



Making
your
FACTORY



*Safer and
Healthier*

WorkCover
TASMANIA



To find out what's on the CD, open "Read Me First" once you've loaded the CD into your computer



WHY HAVE A SAFE AND HEALTHY WORKPLACE?



As a factory owner or manager facing the day-to-day pressures of running a business, a workplace accident is probably the furthest thing from your mind. Yet in 2006, almost 9,800 Tasmanians were injured at work. Just over 1,200 of these were factory workers.

While no employer wants to see their workers injured, the thought of having a system in place to manage health and safety can seem overwhelming — and easy to ignore.

But a safe and healthy workplace is something that can't be ignored — it's the law.

This guide aims to help you make your factory safer and healthier, by providing practical information and useful tools.

There are also examples of real-life workplace accidents that have happened in factories in Tasmania. These people thought an accident wouldn't happen to them.

By following the steps in this guide and applying them to your business, you will be off to a good start to a safer and healthier workplace.

IMPORTANT NOTE

The information in this booklet is for guidance only and is not to be taken as an expression of the law. It should be read in conjunction with the *Workplace Health and Safety Act 1995*, the *Workplace Health and Safety Regulations 1998* and any other relevant legislation. Copies of the legislation can be purchased from the Printing Authority of Tasmania Bookshop: call (03) 6233 3289 or freecall 1800 030 940. It is also available on the Internet at www.thelaw.tas.gov.au

TIP:

This guide provides information and sample checklists and charts you can use in your factory. Copies of these checklists and charts, and further information about specific health and safety issues, can be found on the CD with this guide. If your CD is missing, or you would prefer hard copies of these resources, call the Workplace Standards Helpline on 1300 366 322.

We welcome your feedback on this guide. Send to: wstinfo@justice.tas.gov.au



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COULD THIS IN

MARIA was trying to adjust the out-feed side of a bread-slicing machine when her hand touched the machine's moving blades. As she tried to free her fingers, the blades amputated one of them. The safety guard — which would have prevented Maria's hand from making contact with the blades — was not fitted to the machine. Maria hadn't received adequate training, nor was she supervised.

PHIL was cleaning the rollers of a printing press. The rollers normally ran on the slow 'inch mode' during cleaning, to make the task easier; however Phil decided to run the rollers at their normal speed to save time. His fingers accidentally touched the rollers, and he was pulled into the rollers up to his wrist. Co-workers came to his rescue, but by the time they'd turned off the machine, Phil's hand was de-gloved: the skin from the wrist down was completely removed. Phil needed extensive plastic surgery, and couldn't work in his trade for 12 months.

RASHED was cleaning a biscuit-making machine and wanted to go home early. Even though he'd been properly trained by his employer, Rashed was eager to save time, so he didn't follow the correct procedures for isolating the machine first. He tried to clean the machine while it was running on a slow setting, but he touched a moving part, which amputated the end of his right index finger.

HAPPEN YOUR FACTORY?

JANNEKE walked past a conveyor belt. She turned around, and her loose-fitting sleeve got caught in the belt's unguarded nip point. The fabric was pulled tight around her arm to such an extent that it cut through her muscle to the bone before a co-worker managed to stop the conveyor. As a result of these severe arm injuries, she was hospitalised and off work for many months.

JOHNNY was directed by his supervisor to clear a jam on a paper-recycling conveyor belt. He opened the guard that covered the drive mechanism, and started to clear the paper, when his arm and hand were dragged into the nip point of the roller. Johnny's arm was trapped and the belt of the conveyor had to be cut to free him. He suffered multiple fractures and muscle, skin and tendon damage. Surgery to save his arm was not successful, and the arm was amputated above the elbow.

BRANDON had a new job at a brick-making factory. He had no previous experience in factory work, but he was expected to help operate a tiling machine and learn on the job. Brandon's supervisor showed him how some of the buttons on the machine worked, but the noisy workplace made it difficult to hear. When the mixing bowl looked jammed, Brendan called for help (as he was told to), but he was offered no help or guidance. Because the machine's mixing blades were not moving, Brandon thought it was safe enough to try and clean it himself. But when he did, the blades starting moving again, and his arm was trapped and crushed. He sustained serious and permanent loss of function in that hand and arm.



WRITE DOWN YOUR COMMITMENT TO SAFETY

Writing down your commitment to safety shows that you are serious about the health and safety of those in your factory. Simply putting that commitment on paper becomes your health and safety policy.

Your policy shows that as the manager of the business, you have certain expectations about health and safety in your factory. While you have overall responsibility for safety in your workplace, as manager you can delegate health and safety tasks to others in your workplace. This includes your supervisors, your OHS committee, and your elected employees' safety representatives.

Your policy should state the responsibilities of everyone in the workplace, and set the rules and standards expected of everyone. This reinforces the message that while managers have a responsibility for safety, everyone else in the workplace is responsible for safety, too.

Display your health and safety policy prominently so everyone in the workplace knows what is expected of them.

What to do

Read the two sample policies on pages 20 and 21 of this guide.

- Using one of the sample policies as a guide, prepare a policy to suit your own workplace.
- You can also use the sample policies on the Resources CD to help you with this.

MAKE SURE YOUR WORKERS HAVE THE SKILLS FOR THE JOB

Now that you have let everyone know you are committed to a safer factory, you need to ensure that your workers are trained to safely undertake the work expected of them. This is the second step to a safe and healthy workplace.

INTRODUCING YOUR NEW WORKERS TO THE WORKPLACE

When you have a new worker, you probably already introduce them to the workplace: the facilities, their fellow workers, work times and meal breaks. This is called an induction. In an induction you must also tell your workers how to work safely and how to report a problem, incident or injury.

It is a good idea to formalise your inductions and structure them in a way you can keep track of.

The sample induction checklist on page 22 shows how you can keep track of your worker inductions. You can adapt this checklist to suit your own needs.

New workers — those who have been in your workplace less than 12 months — are at the greatest risk of a workplace injury.

TRAINING

You also need to find out what skills and experience your workers already have, and how you can build on these.

You need to make sure that your workers maintain the skills and knowledge they need to work safely; if the work tasks change, you need to consider what additional training is required.

Workers who are elected as employees' safety representatives need special training to perform this role, too.

A training register helps you record what training your workers have done and what additional training they need. A training register also allows you to keep track of the skills your workers have in specific areas.

What to do

Using the induction checklist on page 22 as a starting point, prepare one that suits your own workplace.

- Look at the sample training register and sample competency on pages 25 and 26 of this guide.
- You can either photocopy the training register that is most useful for your workplace, or print it from the Resources CD.

3 ENCOURAGE YOUR WORKERS TO SPEAK UP ABOUT SAFETY PROBLEMS

As part of your commitment to safety, you should encourage your workers to report any safety or health problems as soon as they notice them. It's appropriate that a written record is kept, so it's a good idea to keep a notebook that everyone can use to write down:

- the problem
- the date it was found
- what will be done to fix it
- when it is fixed (signed off by you that the problem is fixed).

Make sure others in your workplace (including your health and safety committee and elected employees' safety representatives) are aware of these issues. 'Near misses' should also be recorded and followed up. Near misses give you a second chance to stop a severe accident, so treat them seriously. Find out what went wrong, and why. This may help you prevent a bigger accident or incident from happening in your factory.

It is important to know that if an incident occurs where someone is killed, suffers a serious injury or illness — or where someone *could* have been killed or suffered a serious illness or injury — you *must* notify a Workplace Standards inspector by the quickest means possible. The quickest way to do this is by calling the Workplace Standards Helpline on 1300 366 322 (inside Tas) or 03 6233 7657 (outside Tas). If the incident occurs outside normal work hours, you can still call these numbers immediately.

What to do

- Refer to the sample accident / incident reporting form on page 27 of this guide.
- You can either photocopy sufficient copies for your workplace, or print them from the Resources CD.

FIND THE SAFETY PROBLEMS AND FIX THEM

The best way to prevent injuries or illness in your workplace is to find the hazards that could injure your workers, and fix them. This process is known as risk management.

You can do this by following four simple steps. These steps can be easily remembered by the word SAFE, which stands for:

- S** POT THE HAZARD
- A** SSESS THE RISK
- F** IX THE PROBLEM
- E** VALUATE RESULTS

Practical tools have been included in this guide to help you follow the SAFE steps and make your factory safer and healthier.

There's a 'What to do' box at the end of each step that will help you take action on each one.

WHEN DO YOU DO THIS?

You should consider conducting a risk assessment:

- before you buy any new equipment or chemicals (get as much information from suppliers and manufacturers as possible to ensure you won't 'buy in' new risks to your workplace)
- before you re-order the equipment or chemicals you already use in your workplace
- when you are about to introduce a new work task or procedure
- when you get new information about your work tasks, procedures, equipment or chemicals.

This is more effective in terms of safety and costs.

STEP 1 — **S** POT THE HAZARD

The first step is to walk around your factory and find the obvious things that could put the health or safety of anyone in your workplace in danger.

A hazard is anything that has the potential to cause injury, illness or damage to your health.

Some of the hazards you will be able to fix straight away — picking up a lead that may cause someone to trip, cleaning up a spill on the floor or moving a frequently used item onto a lower shelf. Others you will need to deal with more systematically, following these steps.

There are a number of other ways to find hazards in your workplace, including:

LOOK AT THE TASKS

Look at each task your workers do. Look for any hazards associated with these tasks.

TALK TO YOUR WORKERS

The people who do the job regularly are the best people to tell you about any hazards associated with their work. Ask workers which tasks cause problems or make them concerned. Workers may also tell you about minor injuries that were not previously reported. Supervisors and elected employees' safety representatives may also have had reports from workers about particular tasks they've had problems with, but not passed these on to you.

USE THE SAFETY CHECKLISTS IN THIS GUIDE

The safety checklists starting on page 28 will help you identify some of the common hazards that can be found in workplaces like yours. Please note that these checklists are generic and should be adapted to suit your own workplace.

REVIEW MANUFACTURERS' INFORMATION

Review the information available from designers or manufacturers, including material safety data sheets (MSDS) and product labels.

CHECK INJURY RECORDS AND INCIDENT REPORTS

By looking at your injury records, you'll be able to get a good idea of what's causing your workers' injuries.

You should also check your register of health and safety problems (as described on page 10) and records of near-misses as well.

What to do

- Copy a **risk assessment sheet** from the one provided on page 43 of this guide.
- Under the 'Spot the hazard' column, write down the name of the task you're reviewing in the 'Identify the work task or activity' column. You may even want to break down each of these work tasks into the steps involved in it, from start to end. If you decide to do this, identify all the steps involved by asking 'What happens first?' and then 'What do you do next?'.
- In the 'What are the hazards associated with each activity' column, write down all the hazards you can find by using either the checklists in the back of this booklet or by using the other ways (identified above) to find hazards.

To help you complete the 'Spot the hazard' column, a completed example is provided on page 42.

STEP 2 — **ASSESS THE RISK**

Now you've found the hazards, you need to work out their level of risk.

A risk is the likelihood of a hazard causing injury, illness or damage to your health.

Your list of hazards may be surprisingly long, with some hazards posing more safety risks than others. That's why you need to work out which hazards are more serious than others, so you can start dealing with these ones first.

HOW DO YOU ASSESS THE RISK?

To assess the risk associated with each hazard, ask these questions:

*What is the potential **impact** of the hazard?*

- How severe could an injury or illness be?
- What is the worst possible damage the hazard could cause to someone's health?
- Would it require simple first aid only? Or cause permanent ill health or disability? Or could it kill?

*How **likely** is the hazard to cause someone harm?*

- Could it happen at any time or would it be a rare event?
- How frequently are workers exposed to the hazard?

Answering these questions will help you assess the risk level of the hazard: whether it is a low risk, moderate risk, significant risk or high risk.

There are tools available to help you with this process. For example, we have included a risk calculator with this guide, with instructions on how to use it — and therefore how to assess the risk.

What to do

- Go back to your **risk assessment sheet**.
- Work through each hazard you identified and estimate the risk of each hazard causing harm. Do this by answering the questions above, or by using the risk calculator included at the front of this guide.
- Write down the risk level in the 'Assess the risk' column of the risk assessment sheet.

To help you complete the 'Assess the risk' column, a completed example is provided on page 42.

STEP 3 — **F**IX THE PROBLEM

Once you've spotted the hazards and assessed their risk, you need to develop ways to fix them. This is known as risk control, and this is the third SAFE step — 'Fix the Problem'.

You should always aim to remove a hazard completely from your workplace. Where this isn't practical, you should work through the other alternatives systematically. Working through hazards in this way is known as the hierarchy of control.

Sometimes more than one control measure should be used to reduce the exposure to hazards.

HIERARCHY OF CONTROL

1. ELIMINATE THE HAZARD — remove it completely from your factory. *For example, stop using a dangerous chemical.*

If this isn't practical, then

2. SUBSTITUTE THE HAZARD — with a safer alternative. *For example, replace the dangerous chemical with a less harmful one.*

If this isn't practical, then

3. ISOLATE THE HAZARD — as much as possible away from your workers. *For example, use the chemical in a safe, dedicated work area.*

If this isn't practical, then

4. USE ENGINEERING CONTROLS — adapt tools or equipment to reduce the risk. *For example, explore the use of localised extractor systems.*

If this isn't practical, then

5. USE ADMINISTRATIVE CONTROLS — change work practices and organisation. *For example, make sure everyone is trained in the safe way to handle the chemical.*

If this isn't practical, then

6. USE PERSONAL PROTECTIVE EQUIPMENT (PPE) — *For example, use gloves to prevent contact with chemicals and masks to prevent inhaling them.* This should be the last option after you have considered all the other options for your workplace.



FINDING SAFETY SOLUTIONS

There are many ways to find safety solutions; here are some ideas to get you started.

- Ask your workers for their ideas. They may already see safer ways to do things.
- Look at the information available from designers or manufacturers, including material safety data sheets (MSDS) and product labels.
- Consider any code of practice or Australian Standard relevant to your industry. Go to www.standards.com.au where you can either purchase a standard, or subscribe to read one. Some libraries (including the Workplace Standards library) may carry a selection of Australian Standards
- Talk to others in the same line of work as you. Get help from any associations or groups related to your industry. Chances are they have seen the problem before and know how to fix it.
- Consult a professional OHS specialist
- Talk to a Workplace Standards inspector by calling the Workplace Standards Helpline on 1300 366 322.
- Read any relevant Workplace Standards guides (see page 18 for more information; there are also some included on the CD with this guide).
- Subscribe to *Workplace Issues* magazine (see page 17 for more information).

What to do

- Go back to your **risk assessment sheet** where you've identified the hazards and assessed their risk.
- In the 'Fix the problem' column, write down what action will be taken to fix the hazard, the name of the person who will do it and the date it will be done by.
- When considering solutions, consult with the workers involved in the task.

To help you complete the 'Fix the problem' column, a completed example is included on page 42.



STEP 4 — **E**VALUATE RESULTS

Congratulations on taking action to fix the safety problems you've found in your workplace. Remember though that risk management is not a one-off event — it's an ongoing process. Once you've identified the hazards, assessed their risk and fixed them, you need to follow up with the fourth step of the risk management process — 'Evaluate results'.

WHAT'S INVOLVED IN EVALUATION?

Evaluation is an important step in the risk management process. After you think that you've fixed the problem, find out whether the changes have been effective. It is useful to think through the SAFE steps again to ensure no new risks have arisen.

Talk to your workers. Ask these questions:

- Are the changes making a difference to work?
- What do your workers think?
- Will the solutions reduce risks and prevent injury or illness in your workplace?
- Do they create new hazards or increase the risk of existing ones?

Perhaps you and your workers can even see ways to make further improvements.

RE-EVALUATION

Set a date to re-evaluate the task, choosing a timeframe appropriate to the task and the risk involved. This could be anywhere between a week and five years (five years is the maximum set by law).

What to do

- Go back to your **risk assessment sheet** where you've identified the hazards, assessed their risk and noted what you have done to fix the problem.
- In the 'Evaluate results' column, write down the revised risk and make sure that the risk is now of an acceptable level.
- Note the date in your diary or calendar for when you will re-evaluate the task.
- When the re-evaluation is due, get a new **risk assessment sheet** and start the process again.



WHERE CAN YOU FIND MORE INFORMATION?

WORKCOVER TASMANIA

WorkCover Tasmania works together with Tasmanian employers and workers in injury management, workplace health and safety, and workers compensation.

To achieve this, WorkCover:

- promotes prompt and effective injury management
- promotes safer and healthier workplaces, through practical information and personal guidance
- manages the workers compensation scheme and monitors the performance of scheme participants.

WorkCover is funded through a levy on workers compensation premiums. It is an independent body with responsibilities under the *Workers Rehabilitation and Compensation Act 1988* and *Workplace Health and Safety Act 1995*.

WORKCOVER WEBSITE

Go to www.workcover.tas.gov.au to download publications (see next page) and find information about relevant legislation.

If you don't have access to the Internet at work, you can go online at a public library, Service Tasmania online access centre, a community centre or an internet café.

WORKPLACE ISSUES MAGAZINE

Workplace Issues is for anyone interested in what happens in the workplace. It looks at problems and solutions, innovations and ideas, and anything that might affect you at work.

Workplace Issues is published four times a year and is free of charge. To receive your copies, call the Workplace Standards Helpline on 1300 366 322.

WORKPLACE STANDARDS TASMANIA

Workplace Standards Tasmania is a division of the Tasmanian Government Department of Infrastructure, Energy and Resources.

You can call the Helpline for more information or publications, on 1300 366 322 between 9 am and 5 pm Monday to Friday (except on statewide public holidays). You can also email wstinfo@justice.tas.gov.au.

To report a workplace accident, you can contact the Helpline 24 hours a day seven days a week.

WORKPLACE STANDARDS LIBRARY

The Workplace Standards library houses a significant collection of workplace health and safety resources, including books, reports, journals, videos and all Workplace Standards publications.

The library is open on Mondays, Wednesdays and Fridays from 9 am until 4.30 pm. It is located at 30 Gordons Hill Road in Rosny Park.

If you are in the north or north-west, library resources can be sent to and viewed at either the Workplace Standards Launceston or Burnie offices. Contact the Rosny Park Librarian on 6233 2915 for details.



PUBLICATIONS

WorkCover produces a number of publications aimed to help Tasmanian businesses maintain a safer workplace. A selection of these is available on the CD with this guide:

- A Guide to First Aid in the Workplace (GB119)
- A Guide to the Workplace Health and Safety Legislation (GB133)
- A Guide to Workers Compensation in Tasmania (GB112)
- Body Strain Prevention For Workers (GB124)
- Body Strain Prevention Kit (GB114)
- Play it SAFE with Chemicals: A Guide to Managing Hazardous Substances in the Workplace (GB084)
- Stress, Bullying, Alcohol and Other Drug Misuse, Hidden Hazards: A Guide for Employers (GB136A)
- Stress, Bullying, Alcohol and Other Drug Misuse, Hidden Hazards: A Guide for Workers (GB136B)
- Welcome to the Workplace: Guide for Employers (GB140A)
- Welcome to the Workplace: Guide for New Workers (GB140B)
- Workers Rehabilitation and Compensation Act 1988 — Summary A4 Poster (GB014)

These and others are also available in hard copy from the Workplace Standards Helpline. Call 1300 366 322 or email wstinfo@justice.tas.gov.au

THE LAW

For more information about Tasmania's *Workplace Health and Safety Act 1995* and *Workplace Health and Safety Regulations 1998*, you can read *A Guide to the Workplace Health and Safety Legislation*. For your free copy, call the Workplace Standards Helpline on 1300 366 322. It's also on your Resources CD.

You can also download the Act and Regulations for yourself from www.thelaw.tas.gov.au or purchase them from the Printing Authority of Tasmania Bookshop. Call (03) 6233 3289 or freecall 1800 030 940.





OTHER SOURCES OF INFORMATION

On page 15, we've listed some of the ways you can find safety solutions for your workplace.

Here are some other sources.

- The Tasmanian Chamber of Commerce and Industry: 6236 3600 and www.tcci.com.au
- Unions Tasmania: 6234 9553 and www.unionstas.com.au.

HEALTH AND SAFETY POLICY

(YOUR BUSINESS NAME)

WORKPLACE HEALTH AND SAFETY POLICY

Goals

This policy:

- shows the commitment of (your business name)'s management and workers to health and safety in this workplace
- aims to remove or reduce the risks to the health, safety and welfare of all workers, contractors and visitors to this workplace, and anyone else who may be affected by our business operations
- aims to ensure all work activities are done safely.

Responsibilities

Management (the employer, supervisor and / or manager) is responsible for providing and maintaining:

- a safe working environment
- safe systems of work
- plant and substances in safe condition
- facilities for the welfare of all workers
- any information, instruction, training and supervision needed to make sure that all workers are safe from injury and risks to their health.
- **you might also want to list other specific health and safety duties that management has.**

Workers are responsible for:

- ensuring their own personal health and safety, and that of others in the workplace
- complying with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management that relates to health and safety
- **you might also want to list other specific health and safety duties that workers have.**

We expect visitors and contractors to:

- **note how these people should comply with this policy and the procedures you have that ensure health and safety at your workplace.**

Date:.....

Signed:

Date to be reviewed:

HEALTH AND SAFETY POLICY

(YOUR BUSINESS NAME)

OCCUPATIONAL HEALTH AND SAFETY POLICY

Obligations

Management is firmly committed to a policy enabling all work activities to be carried out safely, and with all possible measures taken to remove (or at least reduce) risks to the health, safety and welfare of employees, contractors, authorised visitors, and anyone else who may be affected by our operations.

We are committed to ensuring we comply with the *Workplace Health and Safety Act 1995*, the *Workplace Health and Safety Regulations 1998* and applicable codes of practice and Australian Standards as far as possible.

Responsibilities

Management:

Will provide and maintain as far as possible:

- a safe working environment
- safe systems of work
- plant and substances in safe condition
- facilities for the welfare of employees
- information, instruction, training and supervision that is reasonably necessary to ensure that each employee is safe from injury and risks to health
- a commitment to consult and co-operate with employees in all matters relating to health and safety in the workplace
- a commitment to continually improve our performance through effective safety management.

Employees:

Each employee has an obligation to:

- comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment
- take reasonable care of their own health and safety and the health and safety of others
- wear personal protective equipment and clothing where necessary
- comply with any direction given by management in relation to health and safety
- not misuse or interfere with anything provided in the interest of health and safety
- report all accidents and incidents on the job immediately, no matter how trivial
- report all known or observed hazards to their supervisor or manager.

Application of this policy

We seek the co-operation of all employees, customers and visitors. We encourage suggestions in realising our health and safety objectives to create a safe working environment with a zero accident rate.

This policy applies to all business operations and functions, including those situations where employees are required to work off-site.

Policy authorised by:..... **Date:**.....

INDUCTION CHECKLIST

Worker's Name:

Employment Start Date:

Position / Job:

Manager / Supervisor:

Department:

Section:

Explain your company:

- the structure
- the type of work

List and introduce your key people and their roles:

- manager / owner
- supervisor
- co-workers
- employees' safety representative

Explain their employment conditions:

- job description and responsibilities
- leave entitlements
- notification of sick leave or absences
- out of hours enquiries and emergency procedures
- time recording procedures
- work times and meal breaks

Explain their pay:

- name of award or agreement (if relevant) and award conditions
- pay arrangements
- rates of pay and allowances
- superannuation
- taxation and any other deductions (including completing the required forms)
- union membership and award conditions

Explain your workplace health and safety:

- consultative and communication processes, including the employees' safety representative
- incident reporting procedures, including where to find reporting forms
- policy and procedures
- roles and responsibilities
- workers compensation claims process and rehabilitation

Show your work environment:

- car parking
- eating facilities
- locker and change rooms
- phone calls and message collecting system
- wash and toilet facilities
- work station, tools, machinery and equipment used for job

Explain your policies and procedures on:

- equal employment opportunity
- quality management
- sexual harassment
- violence and bullying
- drug and alcohol misuse

Show your workplace health and safety environment:

- emergency procedures, exits and fire extinguishers
- first aid facilities such as the first aid kit and room
- information on workplace hazards and controls
- safe use and storage of hazardous substances, including material safety data sheets
- safe use and storage of personal protective equipment

Conduct a follow-up review:

- answer and ask questions
- repeat any training required or provide additional training if needed
- review work practices and procedures with the worker

Explain your training:

- first aid, fire safety and emergency procedures training
- hazard-specific training (eg manual handling, hazardous substances)
- on the job training in safe work procedures
- job-specific training (eg if a license or permit is required)

Explain your security:

- cash
- for each worker and for their personal belongings
- procedures for the workplace buildings

Conducted by – (Name):Date:.....

Signature:Date:

Position / Job:

Workers Signature:

Notes:

.....

.....

CHEMICAL REGISTER

Name of product							
Dangerous goods class							
What is the product used for?							
Where is the product stored?							
Do you have a MSDS*?							
What is the maximum quantity held on site?							
Quantity used /date							
Balance of quantity							

* Material safety data sheet. This can be obtained from your supplier/ manufacturer.

Keep copies of this chemical register up to date.

Keep the copies in each of your chemical stores, and in the same place you keep your MSDS.

COMPETENCY REGISTER

		Competencies							
Name of worker									

Notes:

1. Write the names of the workers in the 'name of worker' area.
2. Write the name of the skill required in the 'competencies columns' – for example, manual handling, cash handling, chemicals.
3. Shade in the square that corresponds to the worker and the competency for an easy reference to which worker holds which competency (see example below).

		Competencies							
		Manual handling	ATVs	Cash handling	Chemicals				
Name of worker	Bob								
	Elena								
	Jill								
	Eric								
	Neil								

ACCIDENT/INCIDENT REPORTING FORM

Under section 47 of the *Workplace Health and Safety Act 1995*, a Workplace Standards inspector must be notified, by the quickest means possible, if:

- someone is killed
- someone suffers serious bodily injury or illness
- a dangerous incident occurs which could have resulted in someone being killed or suffering serious bodily injury or illness

The person with control or management of the workplace must do this by calling the **Workplace Standards Helpline on 1300 366 322** (or 03 6233 7657 outside Tas) and by following up within 48 hours by filling out and faxing this form to **6233 8338**.

For other incidents and near misses, keep this for your own records only.

What	<i>Happened</i>	Give a brief description of the event – include a description of the work being done at the time
	<i>Injury</i>	Give a brief description of the nature and extent of any injury
	<i>Damage</i>	Give a brief description of the nature and extent of any damage to plant or property
		Admitted to hospital Yes <input type="checkbox"/> No <input type="checkbox"/>
When	<i>Time of incident</i>	
	<i>Date</i>	
Where	<i>Location of incident</i>	Specify site within workplace e.g. Loading Dock
	<i>Address of workplace</i>	Street Address
		Phone
Who	<i>Injured person</i>	Name
		Position
		Employer
	<i>Witness/es</i>	Name/s
		Registered Business Name
		A. C. N.
	<i>Workplace</i>	Registered Address
<i>Reported by</i>	Name	
	Position	
	Date	
Why	<i>Probable causes of the incident</i>	
	<i>What you will do to prevent this happening again</i>	

SLIPS, TRIPS AND FALLS CHECKLIST

Slips, trips and falls account for nearly a quarter of workplace injuries. You must ensure that your workplace is kept free of hazards that cause these injuries, and this checklist will help you do that. You should involve your workers in filling out this checklist.

If you mark any NO box on the checklist, you need to take action to make your workplace safer.

Date checklist completed:	
Date checklist to be reviewed: <i>(annually or when there is a change or addition to procedures or workplace set-up)</i>	
Name of person who completed checklist:	
Position title:	Company/workplace:
Floors	
Are floors free of water, ice, oil or other fluids?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are floor surfaces even (eg no loose tiles or carpet that is torn or has ridges or holes)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are ramps designed to prevent slips and falls?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Housekeeping	
Are walkways and doorways clear of boxes, extension cords and litter?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are spills cleaned up immediately?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are the responsibilities for cleaning floors, clearing work areas and walkways clearly specified?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Stairs	
Are stairways kept clear of boxes, extension cords and litter?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the tread on stairs adequate to minimise slipping?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the tread on each stair adequate?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are hand-rails adequate?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Lighting	
Are work areas, walkways and stairs well lit?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the lighting enable workers to move between indoor and outdoor tasks safely?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Footwear	
Is the footwear worn by workers suitable for the workplace?	Yes <input type="checkbox"/> No <input type="checkbox"/>

EMERGENCY PROCEDURES CHECKLIST

As part of your responsibility to ensure the safety of people in your workplace, you must make arrangements for a safe and rapid evacuation in case of an emergency. This checklist will help you develop emergency procedures. You should involve your workers in developing these procedures. If you share your workplace or worksite with other businesses, you can use the checklist to co-ordinate your emergency response with them.

If you mark any NO box on the checklist, you need to take action to make your workplace safer.

Date checklist completed:

Date checklist to be reviewed:

(annually or when there is a change to the workplace)

Name of person who completed checklist:

Position title:

Company/workplace:

Identifying emergencies

Have you identified emergencies that may require an evacuation (eg fire, explosion, chemical spills, bomb threat)? Yes No

Responsibility

Have you nominated someone to be responsible for managing an evacuation? Yes No

Signals to evacuate

Do you have a process in place for signalling an emergency evacuation? Yes No

Evacuation procedure

Have you identified how people should evacuate the workplace, including how and where to? Yes No

Do you have an assembly place after evacuation? Yes No

Have you identified how people should be accounted for? Yes No

Have you established an "all-clear" signal and re-entry procedures? Yes No

Your emergency procedures

Are emergency procedures prominently displayed in your workplace? Yes No

Are all workers aware of and trained in emergency procedures? Yes No

Are regular evacuation drills carried out? Yes No

Are emergency exits marked and clear of obstructions? Yes No

Emergency and first aid equipment

Are fire extinguishers clearly marked and regularly checked and maintained? Yes No

Are first aid provisions (including appropriately-trained first aid staff) available? Yes No

Are workers aware of where first aid provisions are kept and who first aid staff are? Yes No

ELECTRICAL CHECKLIST

Electricity has the potential to seriously injure and kill. As electricity is invisible, it is even more dangerous. As the manager of a small business, you are responsible for ensuring the electrical fittings and electrical equipment in your workplace is safe, and inspected and maintained regularly. You should involve your workers in filling out the checklist.

If you mark any NO box on the checklist, you need to take action to make your workplace safer.

Date checklist completed:

Date checklist to be reviewed:

(annually or when there is a change in the electrical equipment or an electrical incident)

Name of person who completed checklist:

Position title:

Company/workplace:

Electrical switchboards and equipment

- Are switchboards and electrical equipment in a safe condition?*
- Yes No
- Is everything on the switchboard clearly labelled?
- Yes No
- Have safety switches (residual current devices) been fitted to all circuits?*
- Yes No

Power points, light fittings and switches

- Are all power points, light fittings and switches in a safe place and free from obvious defects (eg loose covers or wires, broken or damaged fittings, signs of overheating)?*
- Yes No
- Are isolating switches clearly labelled and accessible?
- Yes No

Power tools, flexible leads and power boards

- Is portable electrical equipment protected by safety switches?
- Yes No
- Are all power tools, extension leads and power boards maintained in a safe operating condition (check for damaged insulation, water leaks, burn marks, bent or loose pins or fittings)?
- Yes No
- Are extension leads and power boards located in a safe position to prevent mechanical or other damage (including trips)?
- Yes No

Inspecting and maintaining electrical equipment

- Are all electrical fittings and electrical equipment, including portable power tools, regularly inspected and maintained?
- Yes No
- Have all the power leads been inspected and tagged?
- Yes No

*For specialised advice about electrical safety, contact a licensed electrical contractor.

CHEMICALS CHECKLIST

Many chemicals used in work tasks are hazardous. To manage hazardous chemicals, the first step to take is to check with your supplier if any chemicals you use are hazardous. If a chemical is a hazardous substance, your supplier must provide a Material Safety Data Sheet (MSDS) if you ask for it. This provides information on safety risks and how to manage them. The MSDS must be made available to your workers. You need to maintain a register listing the hazardous substances you use. You must also train your workers in the safe use of a hazardous substance. You should involve your workers in filling out this checklist.

If you mark any NO box on the checklist, you need to take action to make your workplace safer.

Date checklist completed:

Date checklist to be reviewed:

(annually or when there is a change to the workplace)

Name of person who completed checklist:

Position title:

Company/workplace:

Are chemicals used in the workplace?

Yes If yes, please go to the next question

No If no, there is no need to complete the checklist

Storage and labelling

Are chemicals safely stored?

Yes No

Do you comply with any licensing requirements for the quantities of chemicals (or other dangerous goods) stored at your workplace?

Yes No

Are chemicals clearly labelled?

Yes No

Material Safety Data Sheets (MSDS)

Do you have MSDS for all chemicals in the workplace?

Yes No

Training

Have workers been trained in storage, use, disposal and emergency procedures relating to the chemicals?

Yes No

Do workers know about MSDS and have access to them?

Yes No

First aid and emergency procedures

Do you have first aid facilities to deal with splashes or other chemical emergencies (eg deluge showers, eye washes)?

Yes No

Do you have equipment to deal with accidental release of chemicals (eg containment barriers, absorption material)?

Yes No

Personal protective equipment (PPE)

Do you provide adequate PPE (eg gloves, eye protection) as required?

Yes No

Do you and your workers maintain PPE in accordance with the manufacturers' instructions?

Yes No

MACHINERY AND EQUIPMENT CHECKLIST

Machinery and equipment, known as plant, are major sources of hazards and workplace injuries. You must ensure all machinery and equipment in your workplace is safe, used properly and maintained in good repair. This checklist will help you address some common safety issues involving machinery and equipment. You should involve your workers in filling out this checklist.

If you mark any NO box on the checklist, you need to take action to make your workplace safer.

Date checklist completed:

Date checklist to be reviewed:

(annually or when there is a change or addition to machinery and equipment used in the workplace)

Name of person who completed checklist:

Position title:

Company/workplace:

Safety devices

- Are machine guards in place on all operating equipment? Yes No
- Are belts, pulleys and other rotating parts properly guarded? Yes No
- Are emergency stop buttons clearly marked and operational? Yes No

Work areas

- Is there sufficient clearance space around all plant? Yes No
- Are machinery and equipment areas kept clean and free from obstructions? Yes No
- Is the ventilation adequate? Yes No
- Are steps taken to reduce machinery noise (eg isolating the plant, mufflers, baffles)? Yes No
- Are tools and portable equipment stored safely? Yes No

Safe operation

- Are workers trained to operate machinery safely? Yes No
- Do they hold any necessary certificates of competency (eg forklift)? Yes No
- Is your higher hazardous plant registered (eg boilers, vehicles hoists)? Yes No
- Are workers supervised to ensure correct procedures are followed? Yes No
- Is machinery and equipment regularly inspected for damage or wear? Yes No
- Is machinery and equipment maintained according to the manufacturers' instructions? Yes No

Personal protective equipment (PPE)

- Do you provide adequate PPE (eg safety footwear, eye protection, hearing protection) as required? Yes No
- Do you and your workers maintain PPE in accordance with the manufacturers' instructions? Yes No

MANUAL HANDLING CHECKLIST

Manual handling is a component of many work tasks. It may involve repetitive movements, lifting and carrying loads or even sedentary tasks such as using a computer. Manual handling is a major factor in workplace injuries. This checklist will help you address the manual handling issues in your workplace and reduce the risk of injuries due to manual handling. You should involve your workers in filling out the checklist.

If you mark any NO box on the checklist, you need to take action to make your workplace safer.

Date checklist completed:

Date checklist to be reviewed:

(annually or when there is a change to the workplace)

Name of person who completed checklist:

Position title:

Company/workplace:

Work tasks

- Can all materials be lifted and carried easily? Yes No
- Are mechanical aids (such as trolleys and hoists) available and used? Yes No
- Are workers trained in manual handling techniques and the use of mechanical aids? Yes No

Work equipment

- Are work benches a comfortable height? Yes No
- Are chair backs and seat heights adjustable? Yes No
- Is office equipment (such as computer keyboards and screens) adjusted to avoid body strain? Yes No
- Are storage shelves organised to minimise bending and stretching? Yes No

Work organisation

- Are tasks rotated to avoid repetitive work? Yes No
- Is work planned to balance out periods of high and low demand? Yes No
- Are workers able to take adequate breaks? Yes No

Work area

- Do workers have adequate space to enable ease of movement? Yes No
- Are items that are regularly-used within easy reach? Yes No
- Is there sufficient area around machines or equipment to enable access for maintenance and repair? Yes No

COOL ROOM CHECKLIST

Cool rooms help preserve perishable goods – and they can also preserve people, accidentally! This checklist will help you ensure that people in your workplace don't get cold feet.

If you mark any NO box on the checklist, you need to take action to make your workplace safer.

Date checklist completed:	
Date checklist to be reviewed: <i>(annually or when there is a change to the workplace)</i>	
Name of person who completed checklist:	
Position title:	Company/workplace:
Housekeeping	
Are the floors free of water, ice, oil or other fluids?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are floor surfaces even?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you provide air monitoring at the furthest point from the door?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have gas monitoring devices at appropriate points?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Lighting	
Is there a signal light outside the cool room to indicate if someone is working inside?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is internal lighting in place that can be operated from the inside?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is an emergency torch located at the entrance of the cool room, and is its battery regularly checked?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have alternative battery-powered (12v) emergency lighting in case of power failure?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Entry and exits	
Do you monitor oxygen levels in a controlled atmosphere cool room?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there a release handle on the inside of the door?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the function of this release handle regularly checked?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have emergency exits for large rooms?	
Do you have systems in place to ensure the safety of workers who work alone or in a cool room located away from the main work area?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have emergency evacuation procedures in place in case of a gas leak?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are all workers aware of and trained in these procedures? <i>(See the checklist on Emergency procedures for more detail)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>

COOL ROOM CHECKLIST *continued*

Forklifts

- Are all forklifts used inside the cool room battery operated? Yes No
- If not (eg the forklift has a combustion engine), do you monitor carbon monoxide levels inside the cool room? Yes No
- Do you have a system in place to ensure pedestrian and forklift traffic are kept separated? Yes No
- Are pedestrian walkways clearly marked and even controlled by gates? Yes No
- Are exclusion zones for pedestrians clearly signed? Yes No
- Do forklifts travel in reverse through corridors and doorways, and use audible beepers to warn pedestrians when doing so? Yes No
- Do forklift operators stop at all entries before proceeding? Yes No
- When loading trailers without the prime mover attached, are supports at the front of the trailer adequate to prevent collapse with forklifts moving within the trailer? Yes No
- Is there a system in place to ensure forklift operators hold the keys to the prime mover while loading it (or that the keys are kept at a central location at all other times)? Yes No
- (See the checklist on *Forklift truck* for more detail)

Portable cool rooms

- Do you have the manufacturer's instructions and information on this type of facility? Yes No
- Do workers who work in and around this facility know and understand this information? Yes No

Personal protective equipment (PPE)

- Do you provide adequate and appropriate PPE as required? Yes No
- Do you and your workers maintain PPE in accordance with the manufacturers' instructions? Yes No

Other plant

- Are all fans or machinery in the cool room fitted with guarding to prevent contact with the moving parts? Yes No

FORKLIFT TRUCK CHECKLIST

Forklift trucks are versatile manual handling aids. But they need looking after, and in any 'argument' with pedestrians, forklift trucks always win.

If you mark any NO box on the checklist, you need to take action to make your workplace safer.

Date checklist completed:

Date checklist to be reviewed:

(annually or when there is a change to the workplace)

Name of person who completed checklist:

Position title:

Company/workplace:

Traffic management plan

Do you have a system in place to ensure pedestrian and forklift traffic are kept separated? Yes No

Can you re-design the workplace layout to reduce or remove the need for pedestrians to be in areas where forklifts operate? Yes No

Are pedestrian walkways clearly marked and even controlled by gates? Yes No

Are exclusion zones for pedestrians clearly signed? Yes No

Certificates

Does the operator/s have a current certificate of competency? Yes No

Are forklifts fitted with safety devices or structures adequate for the tasks being performed? Yes No

Daily inspections

Do operators check the following items on the forklift at the start of each shift before using it?:

• structural damage Yes No

• leaks Yes No

• the tyres and wheels (for example, the pressure; wheel nuts all present) Yes No

• the tynes (for example, that they are properly attached and level, and not worn, broken or damaged) Yes No

• any attachments (for example, that they are secured to the forklift truck mast) Yes No

• the chains, cables and hoses Yes No

• the safety devices such as seat belts, warning devices, flashing lights and beepers Yes No

• the battery and connector Yes No

• the guards Yes No

• the fluid levels Yes No

• the braking (including the handbrake) and hydraulic systems. Yes No

Are records of the maintenance kept for the life of the forklift? Yes No

Are forklifts maintained in good working order and condition? Yes No

FORKLIFT TRUCK CHECKLIST *continued*

Operation

- | | | |
|---|------------------------------|-----------------------------|
| Are the areas where forklifts operate well-ventilated? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are the areas where forklifts operate well-lit? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are the surfaces where forklifts operate level and non-slip? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are forklifts fitted with load-cell-weighing devices? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are forklifts fitted with tilt restrictors? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are forklifts fitted with operator restraint interlocks? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do operators verify that the forklift truck has the capacity to pick up the load? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are batteries charged in a well-ventilated area? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are eye-washing facilities available and located near where battery charging is done? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

CONVEYOR SYSTEMS SAFETY CHECKLIST

Conveyors are useful for moving things around the workplace. However, moving machinery can cause serious injuries. This checklist will help the manager ensure people don't get caught up in a conveyor.

If you mark any NO box on the checklist, you need to take action to make your workplace safer.

Date checklist completed:

Date checklist to be reviewed:

(annually or when there is a change to the workplace)

Name of person who completed checklist:

Position title:

Company/workplace:

Guarding

Are guards in place to prevent access to all dangerous areas during the conveyor system's operation? Yes No

Are guards either permanently or securely fixed to ensure the guard cannot be altered or detached without the aid of a tool or key? Yes No

If a fixed barrier is not practicable, and access to dangerous areas is required during operation, is an interlocked physical barrier used? Yes No

Are nip points guarded? Yes No

Safe operating procedures

Are all stop/start controls and emergency stop switches clearly marked? Yes No

Are workers aware of the location of these? Yes No

Are these controls within easy reach for workers? Yes No

Is the conveyor locked-out or isolated before maintenance or clearing out is started? Yes No

Do operators wear appropriate clothing: for example, do they avoid loose clothing, and keep their hair controlled under caps? Yes No

The moving conveyor system

Do your workers know not to:

• walk under the moving conveyor system, unless it is guarded to prevent spillage and/or entrapment by the moving parts? Yes No

• clean belts, pulleys, drums or troughs while the conveyor system is moving? Yes No

• ride on or cross over the conveyor system?

• carry out repair or maintenance on the conveyor system while it is moving? Yes No

CONVEYOR SYSTEMS

SAFETY CHECKLIST *continued*

Training

Have operators received the training, supervision and information about:

- the correct method for stopping and starting the conveyor system? Yes No
- the hazards of the conveyor system in its normal operations? Yes No
- the hazards from being inattentive or not following safe work procedures? Yes No
- the purpose of guards? Yes No

Starting the conveyor

Before you start the conveyor system, do you inspect to ensure that:

- nobody is working on the conveyor system? Yes No
- access platforms are clear? Yes No
- guards are fitted? Yes No
- emergency stop switches are working and clearly marked? Yes No
- lanyards are fitted and working? Yes No
- lights are working and clean? Yes No

KNIFE SAFETY CHECKLIST

Knives are useful tools. For best results, knives need to be sharp, and appropriate for the job. But you must remember to beware of sharp objects.

If you mark any NO box on the checklist, you need to take action to make your workplace safer.

Date checklist completed:

Date checklist to be reviewed:

(annually or when there is a change to the workplace)

Name of person who completed checklist:

Position title:

Company/workplace:

Safe operation

- | | | |
|---|------------------------------|-----------------------------|
| Are the appropriate knives used for the task? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do workers know the correct and safe way to use, carry, store, clean and maintain knives? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are knives kept sharp? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are knives regularly inspected for damage or wear? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are knives maintained in accordance with the manufacturers' instructions? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Can you substitute the use of hand knives in your workplace with other implements? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Personal protective equipment (PPE)

- | | | |
|---|------------------------------|-----------------------------|
| Do you provide suitable sheaves or belts for those workers who need to move around carrying knives? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do you supply your workers with the correct PPE for working with knives (such as footwear, gloves, gauntlets and aprons) as required? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do you and your workers maintain PPE in accordance with the manufacturers' instructions? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Work areas

- | | | |
|---|------------------------------|-----------------------------|
| Are stable work surfaces in place? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do you provide appropriate disposal containers for damaged or unwanted blades? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are suitable storage facilities provided for knives (such as racks, slots or boxes) close to the work area? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are appropriate first aid facilities kept nearby in case of an accident? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Slicing/cutting/shredding machinery

- | | | |
|---|------------------------------|-----------------------------|
| Are slicing/cutting/shredding machines guarded? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are slicing/cutting/shredding machines securely attached to the benchtop? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

WORKING ALONE, WITH MONEY, WITH THE PUBLIC CHECKLIST

Small businesses operate across a wide range of industries, and people in small business may work with money, work with the public, and work alone. This may mean that small businesses are exposed to hazards such as robberies or threats such as violence. This checklist will help you address these hazards in your workplace and reduce the risk of incidents or injuries. You should involve your workers in filling out the checklist.

If you mark any NO box on the checklist, you need to take action to make your workplace safer.

Date checklist completed:

Date checklist to be reviewed:

(annually or when there is a change to the workplace)

Name of person who completed checklist:

Position title:

Company/workplace:

Working with money

- | | | |
|---|------------------------------|-----------------------------|
| Is there a safe process for counting, storing, handling and transferring money? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are registers cleared regularly to maintain a small cash float? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are credit card and EFTPOS facilities offered to reduce the amount of cash taken? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Is banking done by more than one person and/or at different times of day? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are all workers trained in cash handling procedures? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are all workers trained in what they should do in the event of a robbery? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Working during higher risk times and working alone

- | | | |
|---|------------------------------|-----------------------------|
| Are there safe processes for opening and closing times (and working at night)? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are rosters arranged so that more than one person is working at once if possible? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Is public access to your business restricted if workers are working alone? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are there special safety procedures in place if workers are working alone? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do workers always have a way of quickly and easily contacting management? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are all workers trained in these procedures? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Systems

- | | | |
|--|------------------------------|-----------------------------|
| Do you have a surveillance or security system? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do you have an electronic sensor system to alert workers of clients in the premises? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do workers have access to personal duress alarms or panic buttons? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Have you publicised the safety and security procedures and systems you have? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Design

- | | | |
|--|------------------------------|-----------------------------|
| Do you have good internal and external lighting? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do workers have a safe area they can retreat to in the case of a robbery or other threat? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are counters and floor spaces designed to reduce the risk of physical violence? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Have other design issues been considered
(eg solid exterior doors, internal mirrors, window bars or grills, secured rear access)? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

RISK ASSESSMENT SHEET: COMPLETED EXAMPLE

Workplace location:	<i>Jones & Co Grocers</i>
Name of person conducting assessment:	<i>Sally Jones</i>
Date:	<i>10 April</i>

S POT THE HAZARD		A SSESS THE RISK	F IX THE PROBLEM		E VALUATE RESULTS	
Identify the work task or activity	What are the hazards associated with each activity or the steps in each activity?	Is the risk associated with the hazard low, moderate, significant or high?	If the risk is deemed unacceptable for the task, what will be done to reduce or remove the risk?	By whom?	By when?	Go through the first 3 steps again to ensure risk levels are now at an acceptable level Revised risk level
<i>Operating a mincing machine</i>	<i>Repetitive movement</i>	<i>Moderate</i>	<i>Rotate operators to shorten the length of time they are doing the job</i>	<i>Sally Jones</i>	<i>10 May</i>	<i>Low</i>
	<i>”</i>	<i>”</i>	<i>Maintain the machine to its best operating condition</i>	<i>Joe Verdi</i>	<i>7 July</i>	<i>Low</i>
	<i>Getting hand and/or fingers caught</i>	<i>Significant</i>	<i>Attach an effective guard</i>	<i>Joe Verdi</i>	<i>14 April</i>	<i>Low</i>
<i>Stacking heavy products onto shelves</i>	<i>Body strain</i>	<i>Significant</i>	<i>Use a hydraulic trolley to allow products to be placed at the level of the shelf. Products can then be slid across.</i>	<i>Mary Smith</i>	<i>3 May</i>	<i>Low</i>

RISK ASSESSMENT SHEET

Workplace location: _____

Name of person conducting assessment: _____

Date: _____

S POT THE HAZARD Identify the work task or activity	A SSESS THE RISK What are the hazards associated with each activity or the steps in each activity?	F IX THE PROBLEM Is the risk associated with the hazard low, moderate, significant or high?	E VALUATE RESULTS If the risk is deemed unacceptable for the task, what will be done to reduce or remove the risk?	By whom? By when? Go through the first 3 steps again to ensure risk levels are now at an acceptable level Revised risk level

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