

Xchanging Safety Sheet

Number 501

Hazard Checklist

Here is a broad checklist aimed at investigating possible hazards in various work environments. If you identify any particular problem using this checklist, you should investigate the problem further; using a more comprehensive checklist, or a more detailed relevant Code of Practice or Australian Standards document, or by conducting a formal hazard identification and risk assessment.

Any box NOT ticked indicates a potential hazard problem.

Workplace Hazard Checklist

Offices and other work stations

- Desks, tables, benches & chairs suitable
- All equipment not in use is suitably stored
- There are no damaged hand-tools
- There are no visible sharp edges
- Workers have sufficient workspace
- No extreme hot or cold temperatures
- Bending, reaching and twisting of the body is minimised
- Personal protective equipment used
- Adequate housekeeping applied throughout the worksite

Stairs, ladders and platforms

- All stairs are firm and safe
- Stair-treads have slip-resistant material
- Handrails fitted on both sides are firm
- Ladder rungs and bolts are secure
- Fall arrest protection available for high ladders, platforms or roofs

Floors and walkways

- All floor surfaces are slip resistant and level
- Oil and grease is cleaned up
- Entry to and from walkways are clear
- No electrical leads, cables or hoses are allowed to cross a walkway
- Walkways are clearly marked
- Vehicle pathways are separated from all walkways
- No obstruction to vision at intersections

Vehicles

- Operators are all trained and certificated
- Vehicles are regularly maintained
- Vehicles operated only in designated areas
- Hazard warning systems are used

Storage and Handling

- Good housekeeping is applied
- There is easy access for people and equipment
- Material is stored in racks and bins wherever possible
- All floors around racks and shelves are clear of rubbish
- All racks and pallets are in good condition

Electrical fittings

- No broken plugs, sockets or switches
- There are no frayed or damaged leads or power leads lying on the ground
- Portable power tools are in good condition
- All emergency shutdown procedures are clearly in place
- Circuit breakers and safety switches have been installed and work properly

Manual Handling

- Adequate manual handling training is provided to all employees
- Repetitive reaching at low levels or above the shoulder is minimal
- No application of high force is required during any work tasks
- No lifting from ground level or above shoulder height is required
- Objects are easy to grasp, have no sharp edges and are not hot, cold, slippery or bulky
- Heavy objects are handled very infrequently
- There is enough space for free movement while doing a task
- Training is provided about risk factors and proper methods of performing a task
- Mechanical handling and lifting aids are provided and maintained where needed
- The job is paced to allow adequate time for safe work practices

Noise, lighting and vibration

- Noise is generally well below 85dB(A)
- There is no sudden loud impulsive noise
- Ear protection is used for excessive noise
- There is adequate illumination of all tasks
- There is good natural lighting and no glare
- Light fittings are clean & in good condition
- Emergency lighting is operable
- There is no significant sustained vibration

Rubbish and Waste

- Appropriate procedures are used to deal with waste
- Bins are located at suitable points and emptied regularly
- Oily rags and combustible refuse is placed in covered metal containers
- Waste from work is regularly cleaned up

Hazardous Substances (HS)

- All chemical users have been trained
- Material Safety Data Sheets (MSDS's) are available for all chemicals
- Containers are all clearly marked
- HS stored as per special storage conditions
- Adequate disposal for all chemical or biological waste
- Controls for using chemicals are adequate
- Adequate ventilation and fume extraction
- Health surveillance systems operate if required
- Procedures to deal with sharp objects
- Procedures in place to prevent contamination from biological material

Confined Spaces

- Atmosphere is always tested before use
- Energy sources de-energised and isolated
- No hazardous material in confined space
- Adequate positive ventilation provided
- Space adequately signposted with barriers
- Rapid rescue and first aid is available
- Respirators are available for use
- Entry-permit based system of work used
- Trained observer always stationed outside confined space

Services Available

Xchanging can provide clients with advice concerning appropriate controls aimed at achieving injury prevention at your workplace. Please contact the OHS Consultants at risk.management@au.xchanging.com for further information.

Machinery

- Operators are all properly trained
- All necessary machine guards are in place
- Machines are well maintained and cleaned
- Start/stop switches are clearly marked
- Adequate lockout, tag-out and isolation procedures are available and used
- Plant machinery risk assessments done
- All incidents are suitably recorded

Pressure vessels and Boilers

- All pressure vessels appropriately checked
- All pipes clearly marked about content
- No leaks, drips or corrosion
- Adequate insulation or protection
- Clear warning signs are used
- Licence holders only operate scheduled pressure vessels

Fire

- Extinguishers are clearly marked, in place, accessible and regularly serviced
- Fire hoses not used for cleaning
- All exits are clear and marked
- All combustible material is safely stored
- Fire alarm systems working adequately
- Emergency evacuation procedures well understood and tested
- Employees trained in fire drills
- All emergency exits are marked, illuminated and unobstructed at all times

First Aid

- Some current trained first aiders on site
- Kits and content appropriate for use
- All first aid kits clearly marked
- First aid kits are easily accessed
- Emergency telephone numbers are clearly displayed
- All incidents reported and recorded
- First aid assessment of the workplace conducted

Outdoor Areas

- There are limits placed on working in sun and heat
- Able to deal with sharp or stray objects
- Personal protective equipment is provided
- There is protection from live animal risks