



Government of Western Australia
Department of Commerce

The First Step

Managing safety and health
hazards in your workplace

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Introduction

Many workplaces have hazards that place workers at risk of injury or harm to health. Managing safety and health is as much a part of running your business as finances, taxes, licences, employing staff and production.

This guide will help you better manage the safety and health risks in your business and workplace. If you do this well, you will reduce the risks of:

- experiencing the human cost of death, injury or ill health of your staff;
- suffering financial costs from, for example, work stoppages, broken plant or equipment or the loss of competent staff;
- meeting workers' compensation costs and increases in insurance premiums; and
- facing enforcement action, such as prosecution under occupational safety and health laws.

Two key factors

Successful management of safety and health risks depends on two key factors that only you can influence:

1. **Be a leader.** As the owner or manager you need to demonstrate your commitment to safety and health by leading by example and providing the resources eg time and money.
2. **Involve your staff.** You need to get your staff to participate by encouraging and facilitating their involvement in identifying hazards and coming up with solutions to control the risks. Make the best use of their hands-on knowledge and expertise.

Getting started

A serious commitment to safety and health starts with identifying all the things that could lead to injury or harm to health. To do this you need to know what hazards to look for.

- Physical hazards, such as falls from heights, electricity, manual handling, noise, heat, cold, or ventilation.
- Plant operation hazards, such as might arise from cutting, grinding, pressing or rolling. Plant is a general name for machinery, tools, appliances and equipment, including mobile powered machines such as forklifts.
- Biological/health outcomes, such as contact dermatitis, infectious diseases including handling syringes containing contaminated blood, allergens eg that cause asthma and other illnesses such as Legionnaire's Disease (caused by failing to maintain cooling towers).
- Radiation hazards, such as welding flash.
- Psychological outcomes, such as fatigue and stress. Inadequate training or supervision can contribute to stress.
- Ergonomic hazards, such as carrying or moving heavy objects, or the height and position of workbenches.

Spotting hazards

To identify safety and health hazards, work with your staff through the following actions:

1. Organise "walk through" inspections of your workplace.
2. List all the tasks/work activities carried out and break them down into a sequence of steps so that you can more easily spot any hazards involved.
3. Look at the ways in which different tasks/work activities may interact to cause a hazard.
4. Write down all the hazards you and your staff identify. At the end of this Guide there is a useful Hazards, Risks and Controls form. You can record identified hazards on this and return to it when you begin to assess the likelihood and possible consequences of each identified hazard actually causing injury or harm.
5. Look at past incidents or injuries in your workplace. At the end of this guide there is an Incident Report Form that you and your staff can use to record any safety and health related incidents and injuries.
6. Look at any information provided by manufacturers or suppliers, eg on particular items of plant, equipment or chemicals.
7. Talk to other workplaces in a similar line of business.
8. Refer to the Western Australian Occupational Safety and Health Regulations and various codes of practice.

Workplace inspections - what to look for

Inspections are a good way to identify hazards and issues specific to your work environment and activities. You can either develop your own inspection checklists covering all work areas and tasks carried out in your business, or you can use the checklists and Hazards, Risks and Controls form in this guide.

Some items you may include in your inspections are:

- Housekeeping - floors, work benches, ladders, walkways.
- First aid and amenities - first aid equipment, supply of drinking water, suitable washrooms and toilets.
- Fire and emergency safety - access and exits, firefighting equipment, alarm systems.
- Plant and equipment- cutting, crushing, or trapping hazards and unsafe conditions due to things like pressurised contents, flying particles, noise, hot or cold parts.
- Chemical hazards - personal protective equipment, ventilation, labels, containers, storage, signs and material safety data sheets.
- Electrical - residual current devices (RCDs), the condition and location of cables, plugs, sockets and switches, tag/lock out.
- Ergonomic and manual handling - the design of work stations, height of bench tops and desks, seating, tasks involving lifting, carrying, reaching, stretching and repetition.
- Machinery guarding - barriers, fencing around moving parts.

Hazards can change from day to day, so carry out inspections regularly.

Take extra care when undertaking maintenance work, servicing, cleaning or repairs to plant or equipment.

Be sure to supervise new or inexperienced staff at all times.

Assessing risks

To carry out a basic risk assessment follow these four steps:

1. Gather information about each hazard that you identify.
2. Work out the likelihood of an accident or incident occurring. Consider how many people are likely to be exposed to each hazard and for how long.

You will need to take into account those different situations/conditions that may exist in your workplace that could increase risk, such as a change to operations, inspection, cleaning, maintenance, servicing and repairs, new or inexperienced staff.

3. Assess the consequences. Use the information you have gathered to assess the potential consequences of each hazard, for example, people could:
 - die;
 - suffer major injuries (with significant long term effects);
 - suffer minor injuries (usually requiring several days off work); or
 - suffer negligible injuries (maybe needing first aid).
4. Rate the risk. Use the Risk Rating Table opposite to work out the risk associated with each hazard.

Controlling the risk

Take action to control the risks you have assessed, starting with those having the highest risk rating.

In deciding what controls to put in place, begin by trying to remove the hazard completely. If that is not practical, work down through the options as explained below.

Level 1 - Eliminate the hazard

For example, if a solvent, that is a hazardous substance, has been used to remove oil from parts coming out of a press, remove the oil and you will eliminate the need for solvents.

Level 2 - Minimise the risk of the hazard

Examples and ways to do this may be:

- Substitution - use a non-flammable solvent in place of a flammable one.
- Modification - fit roll-over protection and seat belts to a forklift.
- Isolation - remove a noisy machine to a dedicated room.
- Engineering controls - install cut-out switches, screens and guards.

Level 3 - Ensure safe work practices and supply personal protective equipment if needed

Examples and ways to do this may be to provide training on the hazard/risk, introduce tag out/lock out procedures, and provide personal protective equipment/clothing (PPE). PPE should always be the last option.

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

Extreme = immediate action

Training and supervision

You are responsible for ensuring that all your staff have the skills, knowledge and experience to enable them to carry out their tasks safely. You will need to provide safety induction training when they start work. Check whether they need formal or on-the-job training and make sure that any new or inexperienced staff are supervised at all times.

Getting specialist advice

You may feel that you need expert specialist advice from a safety and health consultant on an issue in your workplace. Before you contract anyone, make sure you know exactly what you want them to achieve.

If you do call in outside assistance, it will help to reduce the cost to your business and make the consultant's job easier if you have already gone through the steps and processes outlined in this guide. That means you will already have identified safety and health hazards and tried to solve any problems. What you want the consultant to do is to find solutions to the problems you and your staff have been unable to define and/or solve.

Using this document

WorkSafe has produced checklists to assist you in inspecting your workplace for hazards. Although the checklists do not cover all the requirements under workplace safety and health laws, they will give you a better idea of whether your workplace meets basic standards of safety. They will also assist in laying the foundation for a safety and health management system at your workplace.

Most of the checklists included in this document will be relevant across most industries, however, there are also some industry specific checklists available from the WorkSafe website.

In this document you will find checklists on WorkSafe's priority areas ie:

- mobile plant;
- manual tasks;
- electricity;
- working at heights;
- slips, trips and falls;
- chemicals and hazardous substances; and
- machine guarding.

Other topics covered are:

- asbestos;
- violence and aggression;
- workplace bullying
- evacuations and first aid;
- new and young workers;
- new and young workers' safety induction;
- work experience;
- managing contractors and transient workers;
- forklifts;
- machinery and plant (general);
- noise;
- confined spaces;
- working alone; and
- OSH system checklist.

Mobile plant

What is 'mobile plant'?

WorkSafe considers 'mobile plant' to include, but is not limited to forklifts, mobile cranes, earthmoving equipment, quad bikes, motor cycles and agricultural machinery.

safety checklist

See also the checklists for forklifts and machinery and plant (general)

Check	yes	no	n/a
Maintenance			
Are there records for commissioning and all alterations, inspections and maintenance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is maintenance for all mobile plant up to date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there pre-start checks of all mobile plant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operator training			
Is there evidence of training and instruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do operators hold relevant high risk work licence, if applicable? These licences are required for mobile cranes, forklifts, concrete placing units (truck mounted with a boom) and boom type elevating work platforms (with greater than 11 metres boom length)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General safety			
Is there plant registration with WorkSafe for any mobile cranes with a safe working load greater than 10 tonnes and truck-mounted concrete placing units with booms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there safe access to and egress from the cab?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the seating adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are seatbelts fitted and functional?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For forklifts, are falling objects protection structures (FOPS) fitted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For earthmoving machinery, is there an appropriate combination of operator protective devices (ie a FOPS, a roll over protection structure (ROPS), and a tip over protection structure (TOPS)) provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are rated capacity or load charts provided and legible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there operator manuals for each item of mobile plant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the controls labelled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are dangerous parts guarded? See the checklist for 'machine guarding' for more information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe work procedures			
Has training been provided on interaction with mobile plant and blind spots?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there pedestrian movement control?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are traffic management measures in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there two way communication, as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has high visibility clothing been provided, as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Mobile plant safety checklist cont.

Work area			
Are there controls for hazards and risks arising from:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ramps;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• slopes;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• uneven ground;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• overhead power lines;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• excavations; and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ground/surface loading limits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other sources of information

WorkSafe www.worksafe.wa.gov.au

Legislation

- The Occupational Safety and Health Regulations 1996

Code of practice

- Safe guarding of machinery and plant

Guidance notes

- Powered mobile plant
- Safe movement of vehicles
- Working safely with forklifts

Guides

- Agricultural workbook
- Front end loaders and their attachment on tractors
- Machine and equipment safety: an introduction

Manual tasks

On average, workers with injuries from manual tasks take the longest time to recover and return to work. Jobs involving physical stress or repetitive movements have the highest rates of injuries, with over half the lost time injuries involving nurses, health care workers, cleaners, packers and store persons. While low force, repetitive actions and sustained awkward postures can cause injury to workers, lifting is responsible for a high percentage of injuries.

The weight of an object is only one of many factors to consider in avoiding injuries. Other things to take into account include whether the load needs to be lifted at all, whether equipment can be used to assist, and how often and how quickly a task is performed.

Injuries can be the result of gradual wear and tear from frequent or prolonged tasks, or sudden damage from a single lift of something very heavy or awkward.

safety checklist

Check	yes	no	n/a
Hazard identification and risk assessment			
Have you identified manual tasks that may cause injury?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have manual task risk assessments been adequately conducted? The assessments need to consider all the relevant risk factors ¹ .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Investigation of incidents, injuries and hazards			
Have all reported manual tasks incidents, injuries and hazards been adequately investigated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have outcomes of investigations (if any) been reported to the person who raised the hazard within a reasonable timeframe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are control measures to reduce the risk of injuries reviewed after accidents have occurred?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Implementation of risk controls			
Have control measures been put in place and maintained to eliminate or reduce the risks associated with hazardous manual tasks as far as possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the implemented controls taken into account 'sources of risk' ² and relevant 'risk factors'?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information, instruction and training			
Have people involved in organising, implementing and performing manual tasks been provided with adequate instruction and training? The training program needs to cover relevant risk factors and the risk management approach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have workers who perform hazardous manual tasks received task-specific training during induction, and when their work tasks change?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are workers aware of procedures for reporting hazardous manual tasks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

¹**Risk factors** are factors that may make a manual task more hazardous, particularly for the development of musculoskeletal disorders. There are '**direct risk factors**' ie those that have a direct effect on the body (eg actions and postures) and '**indirect risk factors**' (ie those that make a task more difficult to perform (eg the working environment and systems of work)).

² Hazardous manual task risk factors may stem from various sources. Addressing the '**sources of risk**' is the most effective way of controlling the risks. These can be varied and include things like 'work area design and layout' and the 'nature of the load' (eg a heavy load).

For more information on '**risk factors**' and '**sources of risk**' and the risk management approach for manual tasks, see the *Code of practice: Manual tasks* at www.worksafe.wa.gov.au

Manual tasks cont.

Have workers been asked for suggestions on safer ways to complete manual tasks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe work procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have equipment, layout and work organisation been considered to minimise the risk of injury from performing manual tasks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have lifting or carrying heavy loads been eliminated or minimised by changing systems (eg mechanisation) or using different equipment (eg mechanical lifts and trolleys)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has it been ensured that items that are heavy or frequently accessed are not placed above shoulder height or below mid-thigh height?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is adequate space provided for areas where manual tasks are performed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are jobs and tasks organised so that workers have adequate breaks from sustained postures, repetitive movement and manual handling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other sources of information

WorkSafe www.worksafe.wa.gov.au

Legislation

- The Occupational Safety and Health Regulations 1996

Code of practice

- Manual tasks

Video

- Manual tasks

Training package

- Manual tasks training package – presenter’s guide
- Power point presentation

Worksheets

- Manual tasks incident investigation
- Manual tasks risk management tool

Bulletins

- Manual handling in the tyre industry
- Manual tasks in the liquor retail industry
- Manual handling: café and retail industry

Publication

- Manual tasks guide for carers

Information

- Manual handling – cafes and restaurants
- Manual handling – building and construction industry
- Manual handling in the meat industry
- Manual handling moving trolleys
- Manual handling stacking shelves
- Manual handling stacking cartons on pallets
- Manual handling drum handling
- Manual tasks: guide for carers
- Manual tasks in supermarkets
- Manual tasks in supermarkets project
- Manual handling in the retail industry
- Manual handling in the tyre industry

Information and checklists

- Manual tasks in supermarkets

Electricity

safety checklist

Check	yes	no	n/a
Maintenance of electrical installations			
Is there is a maintenance program in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has electrical equipment been tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>In addition for construction workplaces:</i>			
Have portable and fixed electrical equipment been tagged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there is a record of relevant test data?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the tester's licence number on the tags?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Residual current devices (RCDs)			
Are RCDs installed at switchboards and fixed sockets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are portable electrical equipment protected by RCDs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are RCDs labelled and have they been tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>In addition for construction workplaces:</i>			
Are all final sub-circuits, socket outlets, portable generators and equipment protected by RCDs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexible cords (cord extension sets etc)			
Do all connections have either moulded or transparent type plugs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are plugs, sockets and extension leads in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all flexible cords protected from damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>In addition for construction workplaces:</i>			
Has it been ensured that aerial cables are not fixed or attached to scaffolding?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are cords suitable for the length in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has it been ensured that double adaptors and three-pin plug adaptors are not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specific electrical installations			
Are switchboards labelled correctly and protected from damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are light fittings suitable for the location and protected from breakage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are power points suitable for location and positioned safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe work procedures			
Is the work organised for the safety of employees and others at workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other sources of information

WorkSafe www.worksafe.wa.gov.au

Legislation

- The Occupational Safety and Health Regulations 1996

Bulletin

- Electrical switchboards on construction sites

Guide

- A guide to testing and tagging portable electrical equipment and residual current devices at workplaces

Working at heights

safety checklist

Check	yes	no	n/a
Risk assessment and control measures			
Have potential or existing hazards been identified and the risks assessed of anyone falling from heights?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have alternative ways of carrying out the work been considered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all practical steps been taken to prevent falls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the ladder appropriate for the task or would another device such as a platform ladder/ scaffold/elevated work platform be more appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can three points of contact be maintained when using a ladder?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fall injury prevention systems required and in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In setting up a fall injury prevention systems is it inspected to ensure sharp edges, pinch points and sources of heat, which could damage the system are identified and rectified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has it been assessed whether a fall will be arrested before hitting the ground/other structure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has equipment, anchorage points and access methods been <ul style="list-style-type: none"> • inspected; • rated; and • are appropriate for the load? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a risk of falling objects striking people below?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are controls required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a rescue plan required and in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the weather conditions appropriate for the work being carried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the workers competent for the task?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe access and egress			
Has the scaffold been tagged and inspected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are walkways in good condition and free from obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information, instruction and training			
Have you been vigilant in ensuring that safe work practices are in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other information

WorkSafe www.worksafe.wa.gov.au

Legislation

- The Occupational Safety and Health Regulations 1996

Code of practice

- Prevention of falls

Guidance note

- Fall prevention for scaffolders

Slips, trips and falls

safety checklist

Check	yes	no	n/a
Movement of people and access/egress			
Can people move safely around the workplace and are passages kept free of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the access to and egress from workplace safe and kept free from obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working environment			
Do floors, stairs and ramps have unbroken and slip resistant surfaces and are they free from any obstruction? Is there adequate drainage designed and constructed for areas where there is a risk of liquid coming into contact with the floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are guard rails or other safeguards provided on ramps and stairs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are warning signs available and erected near spills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is lighting adequate for the movement of people around the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there sufficient space in which to work without risk of a slip, trip or fall?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are workplaces maintained in clean condition to avoid hazards to people in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do steps have even risers and goings, not too high or low risers and goings, defined nosing or treads, and handrails or guard rails?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are stepladders designed appropriately if in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Procedures			
Are safe systems of work procedures in place? For example, a 'clean as you go' policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Footwear			
If footwear PPE is provided, is it slip resistant for the workplace floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other sources of information

WorkSafe www.worksafe.wa.gov.au

Legislation

- The Occupational Safety and Health Regulations

Code of practice

- Prevention of falls

Bulletins

- Safety and health in bakeries
- Slips, trips and falls: café and restaurant industry

Tools

- Slips, trips and falls risk management tool

Chemicals and ‘hazardous substances’

‘Hazardous substances’ are substances that meet a definition under the Occupational Safety and Health Regulations 1996. They are substances that can have a direct health effect on people and include some dusts, fibres, gases, vapours, smoke, fumes and chemicals. This checklist covers both requirements for hazardous substances under the Occupational Safety and Health Regulations 1996 and general chemical safety.

safety checklist

Check	yes	no	n/a
Register of hazardous substances			
Is there a complete list of all hazardous substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there up to date MSDSs for each hazardous substance in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all MSDSs in the Hazardous Substances Register?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the Hazardous Substances Register readily available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Labels			
Do all original containers have manufacturers’ labels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all decanted containers labelled with name, risk and safety phrases?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessment			
Have the risks from all chemicals and hazardous substances stored and used at the workplace been assessed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the risk assessments been recorded in the Hazardous Substances Register?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are risk assessment reports available where risks are significant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk controls			
Have steps been taken to adequately control risks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the ‘hierarchy of controls’ (preferred order of controls) been considered when selecting controls? That is, firstly consider eliminating the chemical and, if not practicable, choose a safer one or use ventilation near the work where possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have controls been inspected and maintained? For example, has air flow been checked in ventilation systems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there appropriate first aid and emergency facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training			
Have all people who may be exposed to chemicals and hazardous substances been given information and training before starting work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the records of training include health effects, controls, safe work methods and personal protective equipment/clothing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health surveillance			
Have you initiated health surveillance of workers’ health where there is a risk? This is a requirement for work with lead, isocyanates, asbestos, organophosphate insecticides and other substances listed in Schedule 5.3 of the Occupational Safety and Health Regulations 1996.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where health surveillance is required, has a medical practitioner been appointed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asbestos Register			
For workplaces with asbestos materials present, is there a current asbestos register for the workplace? See also the Asbestos checklist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other information

WorkSafe www.worksafe.wa.gov.au

Legislation

- The Occupational Safety and Health Regulations 1996

Codes of practice

- Management and control of asbestos [NOHSC: 2018]
- Control and safe use of inorganic lead at work [NOHSC: 2015]
- Control of workplace hazardous substances [NOHSC: 2007]
- Labelling of workplace substances [NOHSC: 2012]
- Code of practice: Spray painting
- Code of practice: Styrene

Guidance notes

- Assessment of health risks from hazardous substances [NOHSC: 3017]
- Controlling isocyanate hazards at work
- Material safety data sheets (MSDS)
- Occupational safety and health management and contaminated sites
- Prevention of carbon monoxide poisoning
- Safe use of chemicals in the woodworking industry
- Soldering in the workplace – rosin fluxes

Safe Work Australia website www.safeworkaustralia.gov.au

Code of practice

- Safe use of ethylene oxide in sterilisation/fumigation [NOHSC: 2008]

Guides

- Controlling risks associated with electroplating

Database

- Hazardous Substances Information System (a database with information on hazardous substances)

Machine guarding

safety checklist

Check	yes	no	n/a
Guards			
Where fixed guards are provided, are they of substantial construction and secured into position while machinery is in operation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where interlocking guards are provided, can they prevent operation of the machinery when open, and are the guards prevented from opening while the machinery is in operation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where a presence sensing system is used, does it operate as intended and stop the machinery when the light beams or sensors are interrupted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do guards protect against hazards to the rear and sides of machinery?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is practicable to provide a higher level of guarding than already provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe work procedures			
Are pre-operational checks conducted to ensure safety features are in working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where a presence sensing system is used, is a safe system of work documented and a clearly identified warning provided when the guard is muted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where a presence sensing system is used, are inspection and maintenance records maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are appropriate isolation procedures provided for maintenance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where setting, testing and start up of machinery is required with the final means of safeguarding removed, are interim safeguards provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where fixed physical guards are provided, is adequate provision made for cleaning, maintenance, adjustment and repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where it is not practicable to guard machinery, and persons are required to operate or pass in close proximity to dangerous moving parts, is a safe system of work in place to reduce the risks as far as practicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training			
Are operators and maintenance personnel properly trained, familiar with the operation and set up of machinery and able to demonstrate safety features?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information			
Are manufacturers' manuals readily available and understood by operators?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are machine controls protected to prevent unintentional operation, adequately marked as to their function and within easy reach of the operator?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are manufacturers' manuals readily available and understood by operators?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are machine controls protected to prevent unintentional operation, adequately marked as to their function and within easy reach of the operator?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are manufacturers' decals and warning signs clearly visible and in English?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other sources of information

WorkSafe www.worksafe.wa.gov.au

Legislation

- The Occupational Safety and Health Regulations 1996

Code of practice

- Safe guarding of machinery and plant

Guidance notes

- Isolation of plant
- Safe use of woodworking machinery

Guides

- Machinery and equipment safety – An introduction

Asbestos management

safety checklist

Check	yes	no	n/a
Identification of asbestos hazards			
Has the location of asbestos containing material (ACM) been identified in all buildings, including any inaccessible areas, and machinery and plant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the type and condition of ACM been identified? For example, types include AC sheets, lagging on pipes and flues, ACM gaskets in machinery or plant and window putty. Note also whether the ACM is intact or damaged.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the identification been carried out by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is ACM labelled in all areas where a competent person has determined it is needed to assist people to identify the ACM?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asbestos risk assessment			
Have all the risks for all ACM in the workplace been assessed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did the risk assessment include:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• scope (area the register covers);	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• consultation with staff;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• examination of the condition of the ACM (for example friable or bonded and stable) and whether it is liable to damage or deterioration;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• assessment of the probability of disturbance to the ACM; and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• likelihood of people being exposed to asbestos fibres (based on the above points).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the risk assessment been carried out by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asbestos register			
Where there is ACM at the workplace, is there an 'asbestos register'?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the 'asbestos register' contain accurate information on:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• scope (area the register covers);	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• date of identification/inspection;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• locations of ACM ;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• types and form of ACM;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• condition of ACM (intact or damaged);	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• analysis results (if carried out);	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• location of any presumed ACM including inaccessible areas;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• date of each risk assessment;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• name of competent person(s) who carried out risk assessment;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• risk assessment findings and conclusions including any reviews and revisions;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• air monitoring results (if any);	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• recommended control measures; and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• details of any work or maintenance on ACM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the 'asbestos register' been reviewed within the last 12 months (or up to three years if low risk and there is recommendations from a competent person)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Asbestos management safety checklist cont.

Working with asbestos			
Do any of the employees or contractors work on the ACM? For example, maintenance work that involves cutting, grinding, sawing, drilling or sanding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are systems of work in place to ensure any work on ACM is carried out in a safe manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have employees who work on ACM been trained in safe work methods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a licensed asbestos removalist used to remove >10m ² non-friable ACM or any friable ACM?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication and consultation			
Have all relevant persons received training on the presence of ACM and the 'asbestos register' including procedures for providing register to contractors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are systems in place to ensure the 'asbestos register' is made available to employees and contractors who are likely to conduct work on the ACM or may be in the vicinity of such work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste and clean up			
Are systems in place to ensure any asbestos waste is disposed of properly? This should include:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • sealing waste in plastic or other container; 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • placing waste in a plastic lined skip bin; 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • labelling the waste; and 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • transporting the waste too an approved waste disposal facility for asbestos. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are asbestos work areas inspected for cleanliness at the end of the job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other sources of information

WorkSafe www.worksafe.wa.gov.au

Legislation

- The Occupational Safety and Health Regulations 1996

Checklists

- Asbestos in state and local government
- Asbestos in the construction industry: information and checklist

Codes of practice

- Management and control of asbestos in workplaces [NOHSC: 2018]
- Safe removal of asbestos. 2nd edition. [NOHSC: 2002]

Guidance note

- Asbestos materials in the automotive maintenance and repair industry

Violence and aggression

safety checklist

Check	yes	no	n/a
Information, instruction and training			
Are workers trained in recognition of, communication for and management of aggressive behaviour?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have workers received information, instruction and training in relation to dealing with violence and aggression (including difficult customers, cash handling and hold ups)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are workers trained in recognition of, communication for and management of aggressive behaviour?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are security staff adequately trained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General safety			
Is there is a management plan to identify potentially threatening or violent incidents at work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are systems in place to identify potentially aggressive customers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are procedures in place in relation to violence and aggression?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are procedures in place in relation to cash handling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are procedures in place in relation to hold-ups (including post-hold up procedures)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are procedures in place to ensure timely and appropriate counselling is provided to workers following a violent/aggressive incident?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is an adequate number of security staff provided (where applicable)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are staff escorted to car after evening shifts, where applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other sources of information

WorkSafe www.worksafe.wa.gov.au

Code of practice

- Violence, aggression and bullying at work

Guides

- Armed hold-ups and cash handling

Workplace bullying

safety checklist

Check	yes	no	n/a
Policies and procedures			
Is there a policy applicable to bullying prevention?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a code of conduct for all workers that outlines the basic rules for respect at work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you have a code of conduct, have you considered linking it to the performance management system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are systems in place to respond to claims of bullying or unresolved conflict in a timely manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are procedures in place to assist in conflict resolution and grievance resolution?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a contact person, grievance officer or mediator been appointed as a first contact person for enquiries, concerns and complaints?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessment			
Are systems in place to identify bullying hazards and assess their risks early? This should include gathering information on trends on sick leave, turnover and workers' compensation. Conducting a workplace culture survey may also provide useful information for a risk assessment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information, instruction and training			
Have workers received information, instruction and training on the policies and how to respond to unresolved conflict or unreasonable behaviour, including how to report incidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have managers received sufficient training to enable them to resolve conflicts promptly and effectively?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have new managers also received training in management skills? For example, people management skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other sources of information

WorkSafe

www.worksafe.wa.gov.au

Code of practice

- Violence, aggression and bullying at work

Guidance note

- Dealing with bullying at work
- Web information
- Frequently asked questions

Evacuations and first aid

safety checklist

Check	yes	no	n/a
Evacuation			
Is there an evacuation procedure to be followed in the event of a fire or other emergency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the evacuation procedure and a diagram of the workplace (showing the exits) displayed in a prominent location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the evacuation procedure practised at reasonable intervals, where practicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the workplace arranged so that people can safely move within it? Are the passages for movement always kept free of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the emergency egress enable safe egress in event of an emergency? This includes ensuring that doors are free of obstructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have exit signs been provided and are they maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have portable fire extinguishers been provided, located and distributed in accordance with Australian Standard AS/NZS 2444?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are portable fire extinguishers regularly maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a fire blanket available where applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is training provided on how to use fire extinguishers and other safety equipment to people who will be required to help control or extinguish a fire?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there procedures in place for isolated workers? They must have a means of communication available to call for help and procedures for regular contact that they have been trained in.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First aid			
Have an adequate number of people been trained in first aid, having regard to the types of hazards and number of people at the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is an adequately stocked first aid kit provided at a central location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the first aid kit regularly inspected to ensure adequate supplies are present?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are other first aid facilities provided and maintained if indicated by the hazards at the workplace? For example, provision of a safety shower and eyewash where corrosive liquids are handled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other sources of information

WorkSafe www.worksafe.wa.gov.au

Legislation

- The Occupational Safety and Health Regulations 1996

Evacuation

Guidance notes

- Preparing for emergency evacuation
- Working alone

First aid

Codes of practice

- First aid and facilities and services; workplace amenities and facilities; Personal protective clothing and equipment

New and young workers

All workers who are new to the job are at risk of injury, with young people often being injured or harmed.

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

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

Use the following safety induction checklist to ensure your new and young workers are familiar with safety procedures.

The access movement and safety of visitors must also be considered.

safety checklist

Check	yes	no	n/a
Induction			
Has the new/young worker had an induction to the workplace? See the 'New and young people safety induction checklist'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information, instruction and training			
Have information, instruction and on the job training been provided on safe work procedures the actual job the person will be carrying out. Where they are relevant, this needs to include training on lifting, slips, trips and falls, operation of machinery and equipment and chemical safety.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the new/young worker's understanding assessed before commencing the task?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the new/young workers provided with opportunities to ask questions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a buddy system in place for new/young workers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have anti-harassment, workplace bullying and workplace violence policies and have young/new workers been made aware of them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervision – safety instructions			
Are supervisors aware of job requirements including risks to new and young workers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are managers/supervisors aware of new/young workers' vulnerabilities? See the box on this page for information for issues that may influence a young worker's ability to work safely.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are managers/supervisors ensuring new and young workers are working in accordance with safety instructions? This should include instructions on no skylarking, initiation ceremonies and bullying. This should also address what to do if experiencing bullying.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are supervisors available to answer questions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are work practices of new/young workers monitored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are unsafe work practices corrected immediately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consultation and communication			

New and young workers safety checklist cont.

Do new/young workers know how to report injuries and hazards, including faulty equipment and unsafe working conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are new/young workers involved in hazard identification, risk assessment and control of hazards at the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do new/young workers know their safety and health representatives are (if any) and what their role is?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visitors – access and movement			
Have steps been taken to ensure the risk of injury or harm to visitors is reduced by means appropriate to the workplace and type of work activity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other sources of information

WorkSafe www.worksafe.wa.gov.au

New and young workers' safety induction

safety checklist			
Induction			
Position			
Date of commencement			
Location			
Name of person providing the induction:			
Check	yes	no	n/a
1. Explain work tasks (roles, responsibilities and duties)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Tour of workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Introduction to key people including supervisor/manager, first aid officer, safety and health staff (if any) and safety and health representative (if any) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Provide locker and personal protective clothing and equipment and tools, as required 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Explain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> OSH policy 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Duty of care: employer and employees 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Consultation: OSH committee and safety and health representative (if any) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Safe work procedures and instructions for each task 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Any hazards and the control measures 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Operation of equipment and machinery 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> The safe way to lift and handle things 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Chemical safety 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Working from height procedures 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Permit to work 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Slips, trips and falls prevention 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Electrical safety 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Vehicle safety 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Safety procedures for working on the side of the road 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Safety signage 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Procedures for good housekeeping 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Procedures for working outside such as skin protection 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Use, maintenance and storage of personal protective clothing and equipment including, where required, eye, hand, foot and hearing protection 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Maintenance requirements and who has responsibility 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Issue resolution procedures 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Injury/incident reporting procedure 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Injury management policy and guidelines 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Compensation claims process and rehabilitation 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> First aid facilities 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Emergency procedures including fire safety 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Policy on smoke free workplace 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

New and young workers safety induction checklist cont.

• Policy on alcohol and other drugs at the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Workplace bullying policy and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Violence and aggression policy and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that workers' understanding is assessed before commencing tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schedule of follow-up training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervision			
• Regular checks to ensure workers are following safety instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name of manager/supervisor:		signed:		date:	
Name of new employee:		signed:		date:	

Work experience

safety checklist

Check	yes	no	n/a
Planning and liaison			
Has someone been appointed to be in overall charge of young workers, including those on work experience placements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there effective liaison established with the work experience organisers? Matters to address include arrangements for regular monitoring and reporting of accidents/ incidents/ill health.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have parents or guardians been informed of risks and control measures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessments and controls			
Have work tasks for young people been properly defined and explained so they understand what is required of them in order to protect their own safety and health and that of others?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have risk assessments specific to work experience workers been carried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do risk assessments take into account special health and safety needs young workers may have? This includes assessing risks that could arise as a result, for example, of physical and learning disabilities, health issues (such as allergies, asthma, respiratory problems, heart disease, diabetes and colour blindness) and use of prescription medicines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have additional control measures required for young people been clearly identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the necessary steps been taken to isolate or make safe dangerous tools, plant, equipment or substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information, instruction and training			
Have young workers been provided with appropriate information about hazards, risks and precautions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have work activities which young people should be prohibited from undertaking been clearly identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have arrangements been made for appropriate supervision and induction training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have necessary arrangements for personal safety and freedom from harassment and bullying been considered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Contractors and transient workers

safety checklist

Check	yes	no	n/a
Planning and contract management			
Does the safety and health policy include contractors' responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is safety and health a key criterion in the selection of contractors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are steps taken to ensure contractors are competent in safety and health?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are discussions held with contractors and the job to be undertaken agreed upon before work starts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have your requirements and the contractors' responsibilities for health and safety been set out in writing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are contractors made aware of your safe work procedures in advance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are contractors requested to provide safe work method statements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do contractors sign in and out and is it always known where they are?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are contractors given site information before starting the job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you check on contractors' arrangements for supervision of their workers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the contractor sends different staff, are you notified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you request contractors report all incidents/accidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessments			
Are risk assessments for contracted work conducted with contractors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you go through a contracted job before allowing work to start?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you check on progress with a contracted job and that the contractors are working safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you keep the whole workforce informed on safety and health issues?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you take appropriate action if contractors are not working safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When a job is finished, do you review how it went, including the safety and health performance of the contractor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other sources of information

WorkSafe www.worksafe.wa.gov.au

Legislation

- The Occupational Safety and Health Regulations 1996

Bulletins

- Agents providing workers – Labour hire
- Labour hire industry and duty of care

Forklifts

safety checklist

Check	yes	no	n/a
Maintenance			
Are there records for commissioning and all alterations, inspections and maintenance, particularly for brakes, steering, hydraulics and tyres?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are forklifts in good working order, with fittings as required by law?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are pre-operational checks conducted of:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Roll Over Protective Structures (ROPs) or Falling Objects Protection Structures(FOPs), where applicable;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• seat;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• seat belt;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• lights;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• steering;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• controls;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• horn;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• gas cylinder;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• warning signs (decals);	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• brakes;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• mast;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• reverse alarms;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• chains;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• tyres;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• hoses; and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• counterweight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High risk work licences			
Are operators 18 years or older?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do operators hold a current high risk work licence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General safety			
Are the capacity charts legible, applicable to the particular forklift, amended for attachments and display the load limits for the particular forklift?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the operators' manuals legible, accessible, apply to specific forklifts and have details as per manufacturers' specifications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is work organised for the safety of the operator and others?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are checks made of:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• work surface;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ramps;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• loading docks;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• signs;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• hazardous areas;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• control of traffic; and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• control of pedestrians	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unless otherwise instructed, is it ensured that keys are not left in unattended forklift to prevent unauthorised use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are controls labelled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other sources of information

WorkSafe www.worksafe.wa.gov.au

Legislation

- The Occupational Safety and Health Regulations 1996

Guidance notes

- Working safely with forklifts
- Safe movement of vehicles

Guide

- Forklift safety

Machinery and plant (general)

safety checklist

Check	yes	no	n/a
Maintenance			
Is maintenance up to date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are records kept of commissioning and all alterations, inspections and maintenance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operator training			
Is there evidence of training and instruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do operators hold relevant high risk work licences, if applicable? These are required for mobile cranes, forklifts, concrete placing units (truck mounted with a boom) and boom type elevating work platforms (greater than 11 metres boom length)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General safety			
Is plant registered with WorkSafe, where necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the manufacturers' manuals and operator instructions readily available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are load charts/capacity chart provided and legible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are seatbelts fitted and functional?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where a Rollover Protective Structure (ROP) or Falling Objects Protection Structure (FOP) is fitted, is it suitable and adequate to reduce the risks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is every dangerous part of fixed, mobile or handheld powered plant (machinery), as far as practicable, securely fenced or guarded unless positioned or constructed so it is as safe as it would be if guarded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are people provided with safe access that is suitable for the work they perform in, on and around machinery and equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is other personal protective equipment provided as necessary? For example, high visibility clothing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a noise assessment been conducted and have control measures been implemented? See also the checklist for noise.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are steam and hot water pipes insulated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe work procedures			
Have safe work procedures been provided and documented for use and maintenance of machinery and plant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other sources of information

WorkSafe www.worksafe.wa.gov.au

Legislation

- The Occupational Safety and Health Regulations 1996

Code of practice

- Safe guarding of machinery and plant

Guidance note

- Isolation of plant
- Powered mobile plant
- Safe movement of vehicles
- Safe use of woodworking machinery
- Working safely with forklifts

Guides

- Agricultural workbook
- Front end loaders and their attachment on tractors
- Machine and equipment safety: an introduction

Noise

safety checklist

Check	yes	no	n/a
Identification of noise hazards			
Has a hazard identification for noise been carried out? For example, do people need to raise voices to speak with someone one metre away? Are there very loud impact noises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have there been any workers' compensation claims for hearing loss?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise risk assessment			
Have noise risk assessments been carried out by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are any workers exposed above the exposure standard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the noise risk assessment current? That is, is it less than five years ago and has noise exposure not substantially changed since?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazard controls			
Is there a 'buy/hire quiet' policy to choose quieter tools and equipment? For example, noise reducing circular saw blades.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the workplace layout position noisy work well away from quiet work? For example, tile cutting and brick cutting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are tools/equipment and noise controls maintained so as to minimise noise?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is work planned to minimise the time workers are exposed to excessive noise?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are noise sources and noise controls maintained so as to minimise noise?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal hearing protectors			
Are compliant hearing protectors supplied to and correctly worn by workers who may be exposed to a noise hazard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do hearing protector areas have signs in accordance with Australian Standard AS1319?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are workers trained in fitting, use, selection, maintenance, replacement and storage of hearing protectors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information and training			
Are information and training on noise hazards, effects and controls provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing tests			
Is an audiometric testing program made available to workers exposed above the exposure standard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are appropriate actions taken if hearing loss is found to occur?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other sources of information

WorkSafe www.worksafe.wa.gov.au

Legislation

- The Occupational Safety and Health Regulations 1996

Code of practice

- Managing noise at workplaces
- Control of noise in the music entertainment industry

Noise Levels and Exposure Times Equivalent to the Exposure Standard

Noise Level dB(A)	Exposure Time
82	12 hours
85	8 hours
88	4 hours
91	2 hours
94	1 hour
97	30 min
100	15 min
103	7.5 min
106	3.75 min

Confined spaces

safety checklist

Check	yes	no	n/a
Training			
Have the people who supervise, enter, work near, purchase or maintain equipment, are likely or could be involved in any rescue or first aid procedure, received training on confine space entry in accordance with Australian Standard AS2865?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confined space training needs to include:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• hazards in confined spaces;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• assessment procedures;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• control measures and emergency procedures; and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• selection fit storage, use and maintenance of safety equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessments			
Has a documented risk assessment been carried out and completed and permit for entry been endorsed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessment MUST comply to Australian Standard AS 2865 requirements including:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• hazard identification;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• work to be done and work methods;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• hazards involved with the selected work method and equipment;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• emergency response procedures; and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• competence of workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are confined spaces monitored for hazards such as fumes, flammable gases/vapours or low oxygen levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe work procedures			
Are people required to enter into a confined space for work purposes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the confined space entry point been designed to reduce the risk of injury ie safe access, entry and exit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the work being done in the confined space compliant with Australian Standard AS 2865 requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When people enter a confined space is there another person present in the immediate vicinity outside the confined space?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are work practices arranged so that workers are protected from extremes of heat and cold?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there adequate lighting for the type of work been done and the location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the work area been isolated to prevent introduction of contaminants or activation of services or plant which could present a hazard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other sources of information

WorkSafe www.worksafe.wa.gov.au

Legislation

- The Occupational Safety and Health Regulations 1996

Standards

- Australian/New Zealand Standard, AS/NZS 2865 *Safe working in a confined space*

Working alone

safety checklist

Check	yes	no	n/a
Risk assessment			
Has a risk assessment has been undertaken covering issues such as length of time the person is working alone, time of day, location and the nature of the work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have identified hazards been eliminated or adequately controlled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information, instruction and training			
Has the person working alone been provided with adequate information and instruction to be able to work safely?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication			
Is there is a system in place for communication with workers working alone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the working alone system ensure that workers have means of communicating in the event of an emergency? For example mobile phones and/or duress alarms)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the means of communication is vehicle based, do the working alone procedures cover the person when they are away from the vehicle?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the system require regular contact to be maintained with workers to ensure safety and supervision?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the employer have knowledge of the location of all workers at all times during work shifts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency supplies			
Is the worker provided with emergency supplies such as adequate drinking water and first aid equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance			
Are machinery and equipment regularly maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other sources of information

WorkSafe www.worksafe.wa.gov.au

Legislation

- The Occupational Safety and Health Regulations 1996

Guidance note

- Working alone

Bulletin

- Travelling in remote locations

OSH System Checklist

Do you have?	Yes	No	N/A	Information available at www.worksafe.wa.gov.au
An OSH policy				<ul style="list-style-type: none"> The WorkSafe plan information and workbook publication OHSE subbypack publication (while this is for the building and construction, it has useful information and forms that may be used or adapted for other types of workplaces)
Elected safety and health representatives and/or an OSH committee				<ul style="list-style-type: none"> 'Frequently asked questions' information on safety and health representatives on the website Guidance Note: Formal consultative processes at the workplace
Hazard identification checklists and risk assessment tools				<ul style="list-style-type: none"> The First Step publication Safety topics' area of the website SafetyLine Institute course material
Hazardous substances register and Material Safety Data Sheets (MSDS) for all chemicals				<ul style="list-style-type: none"> The First Step publication 'Frequently asked questions' information on hazardous substances on the website Guidance note: Provision of information on hazardous substances at workplace: Material Safety Data Sheets (MSDS)
Hazard report form				<ul style="list-style-type: none"> OHSE subbypack publication (while this is for the building and construction, it has useful information and forms that may be used or adapted for other types of workplaces)
Accident/incident report form				<ul style="list-style-type: none"> The First Step publication More detailed information – <ul style="list-style-type: none"> Tips for investigating accidents and incidents SafetyLine Institute course material
An induction program				<ul style="list-style-type: none"> The First Step SmartMove website education package New to the Job induction DVD available from WorkSafe and on SmartMove 'New and young workers' information under 'Safety topics' area of the website
Emergency and first aid procedures				<ul style="list-style-type: none"> Codes of Practice: First aid facilities and services; workplace amenities and facilities; personal protective clothing and equipment Guidance note: Preparing for emergency evacuations in the workplace
A violence and aggression and at work policies and procedures				<ul style="list-style-type: none"> Code of practice: Violence, aggression and bullying at work 'Frequently asked questions' information on violence on the website
Workplace bullying policy and procedures				<ul style="list-style-type: none"> Code of practice: Violence, aggression and bullying at work Guidance note: Dealing with bullying in the workplace: a guide for workers 'Frequently asked questions' information on violence on the website
A resolution of issues procedure/grievance procedure				<ul style="list-style-type: none"> The Occupational Safety and Health Act 1984 – Section 24. Available www.slp.wa.gov.au Guidance Note: Formal consultative processes at the workplace

OSH System Checklist cont.

Ongoing training in OSH and a way to record training undertaken across the organisation				In addition to inductions and initial training, training should occur when a new task is introduced to a worker and to refresh a worker's skills and knowledge.
Processes to manage contractors and labour hire arrangements				<ul style="list-style-type: none"> • Bulletins: <ul style="list-style-type: none"> – Labour hire industry and duty of care (6/2005) – Host employers – labour hire (6/2006) – Agents providing workers to clients (7/2006) • Guidance Note: General duty of care in Western Australian workplaces
An ongoing plan to monitor and improve OSH in your workplace				<ul style="list-style-type: none"> • The WorkSafe plan information and workbook publication
Access for workers to OSH information				<ul style="list-style-type: none"> • You can also contact the WorkSafe Library on 9327 8777

Sample form for your own use (not for reporting to WorkSafe).

ACCIDENT / INCIDENT REPORT FORM

Record No: _____

Personal details

Name: _____

Occupation: _____

Section/Dept: _____ Date of report: / /

Accident/incident details

Date: _____ Time: _____ Date reported: / /

Location: _____ Witness: _____

Reported to whom: _____

Full accident/incident details – what happened, or in the case of a near miss, what could have happened

Injury – Nature of Injury

- | | | | |
|--|---|---------------------------------------|--|
| <input type="checkbox"/> Contusion/crush | <input type="checkbox"/> Burn | <input type="checkbox"/> Dislocation | <input type="checkbox"/> Amputation |
| <input type="checkbox"/> Laceration/open wound | <input type="checkbox"/> Superficial injury | <input type="checkbox"/> Foreign body | <input type="checkbox"/> Internal injury |
| <input type="checkbox"/> Concussion | <input type="checkbox"/> Sprain/strain | <input type="checkbox"/> Fracture | <input type="checkbox"/> Dermatitis |

Location of Injury

- | | | |
|--|--|--|
| <input type="checkbox"/> Head/face | <input type="checkbox"/> Eye | <input type="checkbox"/> Internal organs |
| <input type="checkbox"/> Hand/fingers | <input type="checkbox"/> Shoulder/arms | <input type="checkbox"/> Trunk (other than back) |
| <input type="checkbox"/> Hip/leg | <input type="checkbox"/> Foot/toes | <input type="checkbox"/> Back |
| <input type="checkbox"/> Other (state) | | |

Results of accident

Lost time injury Y / N No. of days: _____ days Workers' compensation Y / N
Treatment received: First aid Doctor Hospital

Damage to equipment/buildings/vehicles etc.

What was damaged? _____

Extent of damage: _____

Contributing factors

What were the contributing factors (if any)? _____

Corrective actions

Immediate actions _____

What controls can be put in place to prevent this from happening again? _____

Recommendations for action

Who is to implement these controls/corrective actions? _____

Date by which action is to be taken //

Signatures

Officer: _____ HS Rep: _____ Manager: _____

Director: _____ Investigating officer: _____

Actions completed: _____ Date: // _____ Manager: _____

Schedule 2 — Forms relating to general provisions

Form 1 — NOTIFICATION OF INJURY

Occupational Safety and Health Act 1984

[Regulation 2.4(2)]

WorkSafe Western Australia Commissioner
 Locked Bag 14
 CLOISTERS SQUARE PERTH WA 6850
 Phone: 1300 307 877 Fax: (08) 6251 2824
 Email: wscallcentre@commerce.wa.gov.au

INJURY REPORTING TELEPHONES:
 (08) 6251 2200
 1800 678 198

PLEASE USE CAPITAL LETTERS TO COMPLETE THIS FORM

Section 1: Employer details			
Legal name:			
Trading name:		ABN / ACN:	
Type of workplace:		ANZIC:	
Street address:			
Suburb/Town:		Postcode:	
Phone:		Fax:	
Email:			

Section 2: Details of injured person			
Surname:		Sex: Male <input type="checkbox"/>	Female <input type="checkbox"/>
Given names:			
Occupation:			
Date of birth: / /	Age:	Days unable to work:	

Section 3: Details of injury			
Date of injury: / /	Time of injury:	:	<input type="checkbox"/> am <input type="checkbox"/> pm
WorkCover number:			
Nature of injury:			
Injury code			
Brief description of how injury occurred:			
Address of the workplace where the injury occurred:	Street address:		
	Suburb/Town:		
	Postcode:		
Area of workplace the injury occurred:			
Person removed to:			
Person reporting injury:	First name:		Surname:
	Position:		Phone:
Person for liaison:	First name:		Surname:
	Position:		Phone:

Body Location		Injury Codes
Skull	A	
Chest	B	
Arm	C	
Leg	D	
Digit (finger/toe)	E	
Pelvis	F	
Spine	G	
Eye	H	
Ankle/Foot	I	
Injury Type		
Amputation	1	
Fracture	2	
Laceration	3	
Loss of sight	4	
Other 10 days +	5	
Fatality	6	
Examples:		
1. Head fracture would be an A2		
2. Arm amputation would be a C1		
3. Toe amputation would be an E1		

OFFICE USE ONLY:

DATE: ___ / ___ / _____ TIME:

SAVED TO OBJECTIVE: OFFICER:

Form 2 — NOTIFICATION OF DISEASE

[Regulation 2.4(2)]

Occupational Safety and Health Act 1984

WorkSafe Western Australia Commissioner
 Locked Bag 14
 CLOISTERS SQUARE PERTH WA 6850
 Phone: 1300 307 877 Fax: (08) 6251 2814
 Email: wscallcentre@commerce.wa.gov.au

REPORTING TELEPHONES:
 (08) 6251 2200
 1800 678 198

Section 1: Employer details			
Legal name:			
Trading name:		ABN / ACN:	
Type of workplace:		ANZIC:	
Street address:			
Suburb/Town:		Postcode:	
Phone:		Fax:	
Email:			

Section 2: Details of person affected	
Surname:	Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>
Given names:	
Occupation:	
Date of birth: / /	Age: Days unable to work:

Section 3: Details of disease			
Date of diagnosis: / /	Time of diagnosis:	:	am <input type="checkbox"/> pm <input type="checkbox"/>
WorkCover number:			
Name of disease:			
Brief description of work done/and or how incident occurred			
Address of the workplace where the incident occurred:	Street address:		
	Suburb/Town:		
	Postcode:		
Person removed to: (Hospital/GP)			

Person reporting injury:	First name:		Surname:	
	Position:		Phone:	
Person for liaison:	First name:		Surname:	
	Position:		Phone:	

OFFICE USE ONLY:

DATE: ___ / ___ / _____ TIME: _____ SAVED TO OBJECTIVE: OFFICER: _____

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Comprehensive work safety and health information
provided by the Department of Commerce can be found at:
www.worksafe.wa.gov.au

Mason Bird Building 303 Sevenoaks Street Cannington WA 6107
Mail: Locked Bag 14 Cloisters Square Perth WA 6872
Administration: 1300 307 877
Facsimile: (08) 6251 2201
Website: www.worksafe.wa.gov.au
Email: safety@commerce.wa.gov.au
National Relay Service: 13 36 77

This document is available on request in other formats to assist people with special needs

