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Regional Offices

OSH management



Report hazards



Conduct a risk assessment



Consultation



Provide training

-
- Consultation takes place on OSH matters between management and employees.
-
- Hazard and injury reporting:
- systems are in place for reporting hazards and injuries;
 - reported hazards and injuries have been adequately investigated; and
 - systems are in place for reporting notifiable injuries to WorkSafe.
-
- In relation to all tasks:
- hazards have been identified;
 - the risk of injury has been assessed;
 - control measures have been so far as is practicable implemented; and
 - 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 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 the Act if an employee or the employer have requested the election of one or more safety and health representatives.
-
- If safety and health representatives have been elected in accordance with the Act, the 5 day introductory training course has been made available as per the Act.
-
- An OSH committee is in place.
-

Manual tasks



Identify the manual tasks hazards



Conduct a risk assessment



Provide training



Report hazards



Equipment is maintained

-
- 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 have been considered.
-
- 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:
- safe systems of work or procedures are implemented to limit the manual tasks;
 - no lifting of heavy items, including:
 - heavy recyclable items, heavy equipment, heavy machinery, heavy rubbish bags or lifting of wheelie bins while emptying in skip bin;
 - heavy equipment from one level to another level by stairs;
 - heavy equipment from vehicles - lifting equipment is provided;
 - adequate mechanical aids has been provided and are used;
 - double handling of things or items is avoided or limited;
 - trolleys have been provided and are used;
 - wheels of trolleys have been properly maintained and move freely;
 - trolleys are not overloaded when pushing – full visibility is required;
 - bins are on wheels;
 - ramps are in place where trolleys or bins are used to go from one level to another level;
 - heavy items are stored at waist height and lighter items are stored at top shelves;
 - no reaching over work benches and equipment;
 - no bending when placing items onto pallets;
 - access to shelves, storage areas, cupboards is not obstructed;
 - work benches and other work surfaces are at good height to reduce poor posture;
 - reaching aids, such as, hooks are available where required;
 - access to skip bin lid is below shoulder height;
 - controls and monitors in mobile plant are well desiged and seat is maintained.
 - work is varied through job rotation or other systems to reduce repetitive actions over long periods of time, i.e. sorting at conveyors, loading items onto pallets or conveyors, cutting items using a guillotine, etc.; and
 - adequate and regular breaks are provided to avoid risk of fatigue, which may lead to muscle and soft tissue injuries, burns, cuts.
-
- Task specific induction and refresher training** in relation to manual tasks is provided, refer to pages 17and 18 of the Code of practice Manual tasks or to the manual task training package available on the WorkSafe website. Elements of training should include:
- key sections of the OSH regulations and Code of practice Manual tasks;
 - the roles and responsibilities of the employers, employees and others;
 - consultation between the employer and 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.
-

Manual tasks cont'd

- 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;
 - outcomes of the investigation have been reported to the person who reported the hazard or injury within reasonable timeframe;
 - 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.

For further guidance, refer to the sample template available from [manual task investigation report](#) on www.worksafe.wa.gov.au.

- Further information**, including a [manual tasks toolkit](#) is available from www.worksafe.wa.gov.au and includes:
 - 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



Ensure the floor is slip resistant



Place warning sign on spills and wet floors



Eradicate trip and fall hazards



Keep walkways free of obstructions



Appropriate footwear is worn

-
- Persons can move safely around workplaces - passages are kept free of obstructions.

 - Access to and egress from the workplace is free from obstructions at all times.

 - Emergency egress from the workplace is safe.

 - Floors, stairs or ramps have unbroken and slip resistant surfaces and are free of obstructions which may cause a person to trip or fall.

 - Ground, floors, stairs or ramps are free from obstructions or hazards that may cause a person to fall, for instance no electrical leads, hoses, tools, mounted power boxes or water across walkways.

 - In areas where there is a risk of liquid coming into contact with the floor, adequate drainage is provided.

 - Systems are in place to ensure that the ground or floor is kept free from fall hazards and obstructions.

 - Workplaces are maintained in such clean condition as it necessary to avoid hazards to persons at the workplace, e.g. the workplace is kept clean and rubbish is removed.

 - Guard rails or other safeguards are provided on ramps and stairs.

 - Appropriate protective equipment, such as safety boots, that complies with Australian and New Zealand Standard AS/NZ 2210.1:1994 is provided, where required.

 - Ramps are available in areas where height of floor levels change and trolley access is required or items are carried regularly.

 - Steps have even risers and goings, which are not too high or low and have defined nosing and treads. Guidance is available in the Building Code of Australia.

 - Warning signs are available and erected near spills.

 - Adequate safety steps, (step) ladders or platform ladders are provided to reach higher areas – no standing on milk crates, chairs or tables to reach high areas.

 - Safety steps, (step) ladders and platform ladders are in a good condition.
-

Falls from height



Hazards have been identified and risks assessed



Edge protection is in place where required



Provide training and instruction



Ladders comply with Australian Standards

-
- Falls from heights hazards have been identified** in consultation with employees.
- Key things to check at the workplace include surfaces, levels, structures, the ground, the raised working area, scaffolding, edges, hand grips, openings or holes, proximity of employees to unsafe areas, movement of plant and equipment, access to, egress from and movement around the area, manual handling, lightning, weather conditions, footwear and clothing, ladders and new and young workers.
-
- Risk assessments** of identified fall from height hazards have been conducted.
-
- Practicable control measures** have been implemented and maintained to eliminate or reduce falls from heights risk in consultation with employees, for example:
- safe means of access to and egress from the work at heights is provided;
 - adequate edge protection or a fall injury prevention system (fall arrest system, catch platform, scaffold, safety nets or safety mesh) is in place when:
 - a person could fall more than 2 metres from a scaffold, fixed stairs, landing, suspended slab, formwork or false work; and
 - in any other situation where a person could fall 3 or more metres.
 - portable ladders are used in a safe manner, are appropriate for the task (e.g. for work on or near electrical equipment) and comply with Australian Standard 1892 (see sticker on ladder);
 - adequate plant or equipment is provided for the task, for instance an elevated work platform, a specifically designed industrial lift truck to lift persons into position or a specifically designed mancrage that is securely attached to a forklift (no standing in excavator bucket or on pallet raised by forklift);
 - stairs, walkways, ladders and mechanical lifts are obstruction free;
 - where items are stored on suspended storage areas or mezzanine floors:
 - 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.
 - the height of the first step of the vehicle/truck/plant is accessible, width and tread on step are adequate, grab rails are available and there are three points of contact;
 - for access to top of vehicle/truck/plant a scaffold, portable platform ladder, fall arrest system and/or railing on top of vehicle/trucks/plant is installed;
 - no riding on the rear or the side of trucks and plant; and
 - 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**
- Anchorage and fall injury prevention systems 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 (e.g. 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.
-

For more information see the [Code of Practice Prevention of Falls at Workplaces](#)

Mobile plant and vehicle movement



Plant is well maintained



Prestart checklists are used



High risk work licences are held



Seat belts are worn



Manage the movement of traffic

-
- Mobile plant and vehicles are adequately maintained in accordance with the manufacturer's instructions. If the manufacturer's instructions are not available, maintenance is carried out in accordance with procedures developed by a competent person.
Log books and maintenance records are in place.
-
- Mobile plant and vehicles** are kept in a safe condition – for instance:
- the seat is maintained;
 - seatbelt is available;
 - load chart is in place;
 - operator manual or instructions are available;
 - controls are labelled;
 - dangerous parts are guarded;
 - the plant is registered if required; and
 - where relevant, roll over protective structure (ROPS) is provided, falling object protective structure (FOPS) is in place, power take off (PTO) guarding is provided.
-
- 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 sensing safeguarding systems are kept and accessible at all reasonable times.
-
- Training and licences:**
- employees driving vehicles hold appropriate driving licences;
 - operators of mobile plant are adequately trained; and
 - where applicable, employees hold High Risk Work Licence, for instance for forklifts, dogging, rigging, boom type elevated work platform >11 metres.
-
- Items, including waste, (empty) gas cylinders are adequately restrained while being moved and the contents cannot leak.
-
- 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:
- loading and unloading areas are adequate, i.e. 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, e.g. 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 are identified, assessed and controlled.
-
- Adequate control measures are in place such as procedures and means of communication.
-
- Where an attachment is used on an item of mobile plant a load chart is provided on the mobile plant with information on the safe working load limits when the attachment is used.
-

Guarding of plant



Adequate guarding is in place



Pre operational checklists are used



Lockout tag out procedures in place



Presence sensor provide warning when muted



Provide training on safety features

-
- 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:
- 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:
 - 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.
-
- Manufacturer's decals, manuals and operator instructions are readily available and are in English and if required, in other languages spoken at the workplace.
-
- In relation to plant each hazard has been identified:
- from the design, manufacture, erection, installation or use of plant; and
 - before and during the introduction of plant at the workplace.
-
- Emergency stop buttons are in place.
-

Isolation of plant



Lockout tag out procedures in place



Identify all sources of energy and isolate



Out of service tags have been fixed to plant



Provide training and information to relevant workers

This checklist applies where any inspection, cleaning, repair, maintenance or alteration of plant is carried out or where the function or condition of plant is impaired to the extent that it presents an immediate risk to safety

- If access to plant is required for the work described above, the employer must:
 1. identify all relevant items of plant;
 2. identify all hazards associated with each item of plant;
 3. identify energy sources for each item of plant, including multiple energy sources such as, electrical, fluids under pressure, fuels and any other potential energy sources;
 4. authorise one or more employees, for instance a plant operator, supervisor, maintenance person, who must if it is practicable to do so:
 - o stop the plant, before the above work is carried out;
 - o ensure that risks associated with identified hazards are reduced; and
 - o ensure the procedure for isolation/lock-out tag-out below is followed.

- The employee(s) authorised by the employer must ensure that the isolation/lock-out tag-out procedure below is followed:
 1. the plant is stopped/shut down;
 2. all energy sources are de-energised;
 3. all energy sources are isolated using an isolation device and locked out using a lock-out device
 - o all common lock-out points have been identified to ensure energy cannot be restored while someone is still working on the plant; and
 - o if more than one person carries out the work, consider a multiple lock system so that each person can attach their own 'personal' lock to prevent the plant is operated before all locks have been removed;
 4. an out of service tag is fixed to the plant;
 5. danger tags are fixed at the energy sources and the operating controls of the plant;
 6. all other potential hazards are controlled;
 7. before any work is carried out, the plant is tested by trying to re-activate the plant, without exposing the tester or others to a risk;
 8. the work is carried out on the plant; and
 9. once the work is completed, the workers who tagged the controls remove the locks and tags before the plant is returned to operational status.

- The procedure above is always used.

- If it is not practicable for the employee(s) authorised by the employer to carry out all matters in the above procedure, the employer must:
 1. ensure a written procedure, such as, a permit to work system, is developed by a competent person that deal with the hazards and energy sources;
 2. provide the procedures to the employee(s) authorised by the employer; and
 3. ensure the procedures are followed by all workers carrying out the work.

- If access to plant is required for the above work and it is not practicable to stop the plant, the employer must:
 1. ensure the plant is fitted with operating controls that allow controlled movement of the plant;
 2. provide written procedures to be followed; and
 3. ensure that persons working on the plant carry out the work in accordance with the procedures.

- Isolation switches are installed on the wall or on the item of plant.

If items of plant are hard-wired or where there are no isolation points:

 1. the appropriate circuit on the switchboard is de-energised and locked out with a lock-out device; or
 2. the appropriate circuit is de-energised and switchboard cover is locked with a lock-out device.

- All relevant employees and contractors have been provided with information and training in relation to the isolation/lock-out tag-out procedure.

Hazardous substances



Keep a register of hazardous substances



Decanted containers are labelled



Risk assessment has been undertaken



Provide training



PPE is provided if other controls are exhausted

-
- Register of hazardous substances**
 - 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 Safety Data Sheets (SDS) (also known as Material Safety Data Sheets [MSDS]) of all substances that are likely to be used at the workplace.
 - The register of hazardous substances is current – SDS (also known as MSDS) are not older than 5 years.
-
- Labelling**
 - Hazardous substances are properly labelled – e.g. 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 containers are not used to store chemicals.
-
- Risk assessment and control**
 - Risk assessments have been completed for all hazardous substances in consultation with staff. –*When conducting a risk assessment, consider how the substances is used, where it is stored, is ventilation required, are directions in the SDS (also known as MSDS) followed, what personal protective equipment is required.*
 - 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, for instance:
 - substances are used in accordance with the SDS to minimize the risk of exposure;
 - substances are stored in accordance with the SDS;
 - adequate personal protective equipment as per the SDS is provided and used;
 - personal protective equipment is adequately stored, for instance respirators are stored in a sealed or airtight container; and
 - adequate systems of work are in place when hazardous substances are decanted.
-
- Information, instruction and training**
 - 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.
-

For more information see the [Hazardous substances compliance tool](#)

Asbestos



Keep an asbestos register



Risk assessment has been undertaken



Provide training



PPE is provided if other controls are exhausted



Asbestos containing materials at the workplace

- The presence and location of asbestos containing materials (ACM) at the workplace has been identified by a competent person.
- Where asbestos has been identified, a risk assessment has been conducted by a competent person in accordance with the *Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC:2018 (2005)]*.
- The asbestos register is readily accessible at the workplace.
- The asbestos register is reviewed every 12 months.
Note: a competent person may reasonably consider that ACM in very good condition and with low risk of disturbance can be assessed less frequently. A reduction in review and assessment frequency must be supported by:
 - the written recommendation of a competent person based on the risk;
 - adequacy of systems in place to report damage disturbance or work involving ACM that occurs between the assessments.
- ACM is clearly labelled where practicable and warning signs are displayed near the entrance to work areas where asbestos is present.
- The asbestos register is used, e.g. when maintenance or construction work is undertaken at the workplace - before the work is undertaken, maintenance staff and contractors review the register and acknowledge whether they are working in an area where ACM has been identified.
- Relevant persons (e.g. receptionist, facility and maintenance personnel, contractors, cleaners, gardeners, persons working in areas where asbestos is present) have been trained on the hazards, the contents and use of the asbestos register.
- Recommended control measures in the asbestos register/plan have been completed.
- When ACM is damaged or disturbed, systems are in place to reduce the risk of harm to health e.g. ACM is cleaned up, repaired or removed in safe manner.



Asbestos waste

- Employees have been trained in recognising asbestos waste materials.
- Any asbestos waste material is disposed of in accordance with Part 11 of the *Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC: 2018 (2005)]*.

Pressure vessels



Pressure vessel registered with WorkSafe



Display registration



Ensure drive belts are guarded



Keep inspection records

-
- Pressure vessels such as, air receivers are registered with WorkSafe when the hazard level is A, B or C, according to the criteria set out in Australian Standard AS 4343-2005.

 - Proof of registration is available at the workplace:
 - the registration number of the item of plant 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/NZS 3788:2006.

 - 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 are guarded.
-

Metal guillotine



Pre operational checks are conducted



Ensure limbs are clear before activating machine



Leave work area clean



Wear personal protective equipment



Pre-operational checks

- Ensure fixed guards are in place to prevent hands or other parts of the body from entering the trapping space.
- Guards or safety devices must never be removed or adjusted, except by an authorized person for maintenance purposes.
- Working parts should be well lubricated and free of rust and dirt.
- The area around the machine must be adequately lit and kept free of materials, which might cause slips or trips.
- Be aware of other personnel in the immediate vicinity and ensure the area is clear before using equipment.
- Familiarise yourself with and check all machine operations and controls.
- Ensure cutting table is clear of scrap and tools.
- Faulty equipment must not be used. Report faults immediately.



Operational checks

- Do not attempt to cut material beyond the capacity of the machine.
- Never attempt to cut rod, strap or wire with a metal guillotine.
- Use correct lifting procedures when handling large sheets of material.
- When feeding in ensure feet are positioned to avoid contact with the foot operated lever.
- Take extreme care during the initial feeding of a work piece into the machine.
- Ensure fingers and limbs are clear before actuating the guillotine.
- Hold material firmly to prevent inaccurate cutting due to creep.



Housekeeping

- Remove all off cuts and place them in the storage rack or waste bin.
- Leave the work area in a safe, clean and tidy state.



Personal protective equipment

- Safety glasses must be worn at all times in work areas.
- Safety footwear must be worn at all times in work areas.
- Appropriate gloves must be worn.
- Close fitting protective clothing must be worn (no loose clothing).
- Hearing protection is required.
- Long and loose hair must be contained.

Infectious diseases, sharps and body fluids



Provide training in universal infection control



Vaccination program is available for at risk workers



Maintain records of vaccinations



PPE provided



Procedure in place for cleaning up body fluids

-
- Infectious diseases hazards have been identified** in consultation with employees.
-
- Risk assessments** have been conducted regarding:
- the exposure to infectious diseases such as, Hepatitis A, B, C, HIV and Tetanus at the workplace; and
 - the need for a vaccination program.
-
- Practicable control measures** have been implemented and maintained to eliminate or reduce risk of exposure to infectious diseases including:
- the development of procedures relating to infectious diseases, the removal of sharps and cleaning up body fluids;
 - the provision of information and training for employees;
 - the provision of vaccination program; and
 - the provision, maintenance and use of personal protective equipment.
-
- Procedures** are in place for:
- immediate first aid response after exposure to blood and body fluids; and
 - reporting of exposure to blood or body fluids including needle stick injuries.
-
- Information and training** has been provided to employees in relation to:
- what are the risks of exposure to blood and body fluids;
 - systems including precautions to prevent the spread of infectious diseases (e.g. use of personal protective equipment, hand washing etc.);
 - infectious diseases (e.g. Hepatitis A, B, C, HIV, Tetanus);
 - covering open cuts;
 - decanting waste/rubbish;
 - cleaning up blood or body fluids;
 - systems for handling and removal of needles/syringes (e.g. sharps containers);
 - cleaning up broken glass (e.g. using puncture resistant gloves, throwing out the cleaning cloth containing glass);
 - immediate first aid treatment after needle stick incidents or exposure to blood or other body fluids onto mucous membranes or broken skin (i.e. thoroughly wash the area with soap and water and go to a doctor or nearest emergency department asap); and
 - benefits of vaccinations and the vaccination program.
-
- Vaccination program**
- Vaccination program is available (e.g. for Hepatitis B and Tetanus).
 - Vaccination program is promoted.
 - Records are kept of employees who have been vaccinated.
-
- Personal Protective Equipment (PPE)**
- Impermeable sharps containers for the disposal of needles are provided and used.
 - Puncture resistant gloves have been provided.
-
- Follow up care** is provided for employees that have been exposed to sharps or body fluids, including visit to doctor or nearest hospital emergency department asap, appropriate tests and counselling.
-

Other issues



Provide induction training and supervision



Angle grinders not to be used to cut flammable material drums



Reduce exposure to noise



PPE has been provided if hazard cannot be controlled



Induction, training and supervision

- Induction and training has been provided in relation to:
 - task specific hazards;
 - safe operating procedures;
 - provision, use and maintenance of Personal Protective Equipment (PPE);
 - hazards and injury reporting;
 - emergency and evacuation procedures;
 - fit for work procedures (e.g. 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.
- Skylarking, initiation ceremonies and bullying are not permitted.
- Risk of injury or harm to visitors is eliminated or reduced as far as is practicable, for instance visitors are accompanied at any time and are segregated from vehicles, mobile plant and machinery.



Cutting of empty drums or tanks

- 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.



Cutting or crushing of disused pressure vessels

- Condemned cylinders are depressurised and purged before any attempt is made to cut, crush or destroy them. For further guidance, refer to Australian Standard AS 2337.1-2004.



Noise

- 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.



Personal protective equipment (PPE)

- 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 Australian Standard AS 2161.2-2005.

Other issues cont'd

-
- Workplace racking**
- Racking is maintained and in good working condition (e.g. secured and no visible signs of damage or bowing).
 - Safe working load (SWL) is displayed.
 - Items stored on the racking are within the SWL.
-
- Working alone and remotely**
- Where employees work remotely or alone, safe systems of work are in place, for example consider weather, travelling distance, terrain, procedures in the event of vehicle breakdown or injury.
 - 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 in an emergency and a procedure is in place and training regarding regular contact with the employee.
 - Communication equipment provided such as, long range radio, GPS, EPIRB, is provided as required and regularly tested and maintained to ensure it is in good working condition.
-
- Workplace behaviours**
- Policies and procedures are provided for managing bullying, violence and aggression in the workplace and reporting incidents.
 - 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**
- Evacuation procedures and a diagram of the workplace are available, displayed and practiced.
 - Emergency egress enables safe egress in the event of an emergency (e.g. exit doors are not obstructed or locked).
 - Exit signs are provided and clearly visible.
 - Portable fire extinguishers are provided in the workplace and in vehicles.
 - Portable fire extinguishers are regularly maintained and in working order.
 - Portable fire extinguisher are mounted and signs provided in accordance with Australian Standard AS 2444.
-
- First aid**
- Adequate first aid facilities (i.e. first aid kit, eye wash station, emergency shower) are provided.
 - Adequate number of persons trained in first aid is provided.
-
- Workplace facilities**
- Adequate workplace facilities are provided.
 - Adequate seating is provided (no sitting on milk crates).
 - Clean cool drinking water is provided and is readily available.
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- Skin protection for outdoor workers is provided (e.g. long sleeve pants and shirts, sunscreen, hats, shade).
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- Work areas are monitored for cleanliness and removal of debris/waste.
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- Warning signs are provided where there is a hazard which may not be readily apparent to a person working in or entering the area.
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- Gas cylinders are secured and stored in ventilated areas.
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- Flash back arrestors are fitted (oxy-acetylene or oxy-LPG).
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Other issues cont'd

Welding

- Welding screens are provided and are in good condition.
 - Adequate ventilation/fume extraction has been provided.
 - Adequate personal protective equipment has been provided.
 - Risk factors have been considered, including but not limited to:
 - the proximity of combustible material in the work area;
 - the proximity of other workers;
 - weather conditions (wind velocity and temperature);
 - inappropriate workplace practices; and
 - inadequate or inaccessible fire-fighting resources.
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Smoking is not permitted in the enclosed workplace or in vehicles.

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