Government of Western Australia
Department of Commerce

# Textile manufacturing campaign

July 2011

## What issues are we looking at?

WorkSafe inspectors will be visiting workplaces to conduct inspections of plant, systems of work and, as required, review occupational safety and health documentation.

A generic checklist has been included in this newsletter so that you will be able to assess your workplace prior to being visited by an inspector.

Issues covered by the checklists include:

- Electrical hazards
- Hazardous substances
- Manual Tasks
- Mobile plant
- New and young workers
- Working from height
- Slips trips and falls
- Machine guarding
- Air receivers
- General workplace safety topics

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

## How are people in your industry getting hurt?

Manual tasks accounts for 42% of all lost time injuries and diseases in your industry (based on the last five year period).

## 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 worker, individual tasks to be performed and the length of time the worker 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.**

WORKSAFE
Westcentre 1260 Hay Street
West Perth WA 6005
Telephone: 1300 307 877

# Manual tasks

Workplace injuries most commonly linked to manual tasks include sprains and strains, hernias and damage to the back.

Such injuries are a major cause of lost time at work and make up almost one-third of Western Australia's workers' compensation claims. In the five years to 1999-2000, almost seven million days were lost from work in WA as a result of manual handling injuries; and a total of 132,819 workers' compensation claims were made at an average cost of $18,000 each.

'Manual handling' is more than just keeping your back straight and knees bent, or lifting properly – it involves safely carrying, pushing and pulling, and holding or restraining.

Just as manual tasks involve more than just lifting, so the things that affect the risk of injury involve more than just the weight of the objects handled. Factors such as awkward movements, fixed postures and how long and quickly a task is performed are also very important.

Injuries can be the result of gradual wear and tear (eg from frequent or prolonged activities), or sudden damage (eg from a single lift of something very heavy or awkward to handle or from tripping and falling while carrying an object.

Because of the high potential for manual tasks to cause lost time injuries, WorkSafe WA has identified this as one of seven areas to be given priority when our inspectors visit your workplace.

## How do I reduce the risk of injury from manual tasks?

The first step, in consultation with your workers, is to identify the manual task hazards for your organisation. This can be done by reviewing past hazard or incident forms; analysing previous injury records for staff; talking with workers about tasks they find difficult or demanding; and observing staff while they complete common tasks to collect information.

In their inspection, our inspectors will be looking for the key elements detailed in the checklists. Following the same checklist yourself will help you identify any shortcomings in your procedures or training and correct or update them; thus getting you started on meeting your health and safety requirements.

For each hazardous task identified identify the risk factors that are present for that task. Risk factors may be actions & postures; forces & loads; vibration; work environment; systems of work; and worker characteristics – please refer to the WA *Code of practice Manual tasks* for more information. Use the table on page one to rate the risk for each task.

Finally, for each hazard, determine what controls are needed to minimise risk. Controls may involve:

1. **eliminating the hazard or hazardous task**
2. **re-designing, modifying, altering or substituting the hazard or hazardous task**
3. **administrative controls where the above controls are not practical**

# Fabric storage and equipment

To reduce risks of manual task injuries when handling fabrics, consider the following:

- Where reaching can be extensive or within a tight or confined space, consider ways to limit reaching (eg using safety steps or platform ladders where there is a steady base for both feet and guard rail, to access items stored on shelves).
- Ensure there is clear access to stock (eg stock not stored on floors in front of racking, preventing access to stock behind).
- Store fabric rolls:
  - between chest and knee height where possible; and
  - store heavier items at waist height, with lightest items below.
- Stock used in the production process can be stored on trolleys or wheels racks that can be easily moved to the production area to minimise carrying (see photo below).

*Tubing can be used to enable fabric rolls to be removed easily.*

NOTE: *Always use a safe method to move stock on shelving above chest height such as a platform ladder, order picker or a forklift.*

# Fabric storage and equipment **cont....**

- Equipment should be stored close to where the equipment is going to be used. If they are stored too far away from the main work area, workers are unlikely to use them.
- Ensure there is enough equipment in the workplace for each area.
- Ensure the equipment is regularly maintained:
    - castors on trolleys often have a build up of contaminants like lint, thread etc or may have parts damaged or missing (like the rubber).
    - Trolleys that are not regularly maintained become hard to push and manoeuvre, which increases the risk of injury.

## Trolleys

- ensure trolley wheel size and type are suitable for the job
- reduce the weight of the trolley
- reduce the weight of the load placed on the trolley
- it is safer to push rather than pull a trolley
- provide trolley brakes where appropriate
- provide an appropriate trolley handle design
- locate trolley handles at a height which suits the worker
- restrict the maximum stacking heights of trolleys to improve visibility, weight and posture for users
- provide low gradient ramps

## What risk factors contribute to slips and trips incidents?

Slips and trips account for 20% of all lost time injuries every year. They can result in serious injuries and lengthy periods of time off work.

Risk factors that contribute to slips and trips injuries will vary according to the type of workplace and work tasks being completed.

Common risk factor categories include:

- Floor surface & condition
- Floor contamination
- Objects on the floor
- Ability to see floor/ walkways/ hazards
- Cleaning/ spill containment
- Space & design
- Stairs & stepladders
- Work activities, pace & processes
- Footwear & clothing
- Individual factors

## How can I reduce the risk of slips and trips in my workplace?

There are many controls that employers can use to prevent slips and trips in the workplace. Firstly though, it is important to complete hazard identification and a risk assessment in consultation with your staff. This will ensure that the right control is chosen for the hazards that are relevant in YOUR workplace.

Common safety measures used in workplaces include:

1. installing more power points to avoid cords on floor
2. widen aisles and walkways
3. resurfacing floors with less hazardous materials
4. restricting access to some work areas
5. improve lighting and use ramps instead of steps, where possible
6. ensure good housekeeping - clean up spills immediately and use signs for slippery or wet floors
7. proper footwear

## Machine guarding

Employers, manufacturers, designers and suppliers of machinery and equipment are legally required to make sure dangerous parts are safely guarded so that operators and others are protected from injury.

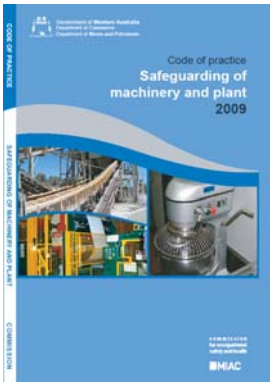
A guard may be any shield, cover, casing, physical or electronic barrier intended to prevent contact between a hazardous machine part and any part of a person or a person's clothing.

### Control the risk

Old machinery is sometimes poorly guarded. Hazard areas may include extra moving parts like shafts, sprokets and pulleys that have been added for other uses. Original guarding may have also been removed for maintenance and not put back. There may be times when an operator may need to reach over, under, around or into a machine while it is running. If so, any moving parts or other hazards must be appropriately guarded from human contact.

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

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




The Commission for Occupational Safety and Health has released a code of practice for safeguarding of machinery. This publication is available on the WorkSafe's website www.worksafe.wa.gov.au

## Lock-out and tagging

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

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

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

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

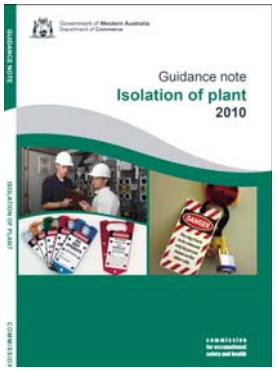
Australian Standard 1318 - 1985 recommends specific colours for the marking of physical hazards and the identification of certain equipment in industry. Colours used are red, yellow, green and blue.

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

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

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

The Commission for Occupational Safety and Health has recently released a guidance note: Isolation of plant. This publication is available on the WorkSafe's website www.worksafe.wa.gov.au



# Is your licence to operate a forklift current?

The National Standard for Licensing Persons Performing High Risk Work (the National Licensing Standard) requires operators of forklifts to hold a National Licence. Previously forklift operators in WA were issued with National Certificates of Competency on a non-compulsory basis.

**Is your training current?**

If you or a member of your staff have a forklift qualification issued prior to 31 December 1998 you will need to obtain a national licence to perform high risk work. Listed below are the dates when certificates are required to have been converted to a high risk work licence.

| Date of issue of the O.H.S. Certification Australia card and Western Australian 'State' Certificate of Competency | Date that certificate must be converted (commencement date being 1 October 2007) |
|---|---|
| **Between 1 January 1999 – 31 December 2001** | **Please call WorkSafe on 1300 424 091** |
| **Between 1 January 2002 - 31 December 2004** | **Please call WorkSafe on 1300 424 091** |
| Between 1 January 2005 - 30 September 2007 | 30 June 2012 |

**Working safely with forklifts guidance note**

The Commission for Occupational Safety and Health has updated its *Guidance note*: *Working safely with forklifts* to be consistent with the new laws covering high risk work. This guidance note is available from WorkSafe's publications officer on 9327 8775 or free of charge on the website, www.worksafe.wa.gov.au (type 'Working safely with forklifts' into the search box).

## How are workers getting hurt by forklifts

The major safety issues using forklifts are:

- co-workers/pedestrians being hit by moving forklifts or moving parts of a forklift;
- co-workers/pedestrians being trapped or caught between a moving forklift/moving parts of a forklift and stationary object;
- operators suffering muscular stress due to a combination of inappropriate seating, vibration and manual tasks;
- operators falling while getting into or out of forklifts;
- collisions between forklifts and other vehicles or stationary objects;
- forklift operators and others being hit by falling objects.

In addition, evidence suggests the following also cause injuries are caused by:

- the operator's body protruding from the cab and hitting an object; and
- forklifts tipping over.

## Safe movement of vehicles at workplaces

Vehicles and mobile plant moving in and around workplaces cause far too many occupational injuries and deaths in WA.

Reversing, loading, unloading and pedestrian movements are the activities most frequently linked to accidents.

To avoid incidents, traffic and pedestrian movement needs to be designed, planned and controlled.

**Here are some tips for safe movement of vehicles:**

- Design traffic routes so they are wide enough for the largest vehicle using them. They should be one-way (if possible) and have clearly signed traffic instructions.
- Separate pedestrian footpaths or walkways from traffic or make traffic routes wide enough for both vehicles and pedestrians. Use pedestrian barriers to prevent people walking in front of vehicles.
- Situate loading bays where vehicles can be manoeuvred easily and protected from adverse weather conditions. Raised loading platforms should be fitted with rails and raised wheel stop edges on the non-loading sides, to prevent people, forklifts or trolleys rolling over the edge.
- Mark reversing areas so drivers and pedestrians can see them easily. To reduce reversing accidents, place fixed mirrors at blind corners.
- Ensure that people directing traffic wear high-visibility clothing and that their signals can be seen clearly.

WorkSafe inspectors visiting workplaces will be checking to ensure forklift drivers have a current licence

## Regular updates on OSH

WorkSafe has introduced a service that provides information on occupational safety and health direct to your email. By subscribing to this service you can receive information that is specific to your areas of interest.

Would you like to subscribe to receive this service? Go to www.worksafe.wa.gov.au →services→mailing lists

**What is the problem?**

Inadequate inspection and maintenance of pressure vessels, specifically air receivers.

Inspection and maintenance focuses solely on the compressor. The air receiver does not have moving parts and is not given the priority it requires.

**What are the risks?**

Pressure vessels can fail and explode, causing injury and death.

The Longford gas explosion in Victoria was the result of pressure vessel failure after a heat exchanger in the gas refining process broke open.

**What is a solution to the problem?**

**Air receiver:**

- inspections should be carried out by a competent person at intervals to keep the air receiver in a safe condition (see table below).

**Safety devices:**

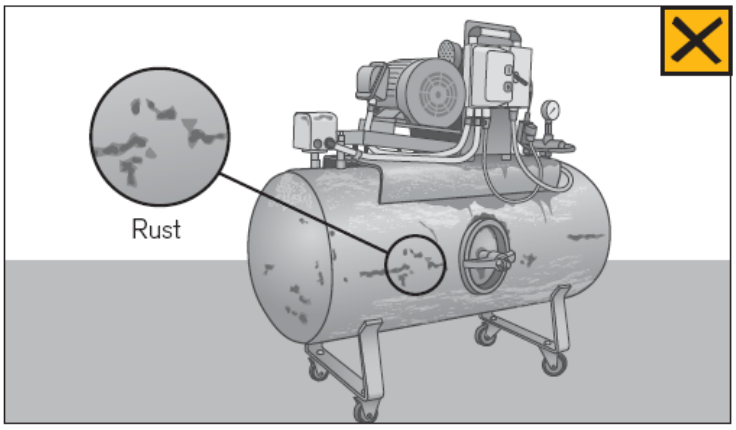
- the pressure relief valve should be overhauled and bench tested by a competent person at intervals to keep it in a safe condition.
- operational surveillance and monitoring of the pressure relief valve, blowdown valve and pressure gauges should be built into standard operating procedures.

**Other components:**

- all components of the compressed air system, such as the air receiver, air compressor, air lines/hoses and fittings, should be monitored, inspected and maintained according to the manufacturer or supplier's recommendations.

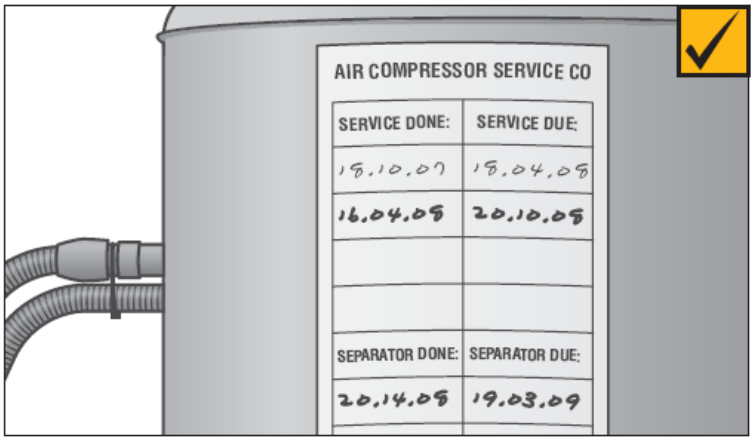
**Warning:** Only use the grade of compressor oil recommended by the manufacturer.

## The problem




The poor external condition of an air receiver is a good visual indicator an adequate system for operational surveillance, inspection and maintenance is not in place. An example is a build up of rust, oil and dust.

## The solution




This inspection reminder sticker gives a quick visual reference on the status of the inspection program. This does not substitute for inspection records.

**Suggested inspection intervals**

| Pressure equipment | Commissioning inspection required | First yearly inspection required | Typical inspection interval (years) | | Typical interval for overhaul and bench test (years) |
|---|---|---|---|---|---|
| | | | External inspection | Internal inspection | |
| Air receiver | | | | | |
| pV δ 100MPa.L | No | No | | | |
| pV > 100MPa.L | Yes | No | 2 years | 4 years | |
| Pressure relief valve | Yes | Yes | | | 4 years |

Source WorkSafe Victoria

# Effects of noise at the workplace

Noise at the workplace is the major cause of noise-induced hearing loss in Western Australia. Noise can also create stress, and can be a safety hazard at work, interfering with communication, acting as a distraction and making warnings harder to hear. Reducing noise levels at the source provides the most effective way of protecting workers' hearing as well as providing numerous other benefits to workplaces.

## Reducing the noise at source

The most effective and acceptable way to reduce noise in the workplace is to change the noise source (such as a machine) so that it makes less noise. This may mean using a quieter process instead of a noisy one (such as pressing rather than hammering), reducing the amount of metal to metal impact, treating radiating panels or using vibration isolation mountings. Regular maintenance is also important.

Some processes, such as metal and stone cutting and grinding produce very high noise levels. Noise reduced saw blades and clamping the work piece can help reduce noise levels but hearing protectors may still be needed.

If the noise cannot be sufficiently reduced at source then try to stop it from reaching people. This may be done by moving the item further away, by enclosing it or partitioning it off from quieter areas, by using sound-absorbing materials to reduce the build-up of noise or by using silencers.

## What is the exposure standard for noise in WA?

In WA legislation sets a workplace exposure standard equivalent to 85 dB(A) averaged over eight hours, or a peak noise level of 140 dB(C). Where these values are exceeded, all practical measures should be taken to reduce the noise level by engineering noise control. Failing this, ways should be explored to reduce the exposure time by half for every 3 dB the level is above the exposure standard.

## Using personal hearing protectors

When all practical control measures have been taken, but the reduced noise is still above the exposure standard, personal hearing protectors must be supplied and worn all the time the noise is excessive. They must also be supplied while control measures are being planned and implemented.

It is important that they should be chosen for their noise reduction characteristics, comfort and suitability for the job.

**Remember: Uncomfortable equipment will not be worn.**

# Hazardous substances in MANUFACTURING

Lost time at work, illness and sometimes death are all outcomes of failing to store, use or dispose of hazardous substances properly.

Hazardous substances are any chemicals or other materials that may put people at risk. They include dry cleaning fluids (eg perchloroethylene), rust removers containing hydrogen fluoride and strong bleaches. Some substances may cause allergic reactions and 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 spotting agents containing hydrogen fluoride with a safer one.

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. Continual vigilance is essential.

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 meet your safety and health responsibilities.

## How do I know if a substance is hazardous?

The material safety data sheet (MSDS) should contain an upfront statement like:

- this product is hazardous according to the criteria of the National Occupational Health and Safety Commission (NOHSC)
- this product is not hazardous according to the criteria of the National Occupational Health and Safety Commission (NOHSC)).

Words, such as "WARNING", "POISON" or "HAZARDOUS", on the label or information in the health hazards section of the MSDS that the substance is "toxic", "corrosive", "a sensitizer", "a carcinogen", "a teratogen" or "a mutagen" usually indicates that it is hazardous.

If you are not sure whether you have a hazardous substance or not then contact your supplier or the manufacturer/importer and ask for the current MSDS. MSDS are updated regularly and must be less than 5 years old.

| Electricity safety checklist | | | |
|---|---|---|---|
| **check** | **yes** | **no** | **n/a** |
| **Electrical installations**<br>Electrical installations are installed, constructed, maintained, protected (cover on switchboard) and tested to minimise the risk of electric shock or fire<br>Evidence of maintenance and testing is in available<br>Components on switchboard are clearly marked<br>Switchboards are kept free from obstructions | | | |
| **Residual Current Devices (RCDs)**<br>Hand held or portable equipment is protected by RCDs installed at the switchboard or into a fixed socket<br>Switchboards or fixed sockets have signage to indicate they are RCD protected<br>An RCD maintenance program is in place | | | |
| **Flexible cords, plugs, sockets and extension leads**<br>Flexible cords and extension cords are used in a safe manner<br>Plugs, sockets and extension leads are in good condition and protected from damage | | | |
| The work is organised for the safety of workers and others in the workplace<br>Work in the vicinity of power lines and plant must be controlled | | | |

| Hazardous substances safety checklist | | | |
|---|---|---|---|
| **Check** | **yes** | **no** | **n/a** |
| **Register of hazardous substances**<br>A register of hazardous substances is available and accessible for workers likely to be exposed to hazardous substances at the workplace<br>The register of hazardous substances is complete – the register includes a contents list and current Material Safety Data Sheets (MSDS)<br>The register of hazardous substances is current – MSDS are not older than 5 years | | | |
| **Labelling**<br>Hazardous substances are properly labelled – eg. containers are labelled with manufacturers labels that are complete and legible<br>Chemicals decanted into other containers are labelled with name, risk and safety phrases<br>Empty food or beverage bottles are not used to store chemicals | | | |
| **Risk assessment and control**<br>Risk assessments have been completed for all hazardous substances.– *when conducting a risk assessment, consider how the substances is used, where it is stored, is ventilation required, are directions in the MSDS followed, what personal protective equipment is required.*<br>A record is made in the hazardous substances register that the assessment has been done<br>A risk assessment report is available where the risk is significant<br>Practical control measures have been implemented and maintained taking into account the hierarchy of control | | | |
| **Information, instruction and training**<br>Workers who may be exposed or work with hazardous substances have been provided with adequate information, instruction and training<br>A record of the training is kept and includes health effects, controls, safe work methods, personal protective equipment and where applicable health surveillance | | | |

| **Manual tasks-lifting** safety checklist | | | |
|---|---|---|---|
| **check** | **yes** | **no** | **n/a** |
| In consultation with workers, all hazards in relation to manual tasks have been identified | | | |
| Risk assessment has been conducted for all hazards related to manual tasks have been taken into account and include:<br>• postures<br>• repetitive movements<br>• forces<br>• duration and frequency of tasks<br>• environmental conditions | | | |
| Practical control measures have been implemented and maintained to eliminate or reduce risk associated with manual tasks after consulting workers:<br>• altering the workplace environment, design, layout or systems of work<br>• change the systems of work used<br>• modify the load being handled or change the objects used to do the task<br>• use mechanical aids | | | |
| Everyone exposed to manual task hazards have been provided with adequate instruction and training (induction and ongoing training) | | | |
| Suitable mechanical aids are provided where necessary eg. suitable trolleys, pallet jacks, forklifts and other (lifting) equipment | | | |
| Trolleys and other mechanical aids are suitable for the job and are well maintained | | | |

| **Mobile plant** safety checklist | | | |
|---|---|---|---|
| **check** | **yes** | **no** | **n/a** |
| Mobile plant is maintained to minimise risks and maintenance records are kept | | | |
| Pre-start checks are recorded and log book are kept | | | |
| Evidence of training in the operation of mobile plant is available on site<br>The operator has appropriate high risk work licence were required (eg. forklift, EWP) | | | |
| The plant is in a safe condition, eg plant is registered with WorkSafe if required to do so, access to cab, seat and seat-belt, fall over or roll over protection systems as required, load chart, operator's manual, controls labelled, guarding of dangerous parts is in place | | | |
| Work is organised for the safety of workers and others. Pedestrian control, traffic management 2-way communication as required, and high-visibility clothing as required | | | |
| Site hazards are identified, assessed and controlled (ramps, slopes, rough ground, power lines, excavations, ground load limits, underground services) | | | |

| Working from heights safety checklist | | | |
|---|---|---|---|
| **check** | **yes** | **no** | **n/a** |
| Hazard identification and risk assessment of falls has been conducted<br>Practical control measures have been implemented and maintained to eliminate or reduce the risk associated with work at heights (would a fall be arrested before the person hits the ground or a structure ?) | | | |
| Edge protection is required if could fall more than 2 metres from scaffold, fixed stairs, landing, suspended slab, formwork, or false work<br>In any other case greater then 3 metres: fall injury prevention systems (eg. catch platform, scaffold, safety nets, safety mesh, or fall-arrest system) or edge protection are provided | | | |
| There is safe means of access and egress to the work being performed at heights<br>Stairs, walkways, ladders, mechanical lifts etc are free of obstructions | | | |
| People required to work at height have been provided with adequate information, instruction and training for the work being performed | | | |

| Slips trips and falls safety checklist | | | |
|---|---|---|---|
| **check** | **yes** | **no** | **n/a** |
| Floor or any stair or ramp has an unbroken and slip resistant surface | | | |
| Floor or any stair or ramp is free from any obstruction that may cause a person to fall (eg. electrical leads, hoses, tools and floor mounted power boxes in walkways, etc.) | | | |
| Access to egress from workplace safe and kept free from obstructions at all times | | | |
| Safe systems of work (eg. clean as you go) are in place to ensure that the floor is free from fall hazards or obstructions | | | |
| Warning signs available and erected near spills | | | |
| Guard rails or other safeguards are provided on ramps and stairs | | | |
| Appropriate protective equipment, such as slip resistant footwear, is required | | | |
| Ramps are available in areas where height of floor levels change and trolley access is required or items are carried regularly | | | |

| **Machine guarding** safety checklist | | | |
|---|---|---|---|
| **check** | **yes** | **no** | **n/a** |
| Every dangerous part of fixed, mobile or hand held powered plant (for instance oat crushers, augers, mixers and horse walkers) is securely fenced or guarded, except where the plant is so positioned or constructed that it is as safe as it would be if fenced or guarded | | | |
| Adequate safe work procedures are provided and documented to set, test and use machinery during all cycles of production and maintenance:<br>• Pre-operational checks<br>• Presence sensing system: safe system of work documented and a clearly identified warning provided when guard is muted<br>• Presence sensing system: inspection and maintenance records are maintained<br>• Employer has provided appropriate isolation and lock-out procedures for maintenance<br>• Where setting, testing and start-up of machinery is required with the final means of safeguarding removed, interim safeguards have been provided<br>• Where fixed physical guards are provided, adequate provision is made for cleaning, maintenance, adjustment and repair<br>Where it is not practical to guard machinery a safe system of work is in place for people operating or passing in close proximity | | | |
| Operators and maintenance personnel are properly trained, familiar with the operation and set up of the machinery and able to demonstrate the safety features | | | |
| Emergency stop buttons are appropriately fitted (accessible and available) | | | |
| Manufacturer's decals, manuals and operator instructions readily available and in the English language | | | |
| The highest level of guarding that is practical is provided and left in place during operation | | | |

| **Air receivers** safety checklist | | | |
|---|---|---|---|
| **check** | **yes** | **no** | **n/a** |
| Pressure Vessels / Air Receivers<br>Is the Pressure Vessel / Air Receiver registered with WorkSafe WA?<br>*(Check on requirements with WorkSafe if unsure).*<br>Registration number of vessel / receiver is clearly legible<br>*(on a data plate or on the vessel itself)*<br>Copy of evidence of the registration paperwork is displayed on or near the item of plant | | | |
| Record of inspection (every 2 yrs external, 4 yrs internal) is kept and available for inspection upon request | | | |
| Compressor drive belt is guarded, as well as any other exposed, dangerous moving part | | | |

| New and young workers safety checklist | | | |
|---|---|---|---|
| **check** | **yes** | **no** | **n/a** |
| Induction, information, instruction and training on hazards at the workplace has been provided to new and young workers | | | |
| Staff capabilities are assessed and where applicable a training plan is developed and agreed by both parties | | | |
| Induction, information, instruction and training in emergency and evacuation procedures has been provided | | | |
| Information and training in hazard and accident reporting has been provided | | | |
| Induction, information, instruction and training on the prevention of drugs and alcohol use at the workplace has been provided to workers | | | |
| Induction, information, instruction and training on the prevention of bullying and violence at the workplace has been provided to workers | | | |
| Induction, information, instruction and training in the use, maintenance and storage of personal protective equipment has been provided | | | |
| Trainees and apprentices are under constant supervision | | | |
| Employers ensure the risk of injury or harm to (young) visitors is reduced by means appropriate for the workplace and the type of work activity | | | |

| Other areas safety checklist | | | |
|---|---|---|---|
| **check** | **yes** | **no** | **n/a** |
| Workers are supplied with and use all necessary personal protective equipment | | | |
| Toilets, showers, meals areas and other facilities are functional, clean and well maintained | | | |
| Workers are not exposed to frequent long working days and very early starts without appropriate breaks | | | |
| Serious injuries have been reported to WorkSafe including: injuries that result in the death of a person; fractures of a skull, spine, pelvis, arms or legs; amputations; loss of eye sight; and injuries requiring 10 days or more off work | | | |
| Injuries and hazards reported by workers have been investigated | | | |
| Emergency exits enable safe exit in event of emergency<br>Exit signs are provided and maintained | | | |
| Portable fire extinguishers are provided and maintained | | | |
| Evacuation procedures and a diagram showing exits are available and displayed | | | |
| Training in the use of fire fighting equipment is provided | | | |
| A clear zone is provided around fire fighting equipment | | | |
| No tobacco smoking is allowed in enclosed workplaces | | | |
| Warning signs are provided where appropriate | | | |
| Workplace is clean and debris has been removed | | | |
| Portable ladders comply with Australian Standard AS 1892.1 (metal) or Australian Standard AS 1892.2 (wooden) | | | |
| First Aid boxes or facilities and a first aid trained person is available at all times during stable operation | | | |
| Presence and location of asbestos at the workplace is identified, and the risk arising from hazards relating to asbestos has been assessed and recorded in an asbestos register | | | |