cancer Council website www.cancer.org.au



Further INFORMATION

Further information and guidance is available from www.worksafe.wa.gov.au

Codes of practice

- Manual tasks
- Prevention of falls at workplaces
- Fatigue management for commercial vehicle drivers
- Working hours
- First aid-workplace amenities-personal protective clothing
- Safeguarding of machinery and plant

Guidance notes

- Alcohol and other drugs at the workplace
- General duty of care in WA workplaces

- Isolation of plant
- Plant in the workplace
- Powered mobile plant
- Preparing for emergency evacuations
- Safe movement of vehicles
- Managing noise at workplaces

Other publications

- Staying alert at the wheel
- Safety tips for new and young employees and their employers

Checklists

OSH management safety checklist			
Check	yes	no	n/a
Consultation takes place on OSH matters between management and employees.			
Hazard and injury reporting: <ul style="list-style-type: none"> systems are in place for reporting hazards and injuries; reported hazards and injuries have been adequately investigated; systems are in place for reporting notifiable injuries to WorkSafe. 			
In relation to all tasks: <ul style="list-style-type: none"> hazards have been identified; the risk of injury has been assessed; control measures have been so far as is practicable implemented; implemented control measures are regularly reviewed. 			
Safe operating procedures have been developed and implemented.			
Employees have received adequate safety induction and task specific training in relation to OSH.			
An OSH management system (ie WorkSafe Plan) has been implemented, including elements such as management commitment, safety planning, consultation and reporting, hazard management and training and consultation.			
Safety and health representatives have been elected, as per Act.			
Safety and health representatives have been trained, as per Act.			
An OSH committee is in place.			

Machine guarding safety checklist			
Check	yes	no	n/a
Every dangerous part of fixed, mobile or hand held powered plant (machinery) 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.			
Adequate safe work procedures 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; 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, interim safeguards are used; where fixed physical guards are provided, adequate provision is made for cleaning, maintenance, adjustment and repair; presence sensing system: <ul style="list-style-type: none"> safe system of work documented and a clearly identified warning provided when guard is muted; and inspection and maintenance records maintained; the highest level of guarding that is practicable is being provided; and where it is not practicable to guard machinery, a safe system of work is in place for persons operating or passing in close proximity 			
Operators and maintenance personnel are properly trained and familiar with the operation and set up of the machinery, including safety features.			
Manufacturers decals, manuals and operator instructions are readily available and in the English language.			

Safe movement of vehicles and mobile plant safety checklist			
Check	yes	no	n/a
Vehicles and mobile plant are adequately maintained in accordance with the manufacturer's instructions (or if not available by procedures developed by a competent person).			
Mobile plant is kept in a safe condition – for instance the seat is maintained, seatbelt is available, load chart is in place, operator manual or instructions are			

Safe movement of vehicles and mobile plant safety checklist

Check	yes	no	n/a
available, controls are labelled, dangerous parts are guarded, the plant is registered if required, if required roll over protective structure (ROPS) or falling object protective structure (FOPS) is in place.			
Pre-start checks are conducted and logbooks/records are kept of pre-start checks and maintenance. Maintenance records of forklifts, vehicle hoists, mobile cranes, bridge cranes >10 tonnes and presence sending safeguarding systems are kept and accessible at all reasonable times.			
Training and licences: <ul style="list-style-type: none"> • employees driving vehicles hold appropriate driving licences; • operators of mobile plant are adequately trained; and • where applicable, employees hold High Risk Work Licence (ie for forklift, boom type elevated work platform >11 metres). 			
Items, including waste, (empty) gas cylinders are adequately restrained while being moved in a vehicle.			
Movement and speed of vehicles and mobile plant is managed to minimise the risk of collision or crush injury to pedestrians and persons operating vehicles, including: <ul style="list-style-type: none"> • loading and unloading areas are adequate, ie surfaces are in good condition, ramps are maintained; • pedestrians are segregated from areas where there is vehicle movement or areas where vehicles are being loaded or unloaded; • where applicable, pedestrian walkways and/or adequate signage is installed, eg speed limits, vehicles 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. 			
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.			

Storage racking & shelving safety checklist

Check	yes	no	n/a
Does the steel storage racking meet AS4084-2012?			
Has the racking layout provided adequate movement around the workplace?			
Is there signage showing Designers name, maximum distances, permissible working unit load limit, total working unit load limit for each pallet beam level, total working unit load limit for each bay?			
Is the racking secured when using material handling equipment with pallets?			
Are there upright protectors in place to prevent damaged by material handling equipment?			
Is there a maintenance program in place?			
Are the shelf boards secured to ensure they do not dislodge?			
Is stock stored on pallets/ shelving to an appropriate height?			
Is stock stored on shelves to an appropriate depth (does not require extensive reach to rear stock)?			
Is the stock arranged in a way to reduce the risk of manual tasks injuries? For example place awkward, bulky, large and heavy items on the lowest level so that it is easily accessible for a two person lift.			
Is the stock stacked in a way so that it is stable with minimal risk of falling? Consider assessing the height of each item is stored at.			
Is there equipment available to assist with the moving of goods?			
Are the aisles, emergency exits and pedestrian gantry kept clear from obstructions?			
Is there sufficient space for employees to carry out their tasks and the use of material handling equipment?			

Storage racking & shelving safety checklist

Check	yes	no	n/a
Are there storage areas for empty pallets and a separate area for damage pallets?			
Is there a maintenance program in place for damaged pallets?			
Is the height of the pallet horizontal beams at an adequate height so that employees can access without hitting their heads?			
Was the installation of the racking and shelving installed by a competent person?			

Forklift/ Order-picking forklift trucks safety checklist

Check	yes	no	n/a
Are operators 18 years or older and do they hold a current HIGH RISK WORK LICENCE (HRWL) such as forklift (LF) or order picking forklift (LO)?			
Are forklift inspections conducted prior to first use of plant and are records readily available and up to date?			
Is there a regular maintenance program in place and records available?			
Are pre-operational checks conducted of:			
<ul style="list-style-type: none"> • Roll Over Protective Structures (ROPs) or Falling Objects Protection Structures(FOPs), where applicable; 			
<ul style="list-style-type: none"> • Seat 			
<ul style="list-style-type: none"> • Seat belt 			
<ul style="list-style-type: none"> • Lights 			
<ul style="list-style-type: none"> • Steering 			
<ul style="list-style-type: none"> • Controls 			
<ul style="list-style-type: none"> • Horn 			
<ul style="list-style-type: none"> • Gas cylinder 			
<ul style="list-style-type: none"> • Warning signs for forklift operation 			
<ul style="list-style-type: none"> • Brakes 			
<ul style="list-style-type: none"> • Mast 			
<ul style="list-style-type: none"> • Reverse alarms 			
<ul style="list-style-type: none"> • Chains 			
<ul style="list-style-type: none"> • Tynes (Forks) 			
<ul style="list-style-type: none"> • Hoses 			
<ul style="list-style-type: none"> • Counter weight 			
<ul style="list-style-type: none"> • Are capacity charts legible, applicable to the particular forklift, amended for attachments and display the load limits for the particular forklift? eg platforms on order pickers 			
<ul style="list-style-type: none"> • Is the operators' manuals legible, accessible, apply to specific forklift trucks and have details as per manufacturers' specifications? 			
<ul style="list-style-type: none"> • Before use are the harnesses, lanyard and anchor points inspected and regular maintained? 			
<ul style="list-style-type: none"> • Is the work organised for the safety of the operator and others? 			
<ul style="list-style-type: none"> • Do you have barriers in place to keep unauthorised personnel out of this area during plant operations? 			
<ul style="list-style-type: none"> • Are controls clearly labelled? 			

Other forklift/order picking safety requirements safety checklist

Check	yes	no	n/a
• Work surfaces – clean, flat and undamaged			
• Ramps			
• Loading docks			
• Signage			
• Hazardous areas			
• Control of traffic; and			
• Control of pedestrians			
• PPE – boots, high visibility vests, hardhats			
• In order for two people to be elevated on the order-picking forklifts, has the manufacturer provided approval (preferably documented) for this to occur?			
• Have operators and secondary person been provided with competency based training in how to operate the order-picking forklifts?			
• Have operators and secondary person been provided with working at heights training e.g. harness application, inspections etc.			
• In particular with the order-picking forklift truck, has an emergency recovery procedure developed and put into practice?			
• Is training provided for fall injury prevention system and emergency rescue? Training should include safe use of, inspection, and hazard reporting			
• Is the lanyard short as possible to prevent the pendulum effect should a person fall?			
• Are the platforms only be used as working platforms and NOT as a means of access to and egress from a work area;			

Trolley, ladders, pallet jacks safety checklist

Check	yes	no	n/a
Is there a reporting procedure for damaged equipment?			
Is there a procedure to notify others not to use this damaged equipment? Is there any metal swarf damage on the equipment? This can cause lacerations.			
Sufficient numbers of ladders/ steps?			
Are trolleys in good condition? (inspect handles, castors, platforms for ease of use, build-up of dirt etc)			
Are trolleys appropriate for use? Are the types of handles appropriate? Are the trolleys too high to see over?			
Is there a way to identify the SAFE WORK LOAD for the equipment?			
Employees trained in using the workplace equipment?			
Are the employees monitored to ensure their competency in using the workplace equipment?			
Sufficient numbers of trolleys?			
Is flooring kept clear, clean and free of debris/ obstructions to allow ease of trolley use?			
Are pallet jacks (manual or motorised) used?			
Are staff trained in appropriate use of pallet jacks?			
Are pallet jacks in good condition & regularly maintained?			
Are pallet jacks stored in safe, accessible location to encourage use?			
Are pallet jacks labelled with a safe working limit?			

Trolley, ladders, pallet jacks safety checklist

Check	yes	no	n/a
Are pallets overloaded with stock, causing excessive push/pull forces required for moving pallets with pallet jacks?			
If a ladder is used, check that:			
<ul style="list-style-type: none"> the type of ladder is appropriate to the task. Do not use 'domestic' or 'home-made' ladders. 			
<ul style="list-style-type: none"> All ladders must comply with Australian Standard/New Zealand, AS/NZS 1892 series and users should follow the manufacturer's recommendations on safe use; 			
<ul style="list-style-type: none"> the ladder is in good condition. Before it is used, the ladder should be inspected for faults, such as broken rungs, rails and footing. Consult the manufacturer's checklist, if available; 			
<ul style="list-style-type: none"> damaged ladders are removed from service; 			
<ul style="list-style-type: none"> the ladder is on firm, stable and level ground; 			
<ul style="list-style-type: none"> the ladder is the correct height for the task to avoid reaching or stretching. Keep the body centred between side rails at all times. Never over-reach; 			
<ul style="list-style-type: none"> the ladder is not too close or too far from the support structure. The distance between the ladder base and the supporting structure should be about 1 metre for every 4 metres of working ladder height. 			
<ul style="list-style-type: none"> the ladder is secured against displacement (i.e. slipping or sliding) and/or there is another person holding the base of the ladder; 			
<ul style="list-style-type: none"> all the locking devices on the ladder are secure; 			
<ul style="list-style-type: none"> the ladder is always faced while climbing up or down; 			
<ul style="list-style-type: none"> materials or tools are not carried while climbing the ladder. 			
<ul style="list-style-type: none"> only light duty work is undertaken while on the ladder, where three points of contact can be maintained and tools can be operated safely with one hand; 			
<ul style="list-style-type: none"> no person should stand on a ladder (single) any higher than 900 mm from the top of the ladder; or as specified from the manufacturer's instructions. 			
<ul style="list-style-type: none"> no other person is allowed on the ladder at the same time; 			
<ul style="list-style-type: none"> slip resistant base, rungs or steps are provided; 			
<ul style="list-style-type: none"> slip resistant shoes are worn; 			
<ul style="list-style-type: none"> metal or wire bound ladders are never used close to energised power lines; non-metallic ladders should be used instead; and 			
<ul style="list-style-type: none"> ladders should not be used in access areas or next to doors 			

Loading docks safety checklist

Check	yes	no	n/a
What exists to prevent the risk of any wheel being driven (or pedestrian falling) over an edge? For example – raised edges, high contrast colour edge, pedestrian access restricted, loading dock chained off when truck not there			
Are forklifts used on loading dock area?			
Is loading dock exposed to weather?			
Is the loading dock surface in good condition and appropriate surface to minimise slips/trips?			
Is loading dock easily accessible/ not congested? (access is not obstructed)?			
Are systems in place to minimise pedestrian access in forklift areas? What is the risk of collision between forklifts/ trucks and pedestrians?			
Is there a dock leveller in place?			
Is there lip/ raised edge created to provide trolleys from rolling off platform?			
Are employees trained to operate dock levellers? Is training recorded & kept?			

Loading docks safety checklist

Check	yes	no	n/a
Are the employees monitored to identify competency?			
Is platform functional as per manufacturer's specification?			
Is manual available?			
Are controls clearly labelled?			
Does loading dock cater to both side and rear loading trucks?			
Are edges of loading docks highlighted in high contrast colours?			
Are external doors in good condition and easily opened?			

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.			

Isolation procedure safety checklist

Check	yes	no	n/a
<p>Are isolating switches provided, and are lock-out and tagging procedures used during maintenance work on machinery such that:</p> <ul style="list-style-type: none"> • isolation switches are switched off? • switches are locked out and tagged to inform others that maintenance work is being done? • the only key to the lock is in the possession of the person carrying out the maintenance? 			

Manual tasks safety checklist

Check	yes	no	n/a
Manual task hazards have been identified in consultation with employees.			
Risk assessments of hazardous manual tasks have been conducted. Risk factors, such as carrying, pushing, pulling, holding, restraining, etc. have been considered.			
<p>Practicable control measures have been implemented and maintained to eliminate or reduce manual task risk in consultation with employees, such as: altering the workplace environment, design or layout; changing the systems of work; modifying the load being handled; changing the tools used to do the task or using mechanical aids. Consider:</p> <ul style="list-style-type: none"> • grab rails and adequate steps (three points of contact available); • bins on wheels, use of trolley , use of smaller vehicle; • limit or avoid double handling of things or items; • implement work procedures to limit the manual handling and use appropriate mechanical aides to assist employee with task; • trolleys have been provided - no lifting of large or heavy items; • wheels of trolleys have been properly maintained and move freely; • trolleys are not overloaded when pushing – full visibility is required; • work is varied through job rotation or other systems to reduce repetitive actions over long periods of time; • adequate equipment has been provided for tasks to be carried out; • no lifting of heavy equipment, machinery; • no lifting of heavy equipment from one level to another level by stairs; • no lifting of heavy equipment from vehicles - lifting equipment is provided from vehicles; • no reaching over work benches and equipment; • sufficient rest breaks have been provided; • heavy items are stored at waist height and lighter items are stored at top shelves; • access to shelves, storage areas, cupboards is not obstructed; • ramps are in place where trolleys are used to go from one level to another level; • work benches and other work surfaces are at good height to reduce poor posture; • reaching aids, such as hooks, are available where required; • adequate and regular breaks are provided to avoid risk of fatigue, which may lead to muscle and soft tissue injuries, burns, cuts; and • well-designed controls and monitors in mobile plant and controls and seat maintained. 			
<p>Task specific induction and refresher training in relation to manual tasks is provided, refer to pages 17/18 of the Code of practice Manual tasks or to the manual task training package of the WorkSafe website. Elements of training should include:</p> <ul style="list-style-type: none"> • key sections of the OSH regulations and Code of practice Manual tasks; • the roles and responsibilities of the employers, employees and others and the consultation that should take place between employer en employees in order to identify manual tasks, assess the risk of injury and identify measures to control the risk; • basic function of spine, body postures, types of muscle work and principles of levers; • the relationship between the human body and the risk of injury; • the activities included in manual tasks and resulting types of injuries; • risk factors and potential sources of risks; and • the control strategies to reduce the risk of manual tasks injuries. 			
<p>Reported manual task injuries and hazards have been investigated the investigation examined the incident details, mechanisms of injury, relevant risk factors, sources of risks, contributing factors, actions required and practicable control measures to be implemented; and outcomes of the investigation have been reported to the person who reported the hazard or injury within reasonable timeframe.</p> <ul style="list-style-type: none"> • the investigation examined the incident details, mechanisms of injury, relevant risk factors, sources of risks, contributing factors, actions 			

Manual tasks safety checklist

Check	yes	no	n/a
<p>required and practicable control measures to be implemented; and</p> <ul style="list-style-type: none"> outcomes of the investigation have been reported to the person who reported the hazard or injury within reasonable timeframe. <p>For further guidance, refer to the sample template manual task investigation report on www.worksafe.wa.gov.au.</p>			
<p>Further information, including a manual tasks toolkit is available from www.worksafe.wa.gov.au and includes</p> <ul style="list-style-type: none"> Code of practice Manual tasks; Manual tasks training package; Video: Manual tasks risk management - Running time: 11:32 mins; Worksheet: Manual tasks incident investigation (word); Worksheet: Manual tasks risk management tool (pdf); and Risk management checklist for manual tasks. 			

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, ie no electrical leads, hoses, tools, mounted power boxes, water across walkways.			
Systems are in place to ensure that the ground or floor is free from fall hazards and obstructions.			
Warning signs are available and erected near spills.			
Access to egress from the workplace is free from obstructions at all times.			
Guard rails or other safeguards are provided on ramps and stairs.			
Appropriate protective equipment, such as safety boots, is required.			
Ramps are available in areas where height of floor levels change and trolley access is required or items are carried regularly.			

Electricity safety checklist

	yes	no	n/a
<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. 			
<p>Residual current devices</p> <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. 			
<p>Cords, connections, plugs and sockets</p> <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. Travel adaptors have insulated pins, no holes in the pins and display the Regulatory Compliance Mark (RCM) or approval number. 			
<p>Electrical equipment</p> <ul style="list-style-type: none"> Manufacturer's instructions are available for all electrical equipment. Employees have been trained in the use of electrical equipment. Electrical equipment is checked and maintained in accordance with the manufacturer's instructions. Electrical equipment is repaired by a competent person only. 			

Falls from heights safety checklist

Check	yes	no	n/a
Falls from heights hazards have been identified in consultation with employees.			
Risk assessments of falls from heights have been conducted. Risk factors have been considered, such as access to and egress from work areas at heights, access in and out of trucks and plant, working on roofs or mezzanine floors and roofs, existence of fall injury prevention systems and adequate.			
Practicable control measures have been implemented and maintained to eliminate or reduce falls from heights risk in consultation with employees. Consider the following: <ul style="list-style-type: none"> • adequate means of access to and egress from areas where employees are working at heights; • adequate edge protection or fall injury prevention systems are in place when employees have a need to work at heights. • height of first step of truck and plant, width and tread on step, grab rails, three points of contact are available; • for access to top of truck or plant use scaffold, portable platform ladder, fall arrest system or install railing on top of trucks, plant, etc; • no riding on the rear or the side of trucks and plant; and • provide plant (ie an elevated work platform or a specifically designed industrial lift truck) to lift persons into position. If this is not practicable, provide a specifically designed man cage that is securely attached to the forklift (no access to work at heights by standing in an excavator bucket or standing on top of a pallet raised by a forklift). 			
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. In any other situation where a person could fall 3 or more metres edge protection or a fall injury prevention system (eg catch platform, scaffold, safety nets, safety mesh, or fall-arrest system) is in place.			
Safe means of access to and egress from the work at heights is provided.			
Stairs, walkways, ladders, mechanical lifts are obstruction free.			
People required to work at height have been provided with adequate information, instruction and training for the work being performed.			
Anchorage points and fall injury prevention systems <ul style="list-style-type: none"> • Anchorage and fall injury prevention system are of an appropriate design. The fall injury prevention system and anchorage points 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) to an anchorage point. • 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 in accordance with the manufacturer's instructions. If these are not available, anchorage points should be checked by a competent person at least every six months if in regular use or if not regularly used before it is used. 			
Portable ladders provided are in accordance with AS 1892.1 (metal) or AS 1892.2 (wooden). For working at heights near or on electrical installations, lighting, etc. appropriate equipment has been provided.			
Where items are stored on suspended storage areas or on mezzanine floors: <ul style="list-style-type: none"> • a competent person has conducted a risk assessment to ensure the structural integrity of the storage area; • adequate edge protection has been provided; and • the access and egress to and from this storage area is safe. 			

Hazardous substances safety checklist

Check	yes	no	n/a
Register of hazardous substances <ul style="list-style-type: none"> • A register of hazardous substances is available and accessible for persons likely to be exposed to hazardous substances. • The register of hazardous substances is complete – the register includes a contents list and current Material Safety Data Sheets. • The register of hazardous substances is current – Material Safety Data Sheets (MSDS) are not older than 5 years. 			
Labelling <ul style="list-style-type: none"> • Hazardous substances are properly labelled – eg containers are labelled with manufacturers labels that are complete and legible. • Decanted chemicals are labelled with name, risk and safety phrases. • Empty food or beverage bottles are not used to store chemicals. 			
Risk assessment and control <ul style="list-style-type: none"> • 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> • A record is made in the hazardous substances register that the assessment has been done. • A risk assessment report is available where the risk is significant. • Practical control measures have been implemented and maintained taking into account the hierarchy of control. 			
Information, instruction and training <ul style="list-style-type: none"> • Workers who may be exposed or work with hazardous substances have been provided with adequate information and training, including health effects, controls, safe work methods, personal protective equipment and where applicable health surveillance. • A record of the hazardous substances training is kept. 			
Asbestos containing materials at the workplace <ul style="list-style-type: none"> • The presence and location of asbestos containing materials at the workplace has been identified. • Where asbestos has been identified, a risk assessment is conducted in accordance with the <i>Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC:2018 (2005)]</i>. • Asbestos register is available and used at the workplace where asbestos has been identified. • Where an asbestos register is present, relevant persons have been trained on the contents and use of the asbestos register. 			

Pressure vessels safety checklist

Check	yes	no	n/a
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 AS4343-2005.			
Proof of registration is available at the workplace: <ul style="list-style-type: none"> • 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. 			
Periodic inspections of the pressure vessel are carried out by a competent person as per Australian New Zealand Standard AS/NZS3788:2006.			
Parts of the compressor other than the pressure vessel, are inspected, repaired and maintained in accordance to the manufacturer's procedures or procedures developed by a competent person.			
Manufacturer's instructions of the compressor are available.			
Log book of maintenance records is kept.			
Drive belts, pulleys and moving parts of air compressors guarded.			

Other areas safety checklist

Check	yes	no	n/a
<p>Induction, training and supervision</p> <ul style="list-style-type: none"> • Induction and training has been provided in relation to: <ul style="list-style-type: none"> ○ task specific hazards; ○ safe operating procedures; ○ provision, use and maintenance of PPE ○ hazards and injury reporting; ○ emergency and evacuation procedures; ○ fit for work procedures (ie fatigue, alcohol and drugs at work); ○ bullying, aggression and violence procedures; • Staff capabilities are assessed and, where applicable, a training plan is developed in consultation with the employee. • Age, experience and non-English speaking background have been taken into account. • Adequate supervision is provided to new employees to ensure they follow instructions and safe work procedures and there is no skylarking, initiation ceremonies and bullying. • Risk of injury or harm to visitors is eliminated or reduced as far as is practicable (ie visitors are segregated from vehicles, mobile plant and machinery and are accompanied at any time). 			
<p>Cutting of empty drums or tanks</p> <ul style="list-style-type: none"> • Drums or tanks that have contained flammable or combustible substances or where there is doubt about the previous contents are not cut by angle grinders or other heat producing equipment. 			
<p>Cutting or crushing of disused pressure vessels</p> <ul style="list-style-type: none"> • Condemned cylinders are depressurised and purged before any attempt is made to cut, crush or destroy it. For further guidance, refer to Australian Standard AS2337.1-2004. 			
<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 of personal hearing protection. 			
<p>Personal protective equipment (PPE)</p> <ul style="list-style-type: none"> • PPE has been provided, including steel capped boots, gloves, eye protection, high visibility clothing, sun protection (long sleeve shirt, trousers, hat and sunscreen), hearing protection if required and respiratory equipment if required. • PPE is provided without any cost to workers. • PPE is maintained. • PPE is used by employees. • Training has been provided in relation to the selection, instruction, fitting, use, maintenance and storage of PPE as per AS2161.2. 			
<p>Working alone and remotely</p> <ul style="list-style-type: none"> • Where employees work remotely or alone, safe systems of work are in place, eg consider weather, travelling distance, terrain, procedures in the event of vehicle breakdown or injury, etc. • Employees are provided with 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. 			
<p>Workplace behaviours</p> <ul style="list-style-type: none"> • Policies and procedures are provided for managing bullying, violence and aggression in the workplace and reporting incidents. 			

Other areas safety checklist

Check	yes	no	n/a
<ul style="list-style-type: none"> • 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. 			
Emergency procedures <ul style="list-style-type: none"> • Evacuation procedures and a diagram of the workplace are available, displayed and practiced. • Emergency enable safe egress in the event of an emergency. • Exit signs are provided and clearly visible. • Portable fire extinguishers are provided in the workplace and in vehicles and are maintained. 			
First aid <ul style="list-style-type: none"> • Adequate first aid facilities (ie first aid kit, eye wash station, emergency shower) are provided. • Adequate number of persons trained in first aid is provided. 			
Workplace racking <ul style="list-style-type: none"> • Racking is maintained and in good working condition (eg secured and no visible signs of damage or bowing). • Safe working load (SWL) is displayed. • Items stored on the racking are within the SWL. 			
Adequate workplace facilities are provided.			
Clean cool drinking water is provided and is readily available.			
Sunscreen and hats are provided.			
Work areas are monitored for cleanliness and removal of debris/waste.			
Warning signs are provided.			
Adequate seating is provided.			
Gas cylinders are secured.			
Flash back arrestors are fitted (oxy-acetylene or oxy-LPG).			
Welding screens are provided and are in good condition.			
Smoking is not permitted in the enclosed workplace or in vehicles.			

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