



Government of Western Australia
Department of Commerce
Work Safe

THE FIRST STEP

Managing safety and health hazards
in your workplace



WORKSAFE 

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

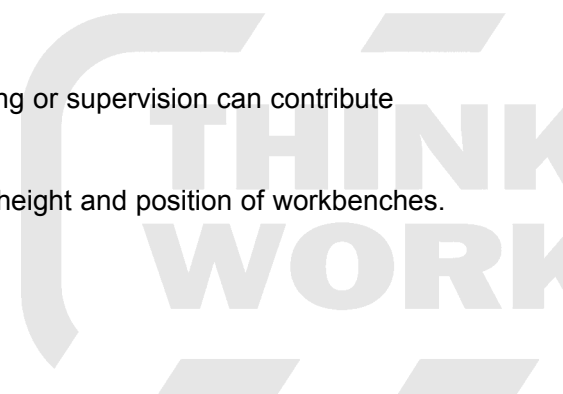
Successful management of safety and health risks depends on two key factors that only you can influence:

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.

The logo features the words 'THINKSAFE' and 'WORKSAFE' in a bold, sans-serif font, stacked vertically. The text is centered within a large, light gray graphic that resembles a stylized bracket or a pair of parentheses. The graphic has a thick, rounded border and is decorated with several diagonal lines at the top and bottom, giving it a modern, industrial feel.

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.

LIKELIHOOD OF INJURY OR HARM TO HEALTH	RISK RATING TABLE			
	CONSEQUENCES OF ANY INJURIES OR HARM TO HEALTH			
	Insignificant eg no injuries	Moderate eg first aid/medical treatment	Major eg extensive injuries	Catastrophic eg fatalities
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.

Your business may be eligible for a free, independent consultation as part of the ThinkSafe Small Business Program. Phone 1800 429 273 or visit the WorkSafe website at www.worksafe.wa.gov.au



CHECKLISTS

WorkSafe has developed a hazard fact sheet and checklist for these general areas that will help you check that your workplace is meeting basic safety standards.

- Chemicals and harmful substances
- Electricity
- Manual tasks
- Slips and trips
- Working at heights
- Inductions for new and young workers
- Machinery and plant
- Machinery guarding
- Emergency procedures
- Violence and aggression
- Noise
- Working alone

Although the checklists do not cover all the requirements under workplace safety and health laws, they will give you a better idea of whether you meet basic standards of safety. They will also assist you to lay the foundation for a safety and health management system in your workplace. They can also be adapted to suit your workplace.

Note:
A wide range of checklists are available on the
WorkSafe website at www.worksafe.wa.gov.au

CHEMICAL & HARMFUL SUBSTANCES

CHEMICALS AND HARMFUL SUBSTANCES

Pesticides, acids, solvents, cleaners, paint, asbestos, wood dust and welding fumes are some of the chemicals and harmful substances that can place your staff's health at risk.

Some chemicals and harmful substances can cause allergic reactions, such as dermatitis or other medical conditions, or can be flammable, corrosive or toxic.

As an employer you must identify all chemicals and harmful substances being used in your workplace using a hazardous substances register.

Material Safety Data Sheets (MSDS) must be provided in the workplace for each chemical and harmful substance, listing the ingredients and giving health information and instructions for their safe storage, use and handling. MSDS are available from manufacturers and suppliers of chemicals and harmful substances.

Note:

A Guidance Note on MSDS's is available as a hard copy or on the website. Examples of a hazardous substances register and a risk assessment form for a hazardous substance are also available on the WorkSafe website at www.worksafe.wa.gov.au

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CHEMICALS AND HARMFUL SUBSTANCES CHECKLIST

CHECK:	YES	NO	N/A
Correct use of chemicals and harmful substances is part of induction			
People working with chemicals and harmful substances have been given information, instruction and training			
Records of training include: health effects, controls, safe work methods and personal protective equipment/clothing			
There is an easy to find and read list/register of all chemicals used			
MSDS are available for workers' reference and included in the hazardous substances register			
Original containers have the manufacturer's label			
Decanted containers are labelled with name, risk and safety instructions.			
A risk assessment has been completed for all chemicals and harmful substances stored and used at the workplace			
The risk assessment is recorded in the chemicals list/register			
Assessment reports are available to monitor significant risks			
Actions have been taken to control risks. For example, an investigation to find out whether an alternative safer chemical is available			
There are appropriate first aid and emergency facilities and workers are aware of them			
Where there is a risk eg from lead, isocyanates and organophosphorous insecticides, a medical practitioner is available to monitor the health status of workers			

ELECTRICITY

ELECTRICITY

Electrical hazards exist in almost every workplace. It is not only high voltage that causes electrocution – the smallest mistake can be fatal.

People can be electrocuted by coming into contact with overhead wires, carrying out maintenance work on live electrical circuits, working with damaged electrical equipment, extension cords, plugs or sockets. Familiar appliances like toasters and microwave ovens also cause a significant number of electrical burns.

A WorkSafe study found that, with the exception of deaths caused by overhead power-lines, many electrocutions could have been prevented with the use of residual current devices (RCD).

Safety regulations require employers to fit RCDs to minimise the risk of electric shock. All electrical installations must meet Australian Standards.

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ELECTRICAL CHECKLIST			
CHECK:	YES	NO	N/A
Electrical safety is part of induction			
People working with electricity have been given information, instruction and training			
There is a maintenance program in place for electrical installations			
Electrical equipment has been tested			
Residual current devices (RCD) are installed at switchboards or into fixed sockets			
Portable electrical equipment is protected by RCDs			
The RCD device is labelled and has been tested			
Flexible cord connections have either moulded or transparent type plugs			
Plugs, sockets and extension leads are in good condition			
Flexible cords are protected from water, being damaged or cut			
Switchboards are labelled correctly and protected from damage			
Light fittings are suitable for the location and protected from breakage			
Power points are suitable for the location and are positioned safely			
Safety procedures are in place for workers working near overhead power lines			
Machinery has been identified that may expose workers to electrical risk			
Cords are of suitable length for the intended use			
There are no double adaptors or three-pin plug adaptors in use			
Portable cable stands are used when required			
On construction and demolition sites also check:			
Site power been connected when construction site work has reached plate height			
Portable electrical equipment has been tagged and there is a record of previous testing			
All final sub-circuits, socket outlets, portable generators and equipment are protected by RCDs			
No aerial cables are fixed or attached to scaffolding			

MANUAL TASKS

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. 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: how often and how quickly a task is performed; the age and physical strength of the employee; and the size and shape of the object.

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.

Note:

Further information on manual tasks is available on the WorkSafe website at www.worksafe.wa.gov.au

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MANUAL TASKS CHECKLIST

CHECK:	YES	NO	N/A
Training in manual handling covers all the requirements of the <i>Code of Practice for Manual Tasks</i> and is part of induction			
Information, instruction and training has been provided to everyone involved in organising and implementing manual tasks			
Workers understand risk factors and are aware of risk management procedures			
The weight of the object or person to be lifted before lifting is done to assess the lifter's capability			
Alternative ways of lifting and carrying have been considered, eg using a mechanical hoist or trolley			
Work stations have been assessed to reduce hazards			
Workers are given breaks from manual tasks that involve lifting, repetitive movements or standing for prolonged periods of time			
Workers have been asked for suggestions on safer ways to do the job			
Practical control measures have been put in place and maintained to eliminate or reduce the risks as far as possible			
Control measures are reviewed after accidents have occurred			
All manual task related accidents and injuries have been adequately investigated			

**This checklist should be used in conjunction with the
Commission for Occupational Safety and Health *Code of
Practice for Manual Tasks***

SLIPS AND TRIPS

SLIPS AND TRIPS CHECKLIST

CHECK:	YES	NO	N/A
Training in slips and trips is part of your staff induction			
Information, instruction and training on slips, trips and falls hazards has been provided			
Floor surfaces are slip resistant			
Walkways are free of hazards, such as electrical leads and hoses			
There is a “clean as you go” policy to ensure spills are attended to immediately			
There are special provisions for slip resistance in wet areas such as bath tubs, showers, sinks, hotel/pub bars			
Floor surfaces are maintained and in good condition			
Warning signs are erected near spills			
Pathway accesses to and from work areas are kept free of obstacles			
Guard rails or other safety guards are provided on ramps and stairs			
There is adequate lighting			
Appropriate personal protective clothing, such as slip resistant footwear, is provided			
There are ramps in areas where the height of floor levels change and trolley access is required or where items are carried regularly			

This checklist should be used in conjunction with the Commission for Occupational Safety and Health Code of Practice for Prevention of Falls in Workplaces

WORKING AT HEIGHTS

WORKING AT HEIGHTS CHECKLIST			
CHECK:	YES	NO	N/A
Where relevant, working at heights is part of induction			
People working at heights have been given information, instruction and training			
Can a person could fall from one level to another while working? If so, how far would they fall and where would they land. Ensure the area is clear of protruding objects, water, vehicles and people			
Hand rails on stairs are secure and steps are well maintained			
All work areas are free from obstructions			
Walkways, corridors and stairs are free from obstructions			
Ladders are in good condition and are secure and fixed firmly in place			
High ladders have fall-back protection			
Mechanical lifts are safe			
Mezzanine floors have safe access and fall protection, such as handrails			
Fall arrest systems, such as harness, are in place			
Safer, alternative ways to do the work have been considered			

This checklist should be used in conjunction with the Commission for Occupational Safety and Health Code of Practice for Prevention of Falls in Workplaces

NEW AND YOUNG WORKERS

NEW AND YOUNG WORKERS

All workers who are new to the job are at risk of injury, with young people aged 15 to 19 the most likely to be hurt. Each year in Western Australia, an average of 2,000 people in this age group need time off work to recover from injury.

They may be:

- still attending school;
- leaving school and starting work for the first time;
- employed on a casual basis or working part-time outside school hours;
- on work experience;
- on a vocational course;
- in training; or
- beginning a new or unfamiliar job.

Before they start work, all workers need information, instruction and training with follow-up supervision.

They also need to understand emergency procedures and how to get help if there is an accident in the workplace.

Use the safety induction checklist to ensure workers are familiar with safety procedures.

**Further information on vulnerable workers is available
on the WorkSafe website at www.worksafe.wa.gov.au**

SAFETY INDUCTION CHECKLIST

Name:		
Position:		
Date of commencement:		
Location:		
Name of person providing the induction:		
Please tick Yes No If No, why?		
1.	Explain work tasks	
2.	Tour of sections	
3.	Explain	
	• OSH policy	
	• Duty of care employer and employees	
	• Consultation: OSH committee and SH Reps	
	• Safe work procedures and instructions	
	• Issue resolution procedure	
	• Hazard reporting procedure	
	• Injury/incident reporting procedure	
	• Injury management policy and guidelines	
	• Emergency procedures	
	• Manual handling procedures	
	• Hazardous substances procedures	
	• Machinery safety procedures	
	• Working from height procedures	
	• Slips and trips prevention	
	• Electrical safety	
	• Permit to work	
	• Eye protection	
	• Hand protection	
	• Foot protection	
	• Hearing protection	
	• Vehicle safety	
	• Safety procedures for working on the side of the road	
	• Procedures for good housekeeping	
	• Safety signage	
	• Procedures for working outside such as skin protection	
	• Smoke free workplace	
	• Alcohol and other drugs at the workplace	
	• Compensation claims process and rehabilitation	
4.	Provide locker, personal protective equipment, tools as required	
5.	Schedule of follow-up training	
Name of manager/supervisor:		signed:
Name of new employee:		signed:
		date:
		date:

MACHINERY AND PLANT

MACHINERY AND PLANT

When reviewing machinery and equipment for possible mechanical hazards, consider:

- machinery and equipment with moving parts that can be reached by people
- machinery and equipment that can eject objects (parts, components, products or waste items) that may strike a person with sufficient force to cause harm
- machinery and equipment with moving parts that can reach people such as booms or mechanical appendages (arms)
- mobile machinery and equipment, such as forklifts, pallet jacks, earth moving equipment, operated in areas where people may gain access.

Non-mechanical hazards associated with machinery and equipment can include harmful emissions, contained fluids or gas under pressure, chemicals and chemical by-products, electricity and noise, all of which can cause serious injury if not adequately controlled. When reviewing machinery and equipment for possible non-mechanical hazards, consider how machines and equipment can affect the area (environment) around them.

Note: Further information on plant and machinery is available from the WorkSafe website at www.worksafe.wa.gov.au

MACHINERY AND PLANT CHECKLIST

CHECK	YES	NO	N/A
Mobile plant has been maintained eg. vans and forklifts			
Records are kept of maintenance, alterations and inspections			
Forklift operators hold a high risk work licence for forklift operation and have reached 18 years of age			
Pre-start safety check of mobile plant is carried out in accordance to manufactures' instructions.			
Mobile plant is in good working order (seat, lights, steering, controls, horn, tyres, gas cylinder, warning signals, brakes, mast, chains, hoses, counterweight, control labels, tynes)			
Load chart is provided and legible			
Seatbelt and rollover protection is provided where required.			
Work area is organised for the safety of the mobile plant operator and pedestrians			
Keys are not left behind in unattended mobile plant.			
All terrain vehicles helmets are provided and worn.			
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			
People are provided with safe access that is suitable for the work they perform in, on and around machinery and equipment.			
Manufacturer's manuals and operator instructions are readily available			
Where applicable, a noise assessment has been conducted and control measures have been implemented			
Steam and hot water pipes are insulated			
Inspection records are made and kept in relation to plant eg. annual inspection reports for gas and oil fired boilers)			

GUARDING

GUARDING CHECKLIST			
CHECK:	YES	NO	N/A
Operators and maintenance personnel are properly trained, familiar with the operation and set up of machinery and able to demonstrate safety features			
Where fixed guards are provided, they are of substantial construction, and secured into position while machinery is in operation			
Where interlocking guards are provided, they prevent operation of the machinery when open, and the guards are prevented from opening while the machinery is in operation			
Where a presence sensing system is used, it operates as intended and stops the machinery when the light beams or sensors are interrupted			
Guards protect against hazards to the rear and sides of machinery			
Pre-operational checks are conducted to ensure safety features are in working order			
Appropriate isolation procedures are provided for maintenance			
Manufacturer's manuals are available and understood by operators			
Machine controls are protected to prevent unintentional operation, clearly marked and within easy reach of the operator			
Warning signs and decals are clearly visible			
Where it is not practical to provide guarding and people are required to operator or pass close to dangerous moving parts, a safe system of work is in place to reduce risk			

This checklist should be used in conjunction with Commission for Occupational Safety and Health Code of practice - Safeguarding of machinery and plant.

EMERGENCY PROCEDURES

EMERGENCY PROCEDURES 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			
A fire blanket is available where applicable			
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)			

VIOLENCE AND AGGRESSION

VIOLENCE AND AGGRESSION 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)			
Systems are in place to identify potentially aggressive customers			
Procedures are in place in relation to violence and aggression			
Workers are trained in recognition of, communication for and management of aggressive behaviour			
Procedures are in place in relation to cash handling			
Procedures are in place in relation to hold-ups (including post-hold up procedures)			
Procedures are in place to ensure timely and appropriate counselling is provided to workers following a violent/ aggressive incident			
An adequate number of security staff is provided (where applicable)			
Security staff are adequately trained			
Staff are escorted to car after evening shifts, where applicable			

NOISE

NOISE 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			

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WORKING ALONE

WORKING ALONE CHECKLIST

CHECK	YES	NO	N/A
There is a system in place for communication with workers working alone			
The system ensures that workers have means of communicating in the event of emergency (eg mobile phones, duress alarms)			
The system requires regular contact to be maintained with workers to ensure safety and supervision			
The employer has knowledge of the location of all workers at all times during work shifts			

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ABOUT WORKSAFE INSPECTORS

WorkSafe inspectors are trained to enforce the Act, assist with the resolution of issues in workplaces and provide advice to employers and workers to how best to improve workplace safety and health performance. Their role does not replace that of a workplace assessor or safety consultant.

When WorkSafe inspectors visit your workplace they will use a checklist of common hazards, similar to those in this Guide, to look for key safety elements. If you fail to meet safety standards, inspectors will issue you with verbal instructions, an improvement notice, a prohibition notice or any combination of these.

REPORTING INJURIES AND DISEASES TO WORKSAFE

The *Occupational Safety and Health Act 1984*, requires employers to notify the WorkSafe Commissioner of certain injuries and diseases involving their workers. Failure to do so immediately could lead to prosecution. The Occupational Safety and Health Regulations list the types of injuries and diseases that need to be reported, copies are available from the State Law Publisher on their website at www.slp.wa.gov.au

Make your report:

- in writing on forms 1 and 2 specified in the *Occupational Health and Safety Act* – see pages 27 and 28 of this guide;
- by facsimile on (08) 9321 8973;
- by telephone on 1800 678 198; or
- on the Internet at www.worksafe.wa.gov.au

WORKERS COMPENSATION

Don't forget that it is compulsory in Western Australia to have a workers' compensation insurance policy. If you require more information on workers' compensation contact the Infoline at WorkCover Western Australia to obtain advice.

Contact WorkCover Western Australia at:

Telephone: (08) 9388 5555

Country callers: 1300 794 744

TTY: (08) 9388 5537

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: _____

FORM 2 - NOTIFICATION OF DISEASE**Occupational Safety and Health Act 1984**

[Regulation 2.4(2)]

Commissioner for Occupational Safety and Health
 PO Box 294 WEST PERTH WA 6872
 Phone: (08) 9327 8777 Fax: (08) 9321 8973

DISEASE REPORTING TELEPHONES
 1800 678 198 or (08) 9327 8800

Section 1: Employer details

Employer name:			
Workplace name:			
Address:			
	Suburb/Town:		Postcode:
	Tel:		Fax:
	WorkCover Number:		

Section 2: Details of person affected

Surname:			
Given names:			
Occupation:			
	Date of Birth: / /		Age:
	Sex: <input type="checkbox"/> Male		<input type="checkbox"/> Female

Section 3: Diagnosis details

Name of disease:			
Date of diagnosis:			
Name of medical practitioner:			
Address:			
	Suburb/Town:		Postcode:
	Tel:		Fax:

Section 4: Description of work done by affected person.

Section 5

Name of person reporting disease:		
Position:		Tel:
Person for liaison:		Tel:

FOR OFFICE USE ONLY	Nature:
	Location:
	Agency:
	Type:
Person receiving report:	
Date: / /	Time:

WHERE TO FROM HERE?

If you have already taken *The First Step* you may want to consider applying the OSH management assessment tool, the *WorkSafe Plan* to your workplace.

The *WorkSafe Plan* encourages a continuous improvement approach to OSH management.

HOW CAN WE HELP

Your business may be eligible for a free confidential OSH consultation with an independent consultant who can assist you to establish and maintain safe systems of work.

For more information about the WorkSafe Plan and the Small Business Assistance program visit www.worksafe.wa.gov.au or call WorkSafe on 1300 307 877.

THINKSAFE WORKSAFE

**WATCH OUT
FOR EACH OTHER
AND WORK SAFE**

www.worksafe.wa.gov.au

WorkSafe

Westcentre, 5th Floor, 1260 Hay Street
West Perth, Western Australia 6005

Perth office (08) 9327 8777 or 1300 307 877

National Relay Service 13 36 77

Fax (08) 9321 8973

Great Southern (08) 9842 8366

South-West (08) 9722 2888

Mid-West (08) 9964 5644

Goldfields/Esperance (08) 9021 5966

North-West (08) 9185 0900

Kimberley (08) 9169 2811

Email: safety@commerce.wa.gov.au

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