

Making
your

**SMALL
BUSINESS**

*Safer and
Healthier*





WHY HAVE A SAFE AND HEALTHY WORKPLACE?

As a small business operator facing the day-to-day pressures of running a business, a workplace accident is probably the furthest thing from your mind – and the last thing you need. In 2009, almost 9,300 Tasmanians were injured at work. Just over 1,300 of these were in workplaces with less than 20 workers: that is, in a small business.

While no employer wants to see their workers injured, the thought of having to develop a system 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 small business safer and healthier, by providing some practical information and tools that are useful to a small business.

There are also examples of real-life workplace accidents that have happened in small businesses 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'll be off to a good start to a safer and healthier workplace.

PLEASE NOTE

This information 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 Print Applied Technology: call (03) 6233 3289 or freecall 1800 030 940. It is also available on the Internet at www.thelaw.tas.gov.au

This guide was produced by staff from WorkCover Tasmania and Workplace Standards Tasmania.

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

This guide provides sample checklists and other tools you can use in your workplace. Copies of these can be found in the CD that comes with this guide. You can also find them online at www.workcover.tas.gov.au



CONTENTS



WRITE DOWN YOUR COMMITMENT TO SAFETY	5
TALK — AND LISTEN — TO YOUR WORKERS ABOUT SAFETY	7
MAKE SURE YOUR WORKERS HAVE THE SKILLS FOR THE JOB.....	9
ENCOURAGE YOUR WORKERS TO SPEAK UP ABOUT SAFETY PROBLEMS.....	11
FIND THE SAFETY PROBLEMS AND FIX THEM	13
MAKE SURE EVERYONE WORKS SAFELY	19
WHERE CAN YOU FIND MORE INFORMATION?	20
ACKNOWLEDGMENTS	23
SAFETY TOOLS.....	26

“*Pauline hurt her back when she lifted a heavy bucket of water. Pauline was off work for three months, in constant pain and unable to do much around the home or with her young family. The heavy weight of the bucket, and a lack of training in lifting methods, contributed to Pauline’s injury.*”

“*Jim was working in a workshop on a hot day. He drank from a fruit juice bottle on a nearby shelf. However, a detergent containing sodium hydroxide had been put into the unlabelled bottle, not juice. Jim was taken to hospital with serious internal injuries.*”

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 workplace. 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 workplace. 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 health and safety committee, your elected employees' safety representatives and your workers. Involve them as you develop your policy.

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

Display your health and safety policy prominently, and communicate it, so everyone in the workplace knows what's expected of them.



What to do

- Read the two sample policies provided on pages 26 and 27 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 provided on the Resources CD to help you with this.



Maria was trying to adjust the out-feed side of a bread-slicing machine while it was operating, when her hand touched the machine's moving blades. The blades amputated one of her fingers. 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.



Ted was refueling a kerosene heater that hadn't cooled down. As a result, he suffered major external and internal burns and needed to be in hospital for a prolonged period.



TALK — AND LISTEN — TO YOUR WORKERS ABOUT SAFETY



One of the best ways to make your workplace safer is to get everyone talking about safety. Communication is one of the most important tools you have to work with.

As a small business owner, you shouldn't assume that with just a handful of workers, everyone is aware of what is (or is not) happening.

So take the time to share information on:

- safety tools such as your policy and procedures
- hazards, tasks and conditions specific to your workplace, and the safe way to manage them
- anything new or altered in your workplace (such as equipment, chemicals or tasks) and its effect on safety.

Regular staff meetings are a good way to do this; practical training sessions might be another.

Use these opportunities to find out from your workers if your current (or proposed) safety solutions are effective, if they are receiving enough information to do their job safely, or if they can see areas for change or improvement.



What to do

Involve your workers as much as possible as you work through each step of this guide to make your workplace safer. For example:

- develop your safety policy with their input
- work with them as you complete the risk assessment work sheet on page 52
- ask them to complete the hazard checklists starting on page 35
- involve them in any accident investigation
- create your safe work procedures together.



What to do

- Using the induction checklist on page 28 as a starting point, prepare one that suits your own workplace.
- Look at the sample training register and competency register provided on pages 31 and 32 of this guide.
- You can either photocopy the register that is most useful for your workplace, or print it from the Resources CD.
- You can find more detailed information about new workers in our guides *Welcome to the Workplace : A Guide for Workers* (GB140) and *Getting started: Information for employers inducting, training and supervising new workers* (GB226). For your free copies call the Helpline on 1300 366 322.

3 MAKE SURE YOUR WORKERS HAVE THE SKILLS FOR THE JOB



Now that you have let everyone know you are committed to a safer workplace, you need to make sure that your workers are trained to safely do the work expected of them. This is the next step to a safe and healthy workplace.

INTRODUCING YOUR NEW WORKERS TO THE WORKPLACE

When you start a new worker, you probably already show them around and tell them what they need to know, including the facilities, work times and meal breaks; and introduce them to fellow workers. This is called an induction. During an induction you must also tell your workers how to work safely and how to report a problem, incident or injury.

It's a good idea to document your inductions, and keep track of their completion. The sample induction checklist in this guide shows how you can keep track of your worker inductions. You can modify this checklist to suit your own needs.

Remember your new workers (especially young workers) may be nervous, or keen to impress, so they may not ask questions. So encourage them to speak up if they're not sure about anything. And remember your new workers may need closer supervision for some time, too.

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

“ Petra worked at the local convenience store on the weekends. She would lift the customers’ heavy bags over to them instead of sliding them or bagging the goods into smaller and lighter loads. Over time, Petra repeated the task so often that her lower back was injured. The heavy and awkward lifting, with not enough breaks, led to her injury. ”

“ Stefano worked in a chrome-plating workshop. He was splashed in the face with caustic acid and was rushed to hospital in severe pain. There were unsafe work practices in his workplace, and a lack of supervision and training. Stefano was not wearing appropriate protection. ”

4 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 sensible safety management practice 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
- how it will be fixed
- when it is fixed (signed off by you that the problem is fixed).

Make sure everyone in your workplace is aware of these issues, and knows how they were fixed. 'Near misses' should also be recorded and followed up. These are a warning, and give you a second chance to stop a severe accident, so treat them seriously. Find out what went wrong, and why. This may help prevent a bigger accident or incident from happening in your workplace.

And you must investigate any accident or incident that does occur. Collect information and talk to your workers to identify what, why and how it happened. Examine everything: including your machinery, equipment and work methods, your policies and procedures and other management resources. Don't just blame your workers.

An investigation will help you come up with practical ways to make sure it doesn't happen again.

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 injury or illness — 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 Tasmania). If the incident occurs outside normal working hours, you can still call this number immediately.



What to do

- Refer to the sample accident / incident reporting form on page 33 of this guide.
- You can either photocopy sufficient copies for your workplace, or print them from the Resources CD.



“ Clare who worked in a takeaway shop, was killed while she was cleaning behind the shop’s fridge. A cord attached to the fridge had become worn and Clare died when she came into contact with the exposed wires on the cord. ”

5 FIND THE SAFETY PROBLEMS AND FIX THEM



S POT THE HAZARD

A SSESS THE RISK

F IX THE PROBLEM

E VALUATE RESULTS

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

You can do this by following four simple steps. These steps can be easily remembered by the acronym **SAFE** (see logo on the left).

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

The risk assessment sheet at the end of this guide will help you record your progress through these steps.

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

WHEN DO YOU DO THIS?

You should consider using the SAFE steps of hazard management:

- before you buy any new equipment or chemicals (get as much information from suppliers and manufacturers as possible to ensure you don't 'buy in' new risks to your workplace)
- before you re-order equipment or chemicals that 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.

Taking the time now to do this can save you money as well as make your workplace safer.

STEP 1 — **S** POT THE HAZARD

The first step is to walk around your workplace 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.

Hazards at work may include faulty or unguarded machinery, noise, chemicals, manual tasks, untidy workplaces, working at heights, bullying and violence, poor work design (for example, tasks involving repetitive movements) and inadequate management systems (for example, no procedures for performing tasks safely).

Some of the hazards you'll 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'll 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.

We've included checklists in this guide covering some common work tasks. But don't restrict yourself to these. You may identify other hazardous tasks (such as working in confined spaces) or issues (such as asbestos in your workplace). These hazards may call for specialist advice and action.

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 them which tasks cause problems or worry them. They may also tell you about minor injuries that were not previously reported. Supervisors and elected employees' safety representatives may have also heard 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 35 will help you identify some of the common hazards that can be found in your business. Please note that these checklists are generic and should be adapted to suit your own workplace.

REVIEW MANUFACTURERS' INFORMATION

Review the information and instructions 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 11) and records of near-misses as well.



What to do:

- Copy a **risk assessment** sheet from the one provided on page 52 of this book.
 - 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 35.



STEP 2 — **A**SSASS 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's 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 often 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.



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.
- 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 51.



STEP 3 — **F**IX THE PROBLEM

Once you've spotted the hazards and assessed their risk, you need to find ways to fix them. This is known as risk control and 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 may need to be used to reduce exposure to hazards.

HIERARCHY OF CONTROLS

1. ELIMINATE THE HAZARD — remove it completely from your workplace.

If this isn't practical, then

2. SUBSTITUTE THE HAZARD — with a safer alternative.

If this isn't practical, then

3. ISOLATE THE HAZARD — as much as possible away from workers.

If this isn't practical, then

4. USE ENGINEERING CONTROLS — adapt tools or equipment to reduce the risk.

If this isn't practical, then

5. USE ADMINISTRATIVE CONTROLS — change work practices and organisation.

If this isn't practical, then

6. USE PERSONAL PROTECTIVE EQUIPMENT (PPE) — after you have considered all the other options for your workplace, this should be the last option.

For more detailed and practical help on the four SAFE steps, call the Helpline on 1300 366 322 for your free copy of *Hazard Management: Play it SAFE* (GB081).



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 and instructions 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've seen the problem before and know how to fix it.
- Talk to a WorkCover Advisor by calling the Helpline on 1300 776 572.
- Consult a professional OHS specialist.
- Talk to a Workplace Standards inspector by calling the Workplace Standards Helpline on 1300 366 322.
- Read any relevant publications. Go to www.workcover.tas.gov.au and www.wst.tas.gov.au for starting points.
- Subscribe to *Workplace Issues* magazine (see page 21 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 51.



STEP 4 — **E**VALUATE RESULTS

Congratulations on taking action to fix the safety problems you've found in your workplace. Remember though that hazard 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 hazard management process — 'Evaluate results'.

WHAT'S INVOLVED IN EVALUATION?

Evaluation is an important step in the hazard 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 at 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 hazard management sheet and start the process again.

6 MAKE SURE EVERYONE WORKS SAFELY



Safe work procedures are the practical and consistent way for everyone to commit to safety.

These clearly spell out the safe way you do your work. When trained to use a safe work procedure, everyone in your workplace will know the safe way to do their job, and will work the same way. They won't need to guess or make things up as they go along.

When it comes to writing your safe work procedure, you can write down the actions that your workers would follow, step by step, from beginning to end, in their logical order. Keep it straightforward and simple. Talk to your workers about the way they do their tasks. Get information from the operator's manuals, manufacturers or suppliers. The information you gathered in your hazard management process will also help you.

Display your safe work procedures throughout the workplace where your workers can refer to them; make sure your workers understand and follow them.

Again, supervision for your new workers is important for making sure everyone works safely.



What to do:

- Read the example safe work procedure on page 34 of this guide. Because procedures should be specific to your workplace and work task, we've included an example to show how simple and logical they can be.



WHERE CAN YOU FIND MORE INFORMATION?

WORKCOVER TASMANIA

WorkCover Tasmania works together with Tasmanian employers and workers in injury management, work 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 ADVISORY SERVICE

WorkCover has advisors who can help you with free, practical advice to help you manage your work health and safety. They cover all the issues covered in this guide. To meet an advisor, call the WorkCover Advisory Service on 1300 776 572 or email workcoveradvisors@justice.tas.gov.au

PUBLICATIONS

Go to www.wst.tas.gov.au to download publications about work health and safety. You can also call 1300 366 322 for printed copies.



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 Helpline on 1300 366 322.

WORKPLACE STANDARDS TASMANIA

Workplace Standards Tasmania is a division of the Department of Justice. Workplace Standards Tasmania works with the Tasmanian community to improve standards of safety and health in workplaces, buildings and energy infrastructure.

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 WorkCover 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.



ACKNOWLEDGMENTS

We acknowledge that *Making your small business safer and healthier* is based on material, information and guidance from:

- *Small Business Safety Checklist* and *Checking Out Your Workplace*, © WorkCover NSW 2004. These documents provide general information about the rights and obligations of workers and employers under the workers compensation and occupational health and safety laws of NSW. WorkCover NSW does not guarantee that the information is complete or correct. These materials do not represent a comprehensive statement of the law as it applies to particular problems, or to individuals or as a substitute for legal advice. Although all care is taken to ensure that the information is correct at the time of publication, laws change over time and you should check the current legislation to ensure that the information is up to date. You should seek independent legal advice if you need assistance on the application of the law to your situation.
- the OHS Reps website at www.ohsrep.org.au; produced by the Victorian Trades Council and funded by WorkSafe Victoria
- the Western Australia Commission for Occupational Health and Safety's Working Alone Guidance Note; available at www.safetyline.wa.gov.au
- Harold Smith, Occupational Health and Safety Consultant
- Martyn Bradfield, Occupational Health and Safety Consultant.



SAFETY TOOLS

SAMPLE WORKSHEETS

Health and safety policy.....	26
Health and safety policy.....	27
Induction Checklist.....	28
Chemical register.....	30
Training register	31
Competency register.....	32
Accident/incident reporting form	33
Safe work procedure.....	34
Noise checklist	35

HAZARD CHECKLISTS

Slips, trips and falls checklist.....	36
Emergency procedures checklist.....	37
Electrical checklist.....	38
Chemicals checklist.....	39
Machinery and equipment checklist.....	40
Manual tasks checklist.....	41
Working alone, with money, with the public checklist.....	42
Working at height checklist	43
Cool room checklist.....	44
Forklift truck checklist	46
Conveyor Systems safety checklist.....	48
Knife Safety checklist	50

RISK ASSESSMENT WORKSHEETS

Risk assessment sheet: completed example.....	51
Risk assessment sheet.....	52



HEALTH AND SAFETY POLICY

(YOUR BUSINESS NAME)

WORK 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 Manager:

Signed Employee:

Date to be reviewed:

HEALTH AND SAFETY POLICY

(YOUR BUSINESS NAME)

WORK 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 and healthy 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:**.....

Policy agreed with:..... **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 work health and safety administration:

- 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 and injury management processes

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 work health and safety environment:

- safe work procedures
- 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:

Worker's Signature:

Notes:

.....

CHEMICAL REGISTER

Name of product	Manufacturer	Location stored	Used for	MSDS* Yes / No	Maximum quantity held on site	Dangerous goods class (1-9) (if applicable)	Comments

* Material safety data sheet. This can be obtained from your supplier/manufacturer. Make sure all MSDS are current and never more than five years old.

Review this chemical register annually to ensure it remains up to date.

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

TRAINING REGISTER

Name of worker	Training required	Who will deliver training and how	Scheduled date	Complete

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 (resulting in admission to hospital as an in-patient)
- 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 **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		
		Admitted to hospital Yes <input type="checkbox"/> No <input type="checkbox"/>		
	<i>Damage</i>	Give a brief description of the nature and extent of any damage to plant or property		
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>			

Now use the risk assessment work sheet (in this guide). This will help you uncover the cause of the accident, implement control measures to prevent it from happening again, and complete your investigation. Working through the SAFE steps of hazard management will help you through this process.

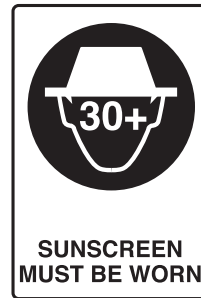
WALK BEHIND MOWER

(YOUR BUSINESS NAME)

SAFETY OPERATING PROCEDURES

DO NOT use this machine unless you have been instructed in its safe use and operation and have been given permission

PERSONAL PROTECTIVE EQUIPMENT



PRE-OPERATIONAL SAFETY CHECKS

- ✓ Locate and ensure you are familiar with all machine operations and controls.
- ✓ Ensure mower is clean.
- ✓ Ensure all guards are fitted, secure and functional. Do not operate if guards are missing or faulty.
- ✓ Ensure cutting blades are sharp, secure and in good condition.
- ✓ Check for any loose, broken, missing or damaged parts. Replace as needed.

OPERATIONAL SAFETY CHECKS

- ✓ Clear the area to be mowed of debris that may be thrown.
- ✓ Watch for ejected material. Ensure no person or animal is endangered when operating equipment.
- ✓ Avoid mowing in wet conditions due to lack of traction.
- ✓ Maintain a proper balance and secure footing.
- ✓ Keep clear of moving machine parts.
- ✓ Operate at a speed slow enough to keep control over unexpected hazards.
- ✓ Mow in a forward direction.
- ✓ When mowing on a slope, mow across the slope. This keeps a better distance between you and the mower in case of a slip.
- ✓ Allow the mower to cool before refuelling.

ENDING OPERATIONS AND CLEANING UP

- ✓ Turn off the fuel supply when work completed.
- ✓ Remove any foreign material from in and around engine and catcher parts.
- ✓ Before adjusting or clearing grass clogs, shut off the mower, remove the spark plug lead and allow it to come to a complete standstill.
- ✓ Keep the work area and implement shed in a safe, clean and tidy condition.

POTENTIAL HAZARDS

- ⊙ Noise.
- ⊙ Rapidly rotating cutting blades.
- ⊙ Ejected material and flying debris.

DON'T

- × Do not use faulty equipment. Report suspect machinery immediately.
- × Never leave the machine running unattended.

This SOP does not necessarily cover all possible hazards associated with this equipment and should be used in conjunction with other references. It is designed as a guide to be used to compliment training and as a reminder to users prior to equipment use.

This information is based on material published by the South Australian Department of Education and Children's Services

NOISE CHECKLIST

Noise injury or hearing loss is the most common form of permanent disability in Australia. A noisy workplace is not a fact of life; it does not have to be 'part of the job'. This checklist will help you identify and address noise issues in your workplace and reduce the risk of injury. You should involve your workers in filling out this checklist.

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:

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

- | | | |
|--|------------------------------|-----------------------------|
| Is personal hearing protection provided and worn? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Is audiometric testing done? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are signs posted in the workplace warning that personal hearing protection should be worn? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Have you done a proper assessment of your workplace, considering: | | |
| • noise levels? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • duration of exposure? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • sources of noise? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

If you mark any YES box on this checklist, you need to take action to make your workplace safer.

Your workers

Do workers experience:

- | | | |
|---|------------------------------|-----------------------------|
| • ringing in the ears? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • the same sound having a different tone in each ear? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • dulled hearing? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Are any long-term workers hard of hearing? Yes No

Do workers notice a reduction in hearing over the course of the day (this may not be noticeable until after work)? Yes No

Is personal protective equipment required to be used? Yes No

Does audiometric testing indicate that past or present workers have hearing loss? Yes No

Have there been any workers compensation claims for noise-induced hearing loss? Yes No

In the workplace

Do you or your workers have to raise your voice to talk with someone about a metre away? Yes No

Does equipment used have manufacturer's information indicating safe noise levels? Yes No

• If yes, has a noise level check been conducted? Yes No

Does the noise in any part of the workplace sound as loud (or louder) than 85 decibels? Yes No

SLIPS, TRIPS AND FALLS CHECKLIST

Slips, trips and falls cause 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:

(annually or when there is a change or addition to procedures or workplace set-up)

Name of person who completed checklist:

Position title:

Company/workplace:

Floors

Are floors free of water, ice, oil or other fluids? Yes No

Are floor surfaces even (eg no loose tiles or carpet that is torn or has ridges or holes)? Yes No

Are ramps designed to prevent slips and falls? Yes No

Housekeeping

Are walkways and doorways clear of boxes, extension cords and litter? Yes No

Are spills cleaned up immediately? Yes No

Are the responsibilities for cleaning floors, clearing work areas and walkways clearly specified? Yes No

Stairs

Are stairways kept clear of boxes, extension cords and litter? Yes No

Is the tread on stairs adequate to minimise slipping? Yes No

Is the tread on each stair adequate? Yes No

Are hand-rails adequate? Yes No

Lighting

Are work areas, walkways and stairs well lit? Yes No

Does the lighting enable workers to move between indoor and outdoor tasks safely? Yes No

Footwear

Is the footwear worn by workers suitable for the workplace? Yes No

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 power leads and portable power tools been tested 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: <i>(annually or when there is a change to the workplace)</i>		
Name of person who completed checklist:		
Position title:		Company/workplace:
Are chemicals used in the workplace?	Yes <input type="checkbox"/> If yes, please go to the next question	No <input type="checkbox"/> If no, there is no need to complete the checklist
Storage and labelling		
Are chemicals safely stored?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you comply with any licensing requirements for the quantities of chemicals (or other dangerous goods) stored at your workplace?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Are chemicals clearly labelled?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Material Safety Data Sheets (MSDS)		
Do you have MSDS for all chemicals in the workplace?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Do workers know about and understand MSDS and have access to them?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Training		
Have workers been trained in storage, use, disposal and emergency procedures relating to the chemicals?		Yes <input type="checkbox"/> No <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>
Do you have equipment to deal with accidental release of chemicals (eg containment barriers, absorption material)?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Personal protective equipment (PPE)		
Do you provide adequate PPE (eg gloves, eye protection) 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"/>

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, operational and accessible? 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 licence to perform high-risk work or 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 TASKS CHECKLIST

Manual tasks are part of almost everything we do, and they play a role in everyone's job. Manual tasks cover any activity that involves lifting, pushing, pulling, carrying or moving, holding or restraining. It also includes sustained and awkward postures and repetitive movements. This checklist will help address the manual tasks in your workplace and reduce the risk of injuries caused by 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:

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

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"/> |

WORKING AT HEIGHT CHECKLIST

You don't have to fall from a great height to be killed or seriously injured. This checklist will help you reduce the risk of injury associated with working at height. 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:

(Checklist to be completed prior to each use)

Name of person who completed checklist:

Position title:

Company/workplace:

Protective systems

When workers are working at height, do you have:

- roof-edge protection? Yes No
- scaffolds and work platforms? Yes No
- fall arrest anchorage and harnesses? Yes No

Are these systems:

- in good working condition? Yes No
 - regularly inspected? Yes No
 - installed by a competent person? Yes No
 - sufficient and appropriate for the task? Yes No
- Are workers trained in these systems? Yes No

Ladders

Have you chosen the correct ladder for the task (ie industrial-rated ladders, not domestic step ladders or extension ladders)? Yes No

Is the ladder in good working condition? Yes No

Is the ladder placed squarely on a firm, non-slip surface? Yes No

Has the top of the ladder been restrained (ie tied to a support) or secured by a person holding the bottom until work is completed? Yes No

Do workers know how to ascend and descend the ladder safely? Yes No

Work areas

Is the condition of the roof safe (consider the pitch, surface, and capacity of the roof to support loads)? Yes No

Are workers clear of overhead powerlines? Yes No

- If no, have the powerlines been protected? Yes No

Are suitable barriers placed around the area so no one is underneath, and the ladder/scaffold etc can't be bumped or disturbed? Yes No

Is the area free of hazards (such as sloping or uneven ground, unfavourable weather conditions)? Yes No

Other

Do workers have appropriate clothing, footwear and safety equipment? Yes No

Can the task be performed on the ground? 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:

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

Name of person who completed checklist:

Position title:

Company/workplace:

Housekeeping

Are the floors free of water, ice, oil or other fluids? Yes No

Are floor surfaces even? Yes No

Do you provide air monitoring at the furthest point from the door? Yes No

Do you have gas monitoring devices at appropriate points? Yes No

Lighting

Is there a signal light outside the cool room to indicate if someone is working inside? Yes No

Is internal lighting in place that can be operated from the inside? Yes No

Is an emergency torch located at the entrance of the cool room, and is its battery regularly checked? Yes No

Do you have alternative battery-powered (12v) emergency lighting in case of power failure? Yes No

Entry and exits

Do you monitor oxygen levels in a controlled atmosphere cool room? Yes No

Is there a release handle on the inside of the door? Yes No

Is the function of this release handle regularly checked? Yes No

Do you have emergency exits for large rooms?

Do you have systems in place (including communications systems) to ensure the safety of workers who work alone or in a cool room located away from the main work area? Yes No

Do you have emergency evacuation procedures in place in case of a gas leak? Yes No

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

(See the checklist on [Emergency procedures](#) for more detail)

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 where necessary? 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 <input type="checkbox"/> | No <input type="checkbox"/> |
| Can you re-design the workplace layout to reduce or remove the need for pedestrians to be in areas where forklifts operate? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are pedestrian walkways clearly marked and even controlled by gates where necessary? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are exclusion zones for pedestrians clearly signed? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Certificates

- | | | |
|--|------------------------------|-----------------------------|
| Does the operator/s have a current licence to perform high-risk work or certificate of competency? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are forklifts fitted with safety devices or structures adequate for the tasks being performed? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Daily inspections

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

- | | | |
|---|------------------------------|-----------------------------|
| • structural damage | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • leaks | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • the tyres and wheels (for example, the pressure; wheel nuts all present) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • the tynes (for example, that they are properly attached and level, and not worn, broken or damaged) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • any attachments (for example, that they are secured to the forklift truck mast) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • the chains, cables and hoses | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • the safety devices such as seat belts, warning devices, flashing lights and beepers | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • the battery and connector | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • the guards | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • the fluid levels | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • the braking (including the handbrake) and hydraulic systems. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are records of the maintenance kept for the life of the forklift? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are forklifts maintained in good working order and condition? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

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 in accordance with the compliance plate? | 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"/> |

For more information, call the Helpline on 1300 366 322 for your free copy of *Forklift Safety: reducing the risks* (GB169)

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

CUTTING TOOLS SAFETY CHECKLIST

Cutting tools – knives, stanley knives, scissors, and box cutters, for example – are useful tools. For best results, these 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 cutting tools 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 cutting tools? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are cutting tools kept sharp? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are cutting tools regularly inspected for damage or wear? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are cutting tools maintained in accordance with the manufacturers' instructions? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Can you substitute the use of hand cutting tools in your workplace with other implements? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Personal protective equipment (PPE)

- | | | |
|--|------------------------------|-----------------------------|
| Do you provide suitable sheathes or belts for those workers who need to move around carrying cutting tools? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do you supply your workers with the correct PPE for working with cutting tools (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 cutting tools (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 and fitted with emergency stop buttons? | 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"/> |

RISK ASSESSMENT SHEET: COMPLETED EXAMPLE

Workplace location: Jones & Co Grocers

Name of person conducting assessment: Sally Jones

Date: 10 April

S POT THE HAZARD		A ASSESS THE RISK		F FIX THE PROBLEM		E EVALUATE 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	A ASSESS THE RISK	F FIX THE PROBLEM	E EVALUATE 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

1300 776 572 www.workcover.tas.gov.au

For more information contact

WorkCover Tasmania

Phone: 1300 776 572 (within Tasmania)

(03) 6233 5343 (outside Tasmania)

Fax: (03) 6233 8338

Email: workcover@justice.tas.gov.au

ISBN: 978 1 876712 12 0