



Inspection campaign

WorkSafe is currently conducting an inspection campaign in the cleaning industry with a view to reducing injuries in the sector. The campaign will involve inspectors visiting cleaning companies to identify any common safety risks and provide employers with information on how to comply with occupational safety and health requirements. This newsletter has been developed to identify safety issues in your industry and to assist you in meeting the requirements of the Occupational Safety and Health Act and regulations.

What issues are we looking at?

A checklist has been developed which may assist you to assess your workplace prior to being visited by an inspector. The checklist is included in this publication.

Issues covered by the checklists include:

- Manual tasks
- Slips, trips and falls
- Hazardous substances
- Falls from height
- Electrical safety
- Machine guarding
- Personal protective equipment
- New and young workers
- First aid and amenities
- Emergency procedures
- Noise
- Violence and aggression
- Sharps and body fluids
- Working alone

Further information can be obtained by contacting WorkSafe on 9327 8777 or by visiting www.worksafe.wa.gov.au

What are the risks?

In the cleaning industry the most common causes of injury are from manual handling tasks and slips, trips and falls. Other concerns are burns from chemicals, falls from heights and electrocution.

What is a risk assessment?

The occupational safety and health laws require risk assessments to be carried out.

A risk assessment is the process of determining whether there is a risk associated with an identified hazard, that is, whether there is any likelihood of injury or harm. The process should include consultation with people involved in the task, as well as consideration of the, experience and training of the operator, individual tasks to be performed and the length of time the operator is exposed to the identified hazards.

How do I use these checklists?

1. Use the checklists in this newsletter to inspect your workplace. You may see other hazards as you are going through – add them to the checklist.
2. Anything that you have ticked 'No' or added to the list needs to be fixed. So, look at each hazard using the table below to prioritise identified hazards.

Risk rating table – for working out level of risk Use the vertical and horizontal columns to consider both the likelihood of injury or harm to health and the consequences to work out the level of risk

Likelihood of injury or harm to health	Consequences of any injuries or harm to health			
	Insignificant eg no injuries	Moderate eg first aid	Major eg extensive injuries	Catastrophic eg death
Very likely	High	Extreme	Extreme	Extreme
Likely	Moderate	High	Extreme	Extreme
Moderate	Low	High	Extreme	Extreme
Unlikely	Low	Moderate	High	Extreme
Highly unlikely (rare)	Low	Moderate	High	High

Risk assessment is a 'best estimate' on the basis of available information. It is important the responsible person undertaking a risk assessment has the necessary information, knowledge and experience of the work environment and work process, or such a person is involved.

3. If the hazard falls into 'high' or 'extreme', based on your view of how likely it is someone will get hurt and what level of injury could happen, then you need to fix it straight away. If it is lower down in the table – moderate or low – then plan when you will fix it.

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

Making beds

What is the problem?

The task of making beds has been associated with musculoskeletal injuries within the cleaning industry.

What are the risks?

Workers may be at risk of injuries from strains to the back, neck and shoulders, particularly when bending, lifting and reaching.

The common sources of risk include:

- moving the bed
- making beds at low height
- adopting awkward postures due to inadequate space and the placement of furniture around the bed. This makes it difficult to access all three sides of the bed.

What are solutions to the problems?

Implement a system to regularly seek information from the worker to check if their work environment or tasks have changed, or need to change.

Cleaning staff should have an easy system to report any changes or safety issues to their employer. If changes have been made or need to be made, employers should complete a re-assessment of the worker's tasks and environment. Fix any safety issues as soon as possible.

The risk of injury can be reduced or eliminated by the following safety measures:

Moving the bed

- Ensure where practical the bed is moved away from the wall and/or furniture and is clear of obstructions.
- Where practical, fit castors with a lockable braking system to beds which are appropriate to floor surface to ensure ease of movement.
- Ensure castors are maintained so they can be moved and locked with ease.

Making the bed

- Ensure workers are trained in the use of height adjustable beds.
- Use purpose made bed blocks to raise beds where practical.
- Ensure fitted sheets are available to reduce mattress lifting and the time spent kneeling.
- Ensure a minimum of two workers are available to turn a mattress. Avoid turning mattresses alone.
- Ensure workers are trained in appropriate techniques including:
 - kneeling instead of bending or squatting when tucking in sheets
 - tucking in sheets and blankets at the end of the beds only, leaving sides untucked

Adapted from: *A Health and Safety Solution Home care – Making beds*, WorkSafe Victoria www.worksafe.vic.gov.au

The problem



Low bed is up against wall not allowing full access for making bed and causing awkward postures.

The solution



Bed is fixed height on bed blocks and moved away from wall so all sides are accessible and posture is improved. Note: Check this is suitable and safe for client.

Managing hepatitis and HIV

Employers should have documented policies and procedures for the collection, transport and storage of all linen. These policies and procedures should cover:

- distribution of clean linen
- bagging of used linen for collection
- storage and transport of used linen
- checking for sharps in used linen
- laundering of used linen.

Standard precautions should be followed when handling linen. The basic principles of linen management are as follows:

- All used linen should be considered potentially infectious whether visibly contaminated or not.
- All linen visibly contaminated and wet with blood or other body fluids/substances must be placed in an appropriate impermeable bag. Used linen, not visibly contaminated or wet, may be placed in a standard linen bag.
- Linen should be placed in appropriate bags at the point of generation.
- Clean and contaminated linen should be sorted, transported and stored separately. Colour-coded bags may be used for sorting.
- Linen bags should only be three-quarters filled and should be secured prior to transport.
- Leather or puncture-resistant gloves should be worn when handling visibly contaminated linen in case of sharps. Other used linen should be handled while wearing standard impermeable gloves
- Sharps containers should be available for disposal of any sharps found in the linen.

A hot water and detergent solution is adequate for cleaning most laundry items and equipment.

Source: National Code of Practice Hepatitis and HIV

Vacuuming

What is the problem?

The task of vacuuming is the most commonly reported cause of musculoskeletal injuries for workers performing cleaning duties.

What are the risks?

Workers may be at risk of injuries from strains to the back, neck, shoulders and wrists when pushing, pulling, bending and lifting.

The frequency of these actions and the time it takes to complete the task can also increase the risk of these injuries.

The common sources of risk include:

- vacuum equipment that is in poor working condition, not suitable for the task (too heavy, wand not height adjustable), stored in an inaccessible location or at an unsafe height or is difficult to empty
- surfaces that make it difficult to push and pull the vacuum cleaner (eg thick pile carpet)
- lifting the vacuum up stairs
- insufficient time to complete the task
- performing other tasks in addition to vacuuming that require the same, or similar, actions (eg mopping or sweeping)
- moving furniture, rugs, mats and other items in preparation for area to be cleaned.

These issues should all be considered during the initial assessment of the client's needs and if they pose a risk, they must be controlled prior to the first service visit by the cleaner.

What are solutions to the problems?

Implement a system to regularly seek information from the worker to check if their work environment or tasks have changed, or need to change.

Cleaners should have an easy system to report any changes or safety issues to their employer. If changes have been made or need to be made, employers should complete a re-assessment of the worker's tasks and environment. Fix any safety issues as soon as possible.

The risk of injury can be reduced or eliminated by the following safety measures:

The problem



Vacuum cleaner wand length is short resulting in awkward posture.

The solution



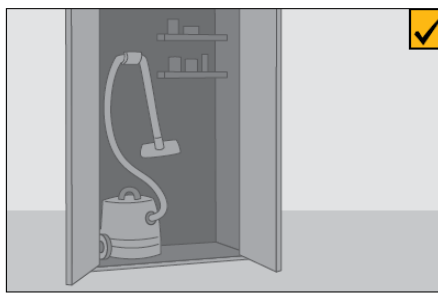
Worker is able to complete task in an upright position as wand length can be adjusted to worker's height.

The problem



Access to the vacuum cleaner is blocked by other objects. Vacuum cleaner has to be lifted out of storage for use.

The solution



Vacuum cleaner is located close to ground level reducing the need to lift. Access to the vacuum is clear.

Vacuum task

- Avoid vacuuming stairs that require the repeated lifting of the vacuum cleaner – or use suitable lightweight stick vacuum cleaner.
- Ensure adequate time is assigned to complete the task.
- Ensure tasks involving similar movements (eg mopping, sweeping and vacuuming) are not performed for more than 30 minutes at a time. Rotate to other tasks that require the use of different body movements (eg tidying, dusting, cleaning bathrooms or wiping benches).
- Workers should be trained in vacuuming techniques for different floor surfaces and areas. Moving furniture, rugs and mats
- Ensure vacuuming does not occur where heavy furniture, rugs or mats need to be moved.
- Ensure long/large mats are rolled out to expose the surface requiring vacuuming. The mat should not be lifted.
- Ensure heavy furniture is arranged to allow access around four sides (or at least three sides). If not, only the exposed floor surfaces should be vacuumed.

Furniture may be fitted with lockable castors or glides to prevent lifting if this does not create additional risks to the client or worker.

Vacuum equipment

- Ensure the service provider develops and maintains a list of preferred equipment
- Vacuum cleaners should:
 - be fit for the purpose (appropriate for floor surface) be in good working order
 - be regularly maintained
 - be easy to move (lightweight, functional castors)
 - have an adjustable wand length to enable worker to carry out task in an upright position
 - have a suitable variety of fittings
 - have easy-to-change fittings
 - have good suction with an adjustable vent
 - be easily accessible and stored at a safe height
 - be easy to empty.

Mopping

What is the problem?

The task of mopping has been associated with a high level of musculoskeletal injuries for workers performing cleaning duties.

What are the risks?

Workers may be at risk of injuries from strains to the back, neck, shoulders and wrists when pushing, pulling, bending, twisting, gripping and lifting. The frequency of these actions and the time it takes to complete the task can also increase the risk of these injuries.

The common sources of risk include:

- storing mops and buckets in an inaccessible or inappropriate location
- buckets not matching the mop head shape
- manually wringing the mop head
- lifting heavy buckets of water
- insufficient time to complete the task
- performing other tasks before or after mopping
- that require same, or similar, actions (eg vacuuming and sweeping)
- moving heavy furniture, rugs, mats and other items so area can be mopped.

These issues should all be considered during the initial assessment the workplace and if they pose a risk, they must be controlled.

What are solutions to the problems?

Implement a system to regularly seek information from the worker to check if their work environment or tasks have changed, or need to change.

Cleaning staff should have an easy system to report any changes or safety issues to their employer. If changes have been made or need to be made, employers should complete a re-assessment of the worker's tasks and environment. Fix any safety issues as soon as possible.

The risk of injury can be reduced or eliminated by the following safety measures:

Mopping equipment

- Use microfibre mops with telescopic handles. Disposable cleaning pads can also be used without a bucket.
- Ensure the mop:
 - fits the purpose
 - has long handles to prevent overreaching while completing the task
 - has an appropriately sized mop head to minimise weight when wet
 - is wrung in the bucket, not by hand.
- Ensure the bucket:
 - is light weight
 - is an appropriate shape for the mop head
 - has properly functioning plastic wringers or rollers
 - has a non-slip or grooved foot base to reduce slipping when wringing the mop
 - is stored at an appropriate height and is easily accessible
 - is only part or half filled (filling should be done as close to the area to be mopped as possible).

Mopping task

- Workers should be trained in mopping techniques for different floor surfaces and areas.
- Ensure adequate time is allocated to complete the task.
- Ensure tasks involving similar movements (eg mopping, sweeping and vacuuming) are not performed for more than 30 minutes at a time.
- Rotate to other tasks that require the use of different body movements (eg tidying, dusting, cleaning bathrooms or wiping benches).
- Mopping environment
- Ensure mopping does not occur where heavy furniture needs to be moved.
- Ensure heavy furniture is arranged to allow access around four sides (or at least three sides). If not, only the exposed floor surfaces should be mopped.
- Ensure long/large mats are rolled out to expose the surface requiring mopping. The mat should not be lifted.

The problem



Worker is bending to lift or drag a heavy bucket. Spilled water from the bucket is a slip risk.

The solution



Bucket with wheels removes need to bend and lift.

The problem



Short mop handle means worker is overreaching and bending.

The solution



Bucket with wheels removes need to bend and lift.

Cleaning bathrooms

What is the problem?

The task of cleaning bathrooms has been associated with musculoskeletal injuries for workers performing cleaning duties.

What are the risks?

Workers may be at risk of injuries from strains to the back, neck and shoulders, particularly when bending, reaching and twisting.

The frequency of these actions and the time it takes to complete the task can also increase the risk of these injuries.

The common sources of risk include:

- cleaning toilets, baths and showers below knee height
- cleaning showers, mirrors, tiles and glass above shoulder height
- cleaning that involves reaching (eg baths and showers)
- cleaning in restricted spaces where awkward postures are required to complete the task
- using equipment that requires considerable effort to use
- using equipment that requires repetitive gripping actions
- using equipment that is not suited to the task.

These issues should all be considered during the initial assessment of the workplace and if they pose a risk, they must be controlled.

What are solutions to the problem?

Implement a system to regularly seek information from the worker to check if their work environment or tasks have changed, or need to change.

Cleaners should have an easy system to report any changes or safety issues to their employer. If changes have been made or need to be made, employers should complete a re-assessment of the worker's tasks and environment. Fix any safety issues as soon as possible.

The risk of injury can be reduced or eliminated by the following safety measures:

Cleaning equipment

- Use equipment and cleaning chemicals that require less effort to use (eg specially treated cotton cloth for cleaning shower screen and bathroom glass windows, a long handled bristle brush to remove dirt off the floor and microfibre wiper or brush head).

Ensure equipment is efficient and suitable for the task by:

- using cleaning brushes designed to fit easily into snug grooves and crevices of shower doors
- using sponges, mops or brushes with telescopic arms
- using equipment that reflects the size of surface areas to be cleaned.

Cleaning task

- Ensure the worker has access to a non-slip mat if required to get inside the shower or bath for cleaning.
- Ensure the worker is trained in appropriate techniques including:
 - using chemicals to assist with cleaning
 - rinsing with hand held shower or tap with attachable handheld shower hose
 - minimising time spent kneeling – use mops or long handled squeegee to reach difficult areas
 - kneeling rather than bending or squatting – use a folded towel or kneepad when kneeling
 - using one hand on the bath to support weight when cleaning and rising from kneeling
 - keeping an open palm by using a larger cleaning pad.

Floor surfaces and footwear

- Mop surfaces dry after the worker has cleaned the bathroom.
- Ensure footwear is suitable (eg non-slip, comfortable and supportive).
- Replace footwear promptly if current footwear is not appropriate or comfortable.

The problem

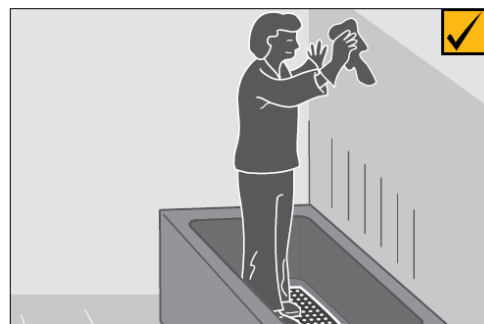


Leaning across the bath means the worker cleans in a bent posture while overreaching.

The solutions



Telescopic handles on brushes or long handled brooms allow worker to clean in a more upright position.



Providing a non-slip mat means the worker can clean from inside the bath without slipping.

Working with hazardous substances

Hazardous substances are any chemicals or other materials that may put people at risk. They include floor strippers, carpet cleaners and spotters, over cleaners and strong bleaches. Some substances may cause burns, allergic reactions or other medical conditions of varying severity. Other substances may be corrosive, harmful or toxic.

Employers must identify any hazardous substances being used in their workplace and should question whether their use is essential. For example replace cleaning products classified as a hazardous substance for cleaning products that are not classified as a hazardous substance.

Material Safety Data Sheets (MSDS) must be provided for each hazardous substance, identifying the ingredients, and giving health information and precautions for safe use and handling. It is important that the substance is used in accordance with the MSDS.

During their inspection, inspectors will be looking for many of the common problems affecting the handling of hazardous substances that WorkSafe has found in workplaces.

The elements of the checklist do not cover all mandatory requirements under workplace safety and health laws. However, following the checklist will assist you to identify any shortcomings in your procedures or training and to correct or update them, thus helping you started meet your safety and health responsibilities.

In looking at safety in relation to hazardous substances and all workplace safety matters, remember the three ThinkSafe steps:

- spot the hazard;
- assess the risk; and
- make the changes.

Dangerous incidents

Sulfuric acid based drain cleaner causes serious burns

Incident

A worker received third degree burns to 13 percent of his body when using a new drain cleaning product containing 98 percent sulfuric acid. In an attempt to unblock a public toilet drain, workers placed a hose into the drain and poured the cleaning product through a funnel. Subsequently, the acid spat back onto the workers. Despite prompt attempts to wash off the acid, one of the workers received serious burns.

Contributing Factors

- Sulfuric acid is a high-risk chemical for use in drain cleaning products. It is known to get dangerously hot and to erupt when added to water. It may also react with sulfides, resulting in the release of highly toxic hydrogen sulfide.
- The employer had not carried out a pre-purchase risk assessment on the hazardous substance and considered less hazardous alternatives or chemical-free methods of clearing the drain.
- The workers did not use adequate personal protective equipment.

Recommendations

1. Sulfuric acid based drain cleaners should be avoided, due to the intense heat produced and the possible reaction with sulfides.
2. Employers must carry out a pre-purchase risk assessment on hazardous substances and less hazardous substances or chemical-free methods should be considered as part of this.
3. Employers must keep a register of hazardous substances, including copies of material safety data sheets (MSDS).
4. Employers must ensure workers receive adequate training and keep training records.
5. Employees must use the adequate personal protective clothing and equipment that is provided.

Electrical safety

A cleaner died from an electric shock from a commercial dishwasher when attempting to repair the dishwasher in the kitchen of a food hall. The cleaner was not qualified to carry out electrical repairs and there was no residual current device (RCD) installed at the workplace.

Incidents with electricity are usually caused by broken equipment or dangerous working conditions, installation and/or repairs being undertaken by an unqualified repairer, absence of a residual current device (RCD) and a lack of experience, training or supervision. The leading cause of electrical injury in the hospitality industry is frayed or broken cords.

What should you watch out for?

- frayed or broken electrical cords
- overloaded power boards
- very long or multiple extension leads
- water around plugs, leads and equipment
- overheated machines
- lack of maintenance
- broken machines
- restricted access to power points
- protection by a residual current device

Faulty electrical appliances should be isolated, locked out and tagged out and repaired by a qualified repairer or licenced electrician only.

Checklists

Manual tasks safety checklist

Check	yes	no	n/a
Risk assessments in relation to manual tasks have been conducted			
Practical control measures have been implemented to reduce or eliminate manual tasks, for instance: <ul style="list-style-type: none"> • buckets and wringers have wheels • chemicals are supplied in small containers (preferably 5 liter) • cleaning tools are appropriate for the job – for instance handles are not too short • cleaner trolleys have been provided - no lifting of large or heavy bags of rubbish • wheels of trolleys and buckets have been properly maintained and move freely • trolleys are not overloaded when pushing – full visibility is required • work is varied – no repetitive actions over long periods of time (mopping, sweeping, cleaning low surfaces) • adequate equipment has been provided for cleaning low surfaces (scrubbing floors) • no lifting of heavy equipment, machinery, heavy furniture • no lifting of heavy equipment from one level to another level by stairs • no lifting of heavy equipment from vehicles - lifting equipment is provided from vehicles • no reaching over furniture and equipment • sufficient rest breaks have been provided 			
Heavy items are stored at waist height or bottom, as appropriate Lighter items are stored at top shelves			
Access to shelves, storage areas, cupboards is not obstructed			
Ramps are in place in areas where trolleys are used to go from one level to another level			
Work benches and other work surfaces are at good height to reduce poor posture			
Reaching aids, such as hooks, tongs, are available where required			

Slips, trips and falls safety checklist

Check	yes	no	n/a
Floors, steps, stairs and ramps have unbroken and slip resistant surface			
Floors, steps, stairs and ramps are free from obstructions that may lead to trips or falls			
Walkways are free from storage or obstructions that may cause a person to trip or fall			
Outside floor surfaces are maintained and free from potholes and other obstructions			
Adequate drainage is in place in wet areas			
Drains and plumbing is not leaking, causing slip hazard			
Small changes in floor levels (eg at edge of tiles and at doorways) do not create a slip or trip hazard and are readily visible - for instance high visibility strip at edge where applicable			
Warning signs are available and used near wet floors and spills			
Appropriate step ladder or safety steps are used			
Hand rails and guard rails are provided on stairs and ramps			
Slip resistant and enclosed footwear is required (dress code)			
Edge protection is provided where required			
Safe access is provided to areas such as mezzanine floors			
Sufficient lighting has been provided			

Electricity safety checklist

Check	yes	no	n/a
Cleaning company head office:			
<ul style="list-style-type: none"> Electrical installations are installed, constructed, maintained and tested to minimise the risk of electric shock or fire 			
<ul style="list-style-type: none"> Components on the switchboard are clearly marked 			
<ul style="list-style-type: none"> Switchboard is free of any obstructions 			
<ul style="list-style-type: none"> Non-portable residual current device is installed at the switchboard or built into a fixed socket, where portable equipment (eg. vacuum cleaners) are used 			
<ul style="list-style-type: none"> Residual current devices are tested regularly – for instance a push button test every 6 months and a full function test carried out by a competent person every 12 months 			
<ul style="list-style-type: none"> Switchboard or fixed sockets are marked where residual current devices are provided 			
<ul style="list-style-type: none"> Testing program is in place for non-portable residual current devices 			
<ul style="list-style-type: none"> Flexible cords and extension cords are used in a safe manner – no long extension leads or multiple extension cords and leads are not lying across walkways 			
<ul style="list-style-type: none"> Plugs, sockets, extension leads and power boards are in good condition and protected from damage, for instance not damaged, no frayed leads, not overloaded 			
<ul style="list-style-type: none"> Switchboard cover is provided to protect the electrical installation from damage 			
<ul style="list-style-type: none"> Domestic type double adaptors are not used 			
<ul style="list-style-type: none"> Maintenance program is in place for electrical equipment 			
<ul style="list-style-type: none"> Faulty or damaged machinery or equipment is tagged out and repaired by a competent person 			
On site electrical safety at client workplaces:			
<ul style="list-style-type: none"> Electrical hazards at the client workplace where cleaners carry out their duties have been identified, risk has been assessed and practical control measures have been discussed with the client 			
<ul style="list-style-type: none"> Employer of the cleaner has checked that residual current devices are available 			
<ul style="list-style-type: none"> Cleaning company has checked that residual current devices are tested regularly 			
<ul style="list-style-type: none"> If non-portable residual current devices have not been provided and/or tested by the client, the cleaning company provides portable residual current devices 			
<ul style="list-style-type: none"> Workers use portable residual current devices, where provided 			
<ul style="list-style-type: none"> Operation of Residual Current Device is checked by the worker before each use 			
<ul style="list-style-type: none"> Faulty or damaged machinery or equipment is tagged out and repaired by a competent person 			
<ul style="list-style-type: none"> Workers have been instructed to check electrical leads before use 			



THINKSAFE
WORKSAFE

Hazardous substances safety checklist

Check	yes	no	n/a
Register of hazardous substances is complete and current – the register contains a contents list and material safety data sheets (MSDS) and MSDS are less than 5 years old			
Register of hazardous substances is readily available for workers on site			
Hazardous substances are properly labelled: manufacturers labels on container			
Decanted containers are labelled with name, risk and safety phrases			
Risk assessments have been completed for all substances and the outcome of the assessment is recorded in the hazardous substances register			
Risk assessment report is available where the risk is significant			
Practical control measures have been implemented and maintained			
People who may be exposed or work with hazardous substances have been provided with adequate information, instruction and training and records are kept			
Training includes information about: potential health risk and toxic effects, control measures to minimise risk, correct use of measures, care and use of personal protective equipment (PPE) and the need for and details of health surveillance			
Adequate personal protective equipment (eg gloves, mask, safety glasses) is provided for substances used at the workplace			
Workers use the adequate personal protective equipment on site			
Personal protective equipment is provided at no cost to workers			

Emergency procedures safety checklist

Check	yes	no	n/a
An evacuation procedure to be followed in the event of a fire or other emergency is provided			
The evacuation procedure and a diagram of the workplace (showing the exits) are displayed in a prominent location			
Emergency egress enables safe egress in event of an emergency (eg doors are not obstructed)			
Exit signs have been provided and are maintained			
Portable fire extinguishers have been provided and maintained			
An adequately stocked first aid kit is provided at a central location			
An adequate number of people have been trained in first aid, having regard to the types of hazards and number of people in the workplace			
Procedures are in place for isolated workers (means of communication are available and procedures for regular contact are in place with isolated workers)			

THINKSAFE
WORKSAFE

Noise safety checklist

Check	yes	no	n/a
A risk assessment on noise has been conducted where it is likely that workers are exposed to noise levels of 85dB(A)			
Control measures have been put in place to reduce the risk of injury as a result of noise, including the provision of personal hearing protection, where exposure levels exceed 85dB(A) for 8hrs and/or Lc Peak 140dB(C)			
Workers have received information and training in relation to noise at the workplace			

Falls from height safety checklist

Check	yes	no	n/a
Edge protection is provided on upstairs dining areas and mezzanine floors			
Safe access is provided to storage areas, such as mezzanine floors			

Violence and aggression safety checklist

Check	yes	no	n/a
Workers have received information, instruction and training in relation to dealing with violence and aggression (including hold ups, cash handling, difficult customers)			
Procedures are in place in relation to violence and aggression			
Procedures are in place in relation to cash handling and hold-ups (including post hold-up)			
Staff are escorted to car after evening shift, where applicable			
An adequate number of security staff is provided and security staff is adequately trained, where applicable			

Asbestos safety checklist

Check	yes	no	n/a
The presence and location of asbestos at the workplace has been identified			
Where asbestos has been identified, an assessment of risks has been conducted in accordance with the <i>Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC:2018 (2005)]</i>			
Asbestos register is available and used where asbestos has been identified			
Where an asbestos register required, relevant people have received information and training on the contents and use of the asbestos register			



**THINKSAFE
WORKSAFE**

Induction and training safety checklist

Check	yes	no	n/a
Induction and training is provided in relation to emergency/evacuation procedures			
Information and training is provided in relation to hazard and accident reporting			
Safety induction and training is provided to new and young workers in relation to hazards in the workplace			
Information and training in the use, maintenance and storage of personal protective equipment (PPE) is provided			
Adequate supervision is in place to ensure that new and young workers are working in accordance with safety instructions			
The risk of injury or harm to visitors is reduced by means appropriate for the workplace and the type of work activity			
Induction and training is provided in a language understood by the workers			

Working alone safety checklist

Check	yes	no	n/a
A communications strategy is in place for workers who work alone, including: <ul style="list-style-type: none"> • systems for supervising and maintaining regular contact with workers - especially workers who work in isolation (treating client premises alone); and • systems for communicating in case of emergencies (eg mobile phones, duress alarms) and emergency telephone numbers have been provided 			

Other issues safety checklist

Check	yes	no	n/a
Reportable accidents have been notified to WorkSafe			
Lost time injuries or diseases, accidents and notified hazards have been investigated			
Workplace facilities (eg toilets, wash basins, other facilities) are in a clean condition			
Portable ladders comply with Australian Standards - for metal ladders (AS 1892.1) and for wooden ladders (AS 1892.2)			
Gas cylinders are secured and not stored near ignition sources			

Machinery and plant safety checklist

Check	yes	no	n/a
Every dangerous part of fixed, mobile or handheld powered plant (machinery) is securely guarded or fenced to prevent injury			
Safe work procedures are provided and documented to use and maintain machinery			
Manufacturer's manuals and operator instructions are readily available			

THINKSAFE
WORKSAFE

Information to help you comply with OSH law

The WorkSafe website contains a number of publications which may assist you in making your workplace a safer place. Go to the WorkSafe website www.worksafe.wa.gov.au

Codes of practice

- First aid, workplace amenities and personal protective clothing
- Managing noise at workplaces
- Manual tasks
- National Code of Practice Hepatitis and HIV
- Prevention of falls at workplaces
- Safeguarding of machinery and plant
- Violence, aggression and bullying at work
- Working hours and risk management guidelines

Guidance notes

- Alcohol and other drugs at the workplaces
- General duty of care in Western Australian workplaces
- Isolation of plant
- Plant in the workplace
- Preparing for emergency evacuations at the workplace
- Provision of information on hazardous substances (MSDS)
- Working alone

Bulletins

- Gloves-selection use and maintenance
- Machine guarding
- Tips for investigating accidents and incidents

Guides

- Migrant workers - Understanding the safety and health needs of your workplace
 - A guide for employers
 - A guide for community service providers
 - A guide for migrant workers
- Priority area checklists
- The first step

