

Cleaning industry: Hazard identification checklist

Use the checklist below to identify potential health and safety problems in your workplace. If you answer 'no' to any of the questions, you may need to make changes. Further information can be obtained from the practical guidance sheets for your industry.

Look at the tasks performed in your workplace and for each task ask yourself the following questions:

Manual tasks

Are workers doing tasks requiring force, awkward joint positions or repetition that continues for over 30 minutes at a time or more than two hours of a shift?	Yes No	Are workers able to perform the task without reaching and with their shoulder, forearm and wrist in a comfortable position (i.e. not stretched bent/twisted)?	Yes No
Are the forces required by a worker to perform the task kept within a minimal possible range (not high, sudden, repetitive or sustained)?	Yes No	Are workers able to vary their posture throughout the task? (i.e. do not have to stand, sit, kneel or squat for extended periods)?	Yes No
Are there mechanical aids (such as trolleys, hoists) available and used?	Yes No	Is the need to move heavy loads eliminated or minimised?	Yes No
If the task is performed for prolonged periods, can it be performed at an easy pace?	Yes No	Are repetitive movements minimised, and/or do workers have frequent breaks from repetitive tasks?	Yes No
Are workers able to perform the task in an upright, forward facing position (i.e. not bent over or twisting/turning their back/neck)?	Yes No	Are workers protected against vibration when using powered equipment (e.g. floor scrubbers or polishers) for long periods?	Yes No

Machinery and equipment

Is equipment regularly serviced and maintained according to the manufacturer's instructions?	Yes No
Is there an isolation or disengaging procedure in place when cleaning or maintenance is performed?	Yes No
Are all operators of equipment instructed, trained and supervised in how to use it safely?	Yes No

Do operators of equipment have the appropriate 'ticket' or licence where necessary (e.g. forklifts)?	Yes No
Does all equipment have guarding to prevent operators and others accessing hazardous parts?	Yes No
Is equipment only used for its intended purpose?	Yes No

Chemicals

Have you obtained a Safety Data Sheet (SDS) for all the chemicals used in your workplace?	Yes No
Have you read each SDS and identified which chemicals are 'hazardous chemicals'?	Yes No
Do you have a register with a list of the hazardous chemical used and a copy of the SDS for each chemical?	Yes No
Have you identified ways to prevent people being exposed to hazardous chemicals and put those controls in place?	Yes No
Are hazardous chemicals stored according to the storage requirements detailed in the SDS and containers are tightly closed when not in use?	Yes No

Is a copy of the SDS for each hazardous chemical available near where it is used?	Yes No
Have you identified any hazardous chemicals for which you have to provide health monitoring?	Yes No
Do ALL hazardous chemical containers have a label showing what they contain?	Yes No
Have you given workers using hazardous chemicals training in how to use those hazardous chemicals safely?	Yes No
Have you developed a procedure for the management of hazardous chemical spills or ruptures eg obtained a spill kit, emergency planning?	Yes No

Slips, trips and falls

Are walkways/stairways/ramps kept clear of boxes, rubbish, leads, or other trip hazards?	Yes No
Are controls in place to prevent floors from becoming a slip hazard (eg, spills are cleaned up immediately)?	Yes No
Are all floor surfaces even and undamaged?	Yes No
Are there guard railings, toe boards etc. to prevent people falling off mezzanine floors or other high areas (e.g. loading bays)?	Yes No
Are ramps and steps clearly marked?	Yes No

Do floor surfaces have sufficient grip to prevent slipping when wet or contaminated?	Yes No
Are workers provided with or instructed to wear footwear that is suitable for the work environment?	Yes No
Are all areas well lit so people can do their jobs safely?	Yes No
Are all ladders used stable and in good condition and only used for the purpose for which they were designed? (ladders should be rated for industrial use and have a load rating of at least 120 kg.)	Yes No

First aid

Are the contents of the first aid kit/s appropriate for the types of injuries that may occur at the workplace?	Yes No
Is first aid equipment available at the workplace?	Yes No

Is the first aid kit regularly checked and items replaced if they are no longer usable (or out of date)?	Yes No
Do workers have access to people trained in first-aid?	Yes No

Sharp objects and biological hazards

Do work practices minimise workers' exposure to biological hazards (e.g. blood, body fluids)?	Yes No
Do work practices reduce the risk of workers contacting sharps (e.g. discarded needles, broken glass)?	Yes No
Are there procedures for the handling and disposal of sharp objects?	Yes No

Is there a process for reporting incidents of exposure to sharps or biological hazards?	Yes No
Are there established procedures for medical attention if a skin penetrating injury occurs?	Yes No
Do workers have access to Personal Protective Equipment such as suitable gloves, eye protection, etc?	Yes No

Electrical

Are outlets and other electrical equipment used in wet areas suitable for that type of work?	Yes No
Is electrical equipment inspected and tested by a competent person (e.g. electrician) and/or connected through a safety switch?	Yes No
Is the safety switch regularly inspected and tested?	Yes No

Are damaged equipment, plugs, leads and/or sockets immediately removed from service?	Yes No
Are leads kept away from sources of damage? (e.g. water, heat, vehicles, trolleys etc.)	Yes No
Is all electrical equipment in good condition and free from damage?	Yes No

Emergency procedures

Is there an emergency response plan and procedure to cover possible emergencies for the business?	Yes No
Are emergency exits clearly marked and kept free from obstructions?	Yes No
Is the evacuation plan and procedure displayed in the workplace?	Yes No
Is there an effective means of communication available for remote or isolated workers? (e.g. mobile phone, satellite phone, UHF radio.)	Yes No

Are workers, and anyone else who is at the workplace for extended periods, (e.g. contractors) trained in the plan and procedure?	Yes No
Are appropriate fire extinguishers available and regularly inspected?	Yes No
Is fire fighting equipment easily accessible (i.e. not blocked, covered etc.)?	Yes No
Is there a procedure for responding to and recording incidents/injuries?	Yes No

Heat stress

In hot areas, have steps been taken to minimise the amount of heat generated?	Yes No
Is there adequate ventilation or air-conditioning?	Yes No
Is cool water made available to workers?	Yes No
Do workers know how to recognise the signs of heat stress?	Yes No

Are workers encouraged to wear light-weight, light-coloured and loose fitting clothing in hot areas?	Yes No
Are workers provided with information and training on work practices when working in hot environments?	Yes No
Are cool, shaded rest areas available for workers?	Yes No

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