



Motor vehicle body and trailer manufacture checklist

Electricity safety checklist

Check	yes	no	n/a
Electrical installations are installed, constructed, maintained, protected and tested to minimise the risk of electric shock or fire. Evidence of maintenance and testing in place. Components clearly marked and switchboard free from obstructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand held portable equipment is protected by RCD (not construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Switchboard or fixed sockets marked whether RCD protected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance program in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexible cords and extension cords are used in a safe manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plugs, sockets and extension leads in good condition and protected from damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical installations are protected from damage that would increase the risk of electrical shock or fire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The work is organised for the safety of employees and others at the workplace and also in the vicinity of power lines and plant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Hazardous substances safety checklist

Check	yes	no	n/a
Register of hazardous substances is complete (contents list and MSDS).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Register is readily available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous substances are properly labelled: manufacturers labels on containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decanted containers labelled with name, risk & safety phrases.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessment has been completed for all substances and recorded in register.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Report is available where risk is significant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practicable control measures have been implemented and maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hierarchy of control is taken into account.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who may be exposed or work with hazardous substances have been provided with adequate information, instruction and training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Record of training includes health effects, controls, safe work methods, PPE.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health surveillance is undertaken where appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Manual tasks safety checklist

Check	yes	no	n/a
Practicable control measures have been implemented and maintained to eliminate or reduce risk associated with manual handling work activity: hazard identification, risk assessment conducted, employee feedback.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual task training has been provided at induction and an on-going basis and follows a risk management process (as per Manual Task Code of Practice).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accident or hazard investigation is conducted within a reasonable time after a hazard has been reported.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where applicable, suitable trolleys are available and easily accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trolley base is between waist and shoulder height; where applicable spring loaded trolleys are used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trolleys are not overloaded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trolleys are well maintained; wheels move freely, check castors and bearings, signs of any contaminants that may add friction and whether regular maintenance checks are carried out.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ramps are in place in areas where trolleys are used to go from one level to another level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work benches / workstations and other work surfaces are at a suitable height.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

New and young workers safety checklist

Check	yes	no	n/a
Induction, information, instruction & training emergency/evacuation procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Induction, information, instruction & training in hazard and accident reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Induction, information, instruction & training in how to reduce the risk of injury or harm for hazards new/young workers may be exposed to in the course of their work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Induction, information, instruction & training in use, maintenance & storage of PPE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervision: ensure that new & young workers are working in accordance with safety instructions including instructions re. skylarking, initiation ceremonies, bullying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employers ensure the risk of injury or harm to (young) visitors is reduced by means appropriate for the workplace and the type of work activity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Working at heights safety checklist

Check	yes	no	n/a
Practical control measures have been implemented and maintained to eliminate or reduce the risk associated with work at heights.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazard identification, risk assessment conducted, elimination of hazard considered, would a fall be arrested before contact with the ground or a structure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edge protection is provided where, <ul style="list-style-type: none"> Person/s could fall 2 or more metres from scaffold, fixed stairs, landing, suspended slab, formwork or false-work at the workplace. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edge protection or a fall injury prevention system is provided where <ul style="list-style-type: none"> Person/s could fall 3 or more metres. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A fall injury prevention system may include a catch platform, scaffold, safety nets, safety mesh, fall arrest system, edge protection, etc. or a combination thereof.			
Safe means of access and egress to the work being performed at heights is provided; e.g. stairs, walkways, ladders, mechanical lifts, EWP not provided as means of access and egress, access is obstruction free.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People required to work at height have been provided with adequate information, instruction and training for the work being performed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Slips trips and falls safety checklist

Check	yes	no	n/a
Pit covers are strong enough to prevent persons or things entering or falling through or into the hole or opening. Pit covers are securely fixed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pit covers have been marked "Danger – Hole Beneath".	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor or any stair or ramp has unbroken and slip resistant surface.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special provisions for slip resistance are provided in wet areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor or any stair or ramp is free from any obstruction that may cause a person to fall (eg. electrical leads, hoses, floor mounted power boxes in walkways, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access/egress from workplace is safe at all times and kept free from obstructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe systems of work (eg. clean as you go policy) are in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Warning signs are available and erected near spills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guard rails or other safeguards are provided on ramps and stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate PPE, such as slip resistant footwear is provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ramps are provided in areas where height of floor levels change and trolley access is required or items are carried regularly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Machine guarding safety checklist

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

OSH management and consultants safety checklist

Check	yes	no	n/a
Safety and Health Representatives elected, as per Act.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety and Health Representatives trained, as per Act.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OSH Committee in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate consultation with employees and S&H Reps on OSH matters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Systems for managing OSH? (eg. proactive inspections/hazard identification).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any hazards or injuries/harm to health reported? If so, have they been investigated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have notifiable injuries been reported to WorkSafe.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate induction and training relating to hazards in the workplace in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Air receivers safety checklist

Check	yes	no	n/a
Pressure Vessels / Air Receivers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Air receiver is registered if the hazard level is A, B or C. • Registration number of the item of plant is legible on plant. • Copy of evidence of the registration is displayed on or near the item of plant. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compressor drive belt is guarded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EWP's safety checklist

Check	yes	no	n/a
Correct EWP is selected for the task, considering insulation requirements, ground conditions, height and reach and the type of work to be done.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EWP operators are trained for the particular EWP they are using. Note: A high risk licence is required for persons operating EWP with a boom length of 11 metres or more.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EWP's are maintained and maintenance records are kept.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pre operational checks are performed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For additional EWP information refer to checklist for Tree Surgeons & Gardening Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Noise safety checklist

Check	yes	no	n/a
Noise: Control measures in place / avoid noise above exposure standard.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provision of personal hearing protection (PHP).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other issues safety checklist

Check	yes	no	n/a
Have notifiable accidents been notified to WorkSafe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have LTI/LTD accidents and notified hazards been investigated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have employees received induction and on the job training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Passages/walkways kept free of obstructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe egress in event of emergency / exit signs provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Portable fire extinguishers provided and maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evacuation procedures & diagram available and displayed and practised and training in the use of fire extinguishers provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Warning signs provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleanliness and removal of debris.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surface and floors are unbroken and slip resistant to prevent slips and falls.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seating provided and maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workplace facilities provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Portable ladders according to AS 1892.1 (metal) or AS 1892.2 (wooden).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gas cylinders secured.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flash back arrestors are fitted (oxy-acetylene or oxy-LPG).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE provided where necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instruction, information, maintenance, storage of PPE, signs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First Aid box or facilities available and first aid trained person available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No smoking in enclosed workplaces.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of any asbestos on site is identified and the risk assessed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicles and trailers maintained in safe working condition (tyres, brakes, lights, no cracks in windscreen, jockey wheel provided where required, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>