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| **Name:** |  |
| **Date:** |  |
| **Job Number:** |  |

| **Checklist** | **Y** | **N** | **N/A** |
| --- | --- | --- | --- |
| **Hazardous Substances** |
| The register of hazardous substances is complete and current (MSDS < 5 years old). The register includes a contents list and material safety data sheets (MSDS) for all hazardous substances (such as fuel and herbicides) used at the workplace.The register of hazardous substances is readily available for workers (e.g., a copy is kept in the vehicle) |[ ] [ ] [ ]
| Hazardous substances are properly labelled with the manufacturer’s labels on containers |[ ] [ ] [ ]
| Decanted containers labelled with name, risk and safety phrases |[ ] [ ] [ ]
| Risk assessments have been completed for all substances and recorded in Hazardous Substance Register |[ ] [ ] [ ]
| Practicable control measures are in place to reduce risks relating to hazardous substances For instance, substitute hazardous substances for non-hazardous substances, use substances in accordance with MSDS, ensure adequate personal protective equipment (PPE) is provided and used |[ ] [ ] [ ]
| People who may be exposed to or work with hazardous substances have been provided with adequate information, instruction, and training |[ ] [ ] [ ]
| Record of training includes health effects, controls, safe work methods, PPE |[ ] [ ] [ ]
| Health surveillance is undertaken where appropriate |[ ] [ ] [ ]
| Spill kits are available where chemicals are used eg chemical stores and vehicles |[ ] [ ] [ ]
| PPE is maintained and in good working order |[ ] [ ] [ ]
| Location of any asbestos on site identified and the risk assessed |[ ] [ ] [ ]
| Buildings dated pre-1990 are likely to contain asbestos-containing material (ACM) |[ ] [ ] [ ]
| Is there a current Asbestos Register in place at the workplace that identifies and assesses ACM |[ ] [ ] [ ]
| A competent person has completed the register |[ ] [ ] [ ]
| Is ACM labelled as far as is practicable? |[ ] [ ] [ ]
| Relevant persons aware of/have been trained in use of Asbestos Register |[ ] [ ] [ ]
| An Asbestos Management plan is in place and reviewed on a regular basis |[ ] [ ] [ ]
| **Mobile Plant** |
| Mobile plant is maintained in accordance with the operations manual to minimise risks. Including logbook/records, pre-start checks |[ ] [ ] [ ]
| Employees are trained and evidence of training/instruction/competency (eg load shifting equipment) is availableWhere required, employees have the appropriate High-Risk Work Licence (HRWL) eg dogging, forklifts and EWP >11 metres |[ ] [ ] [ ]
| The mobile plant is a safe condition, eg plant registration, access to cab, seat and seat-belt, FOPS/ROPS as required, load-chart as required, operator’s manual, controls labelled, guarding of dangerous parts, service and maintenance completed |[ ] [ ] [ ]
| **Elevated Work Platform (EWP)** |
| Correct EWP is selected for the task, considering insulation requirements, ground conditions, height, reach and type of work  |[ ] [ ] [ ]
| Are all operators and spotters trained and hold HRWL were required |[ ] [ ] [ ]
| Are all inspections, testing and maintenance has been completed |[ ] [ ] [ ]
| PPE, including harnesses are in good condition and fitted correctly  |[ ] [ ] [ ]
| Site hazards are identified, assessed and controlled (ramps, slopes, roughground, power lines, excavations, ground load limits, underground services) |[ ] [ ] [ ]
| **Traffic Management** |
| Work is organised for the safety of employees and othersAdequate traffic management measures are in place to protect workers, motorists and pedestrians. Traffic management includes appropriate combination of warning signs, traffic cones, flashing amber lights, etc.For more complex works involving partial road closures a traffic management plan (TMP) must be drawn up by an appropriately trained person in accordance with the requirements of the Main Roads Code of Practice and AS1742, Part 3. The appropriate authorised body must approve these TMPs |[ ] [ ] [ ]
| **Workers are protected from oncoming or passing traffic:** |
| if work is > 3 metres of road, a symbolic worker sign and vehicle-mounted sign are provided, |[ ] [ ] [ ]
| if work is within 3 metres of the road, provide an approved safety barrier, use advance roadwork signs, including symbolic workers signs, |[ ] [ ] [ ]
| if work is between 1.2 and 3 metres, provide adequate cones or bollards, symbolic workers sign and 60km/h sign and where practicable, vehicle mounted sign, and |[ ] [ ] [ ]
| if work is within 1.2 metres of the road, provide cones, a symbolic worker sign, 40 km/h sign, where practicable vehicle mounted sign |[ ] [ ] [ ]
| Where possible, a shadow vehicle (preferably with vehicle mounted sign) is parked to protect workers |[ ] [ ] [ ]
| In areas of very high public access (such as near schools), additional controls such as barrier tape, barricades, extra staffing are provided and a traffic management plan is in place |[ ] [ ] [ ]
| Workers that may be exposed to traffic are provided high-visibility clothing |[ ] [ ] [ ]
| **Work on roads that is of short duration (up to 5 minutes):** |
| a risk assessment has been carried out |[ ] [ ] [ ]
| vehicle-mounted warning device is displayed on the vehicle, and |[ ] [ ] [ ]
| the look-out person can see approaching traffic and warn workers to vacate the roadway before the arrival of traffic |[ ] [ ] [ ]
| Is high-risk construction work carried out? High-Risk construction work includes:* excavation to a depth greater than 1.5 metres (inc grave digging);
* work carried out on or adjacent to roads or railways that are in use, road works;
* work on a construction site where there is the movement of powered mobile plant; and
* disturbing or removal of asbestos
 |[ ] [ ] [ ]
| Are safe work method statements available and kept updated as the job progresses? The safe work method statement must be in writing and, as far as is practicable, set out:* each high-risk construction work activity that is or includes a hazard;
* the risk of injury or harm to a person resulting from any hazards;
* the safety measures to be implemented to reduce the risk;
* a description of the equipment used in the work activity; and
* the qualifications and training (if any) required for persons doing the work to do it safely
 |[ ] [ ] [ ]
| Is an occupational safety and health management plan in place for construction sites (where 5 or more persons are working at the same time)? And is kept up to date and readily available to each person doing construction work at the site, the OSH committee and SHR for the site.The safety and health management plan should include the following:* the person responsible for OHS on site;
* OHS induction training to be provided for the site;
* incident management processes;
* safety rules and process of disseminating these rules to all visitors; and
* identification of hazards at this site, associated risks, means of risk reduction
 |[ ] [ ] [ ]
| **Working at Heights** |
| Hazard identification and risk assessments have been conducted where employees are required to work at height |[ ] [ ] [ ]
| Practicable control measures have been implemented and maintained to eliminate or reduce the risk associated with work at heights |[ ] [ ] [ ]
| Elimination of hazard was considered |[ ] [ ] [ ]
| Fall arrest system is in place |[ ] [ ] [ ]
| Edge protection is in place if a person could fall >2 metres from scaffold, fixed stairs, landing, suspended slab, formwork, and false workIn any other cases: if person could fall >3 metres: Fall Injury Prevention System (FIPS) eg catch platform, scaffold, safety nets, safety mesh, and fall arrest system or edge protection is provided |[ ] [ ] [ ]
| There is safe means of access and egress to the work being performed at heights |[ ] [ ] [ ]
| Stairs, walkways, ladders, mechanical lifts, are obstruction-free |[ ] [ ] [ ]
| Anchorage and fall injury prevention systems are of an appropriate design. The fall injury prevention system and the anchorages must be designed, manufactured, constructed, selected or installed to be capable of withstanding the force applied to them as a result of a person’s fall |[ ] [ ] [ ]
| An inspection regime is in place for each component of the fall injury prevention system, and means of attachment (eg harnesses, safety belts, shock absorbers, lanyards, inertia reels etc) to an anchorage is inspected regularlyIf any signs of wear or weakness are found during the inspection, the components or means of attachment are withdrawn from use until they are replaced with properly functioning components.Permanently fixed anchorage points are checked by a competent person at least every six months if in regular use or if not regularly used before it is used |[ ] [ ] [ ]
| People required to work at height have been provided with adequate information, instruction and training for the work being performed |[ ] [ ] [ ]
| Every dangerous part of fixed, mobile or hand-held powered plant (machinery) is securely fenced or guarded in accordance with Qld Regulations, except where the plant is so positioned or constructed that it is as safe as it would be if fenced or guarded |[ ] [ ] [ ]
| The highest level of guarding practicable is provided |[ ] [ ] [ ]
| Manufacturers decals, manuals and operator instructions readily available and in the English language |[ ] [ ] [ ]
| Adequate safe work procedures are provided and documented to set, test and use machinery during all cycles of production and maintenance.Look for:* pre-operational checks;
* presence sensing system: inspection and maintenance records maintained;
* employer has provided appropriate isolation and lock-out procedures for maintenance;
* the where setting, testing and start-up of machinery is required with the final means of safeguarding removed, have interim safeguards been provided;
* where fixed physical guards are provided, is adequate provision made for cleaning, maintenance, adjustment and repair; and
* where it is not practicable to guard machinery is a safe system of work in place for persons operating or passing in close proximity
 |[ ] [ ] [ ]
| Operators and maintenance personnel are properly trained, familiar with the operation and set up of the machinery and able to demonstrate safety features |[ ] [ ] [ ]
| Bystanders and other persons/animals are kept away when starting chainsaw and when cutting |[ ] [ ] [ ]
| **Infectious Diseases, Sharps and Body Fluids *(Identify hazards and assess the risk of exposure to infectious diseases such as Hep A, B, C, HIV, Tetanus)*** |
| Provide and promote vaccination programs (ie Hep B, tetanus) |[ ] [ ] [ ]
| Keep records of employees who have been vaccinated |[ ] [ ] [ ]
| Ensure there is a policy and procedures in place for:Immediate first aid response after exposure to blood, body fluids |[ ] [ ] [ ]
| Reporting of exposure: OHS Inspection Checklist+61 7 3916 9896info@sbaas.com.au |[ ] [ ] [ ]
| Employees are trained. Training should include:* what are the risks, including information about contagious diseases
* handling syringes
* covering open cuts
* decanting rubbish from one bin to another
* cleaning up of body fluids in public toilets – including vomit, urine and faeces
* removal of sharps/needles (use of tongs, sharps containers)
* immediate first aid after incidents of exposure to blood or other body fluids/ substances from a sharps injury or splashing onto mucous membranes or broken skin
* cleaning up broken glass (e.g. use gloves, throw out cleaning cloth containing glass)
 |[ ] [ ] [ ]
| PPE* Impermeable sharps containers designated for the disposal of needles are provided and used
* Impervious gloves
* Tongs for handling used needles and syringes are provided and used
 |[ ] [ ] [ ]
| Follow up care for exposed employees is available including:* Appropriate tests
* Counselling
 |[ ] [ ] [ ]
| **Other Areas** |
| New and young workers and visitorsAdequate information, instruction and training is provided to new and young workers on:* hazards and controls;
* evacuation procedures;
* hazard/ injury reporting;
* use & care of PPE; and
* has age, experience, non-English speaking background, etc taken into account
 |[ ] [ ] [ ]
| Adequate supervision is provided to ensure new and young workers follow instructions and safe work procedures and there is no skylarking, initiation ceremonies, bullying |[ ] [ ] [ ]
| Risk of injury or harm to visitors is reduced by means appropriate for the workplace and the type of work activity |[ ] [ ] [ ]
| Noise* A risk assessment has been conducted
* Where practicable, control measures have been put in place to reduce the risk of hearing loss where noise levels > 85dB(A)
* Hearing protection has been provided to workers and is used.
* Workers have received information and training in relation to noise at the workplace and the use of hearing protection.
* Workers have been instructed on the fitting, use, selecting, testing, maintenance and storage PHP
 |[ ] [ ] [ ]
| Workplace behaviours* Policies and procedures are provided for managing bullying, violence and aggression in the workplace, including reporting procedures
* Employees are provided with training and information in relation to bullying, violence and aggression in the workplace
* Reports of bullying, violence and aggression in the workplace are thoroughly investigated
* Bullying, violence and aggression are prevented and managed if applicable
* Are employees instructed to Observe and Report where there is no other means of dealing with violent or aggressive situations
* Will employees be able to withdraw to a position of safety and call for backup or police?
* Has information and training been provided to employees?
 |[ ] [ ] [ ]
| Working alone and remotely* Where employees may be required to work remotely or alone, are safe systems of work in place, eg consider the weather, travelling distance, terrain, procedures in the event of vehicle break down or injury, facilities available
* Employees are provided information training and supervision in relation to working alone or remotely
* If employees are isolated from other persons, there is a means of communication that enables the employee to call for help and a procedure in place for making regular contact with the employee
* Communication equipment (eg long-range radio, GPS, EPIRB) is provided as required and regularly tested and maintained to ensure it is in good working condition
 |[ ] [ ] [ ]
| Emergency egress enable safe egress in the event of an emergency |[ ] [ ] [ ]
| Self-illuminating exit signs are provided and clearly visible in the workplace |[ ] [ ] [ ]
| Portable fire extinguishers are provided and maintained in the workplace,including vehicles |[ ] [ ] [ ]
| Evacuation procedure and diagram are available, displayed and practiced |[ ] [ ] [ ]
| Adequate stocked first aid facilities are provided |[ ] [ ] [ ]
| Adequate number of first aid trained person(s) are available |[ ] [ ] [ ]
| Workplace facilities are provided and arrangements have been made for access to facilities for any employees working remotely |[ ] [ ] [ ]
| Work areas are monitored for cleanliness and removal of debris |[ ] [ ] [ ]
| Warning signs are provided |[ ] [ ] [ ]
| Seating is provided and maintained |[ ] [ ] [ ]
| Gas cylinders are secured |[ ] [ ] [ ]
| Flashback arrestors are fitted (oxy-acetylene or oxy-LPG) |[ ] [ ] [ ]
| Welding screens are provided and are in good condition |[ ] [ ] [ ]
| Personal protective equipment (PPE)* PPE is provided where necessary with no cost to the employee
* Instruction and information are provided in relation to PPE
* PPE is maintained and stored appropriately
* Signs are provided in areas where PPE is required
 |[ ] [ ] [ ]
| Working outdoors* Sun protection is provided, such as shade, PPE, sunscreen
* Hot conditions – training, means of hydration, job rotation, PPE and shade are provided
* Wet conditions – shelter, alternative duties, and PPE are provided
 |[ ] [ ] [ ]
| Workplace racking* Racking is maintained and in good working condition (eg secured, no visible signs of damage or bowing)
* Safe working load (SWL) is displayed
* Items stored on the racking are within the SWL
 |[ ] [ ] [ ]
| Smoking* Smoking is not permitted in the enclosed workplace, including vehicles
* Workplace policy on smoking is in place
 |[ ] [ ] [ ]
| **Name** |  |
| **Signature** |  |
| **Date** |  |