

Sawmilling industry hazard inspection checklist

This document provides guidance on safety hazards and issues, but it is not exhaustive or relevant to every workplace. Risk assessments should be conducted so that risks are found and can be managed. Licenses and registrations should be maintained.

Workplace name: _____

Site address: _____ Postcode: _____

Location: _____

Person/s conducting the assessment: _____

Legislation: [Work Health and Safety Act 2011](#) (WHS Act) and [Work Health and Safety Regulation 2011](#) (WHS Regulation)
[Electrical Safety Act 2002](#) (ES Act) and [Electrical Safety Regulation 2013](#) (ES Regulation)

1.0	Workplace layout, security, access and egress (WHS Regulation section 40)	Yes	No	N/A
	Guidance: Managing the Work Environment and Facilities Code of Practice 2011			
1.1	Does the layout of the workplace allow all people to enter and exit the workplace safely? This includes workers, visitors, members of the public, retail and delivery personnel.			
1.2	Does the layout of the workplace allow all people to move within it safely?			
1.3	Are slip, trip and fall hazards identified and rectified?			
1.4	Does lighting enable each worker to carry out work safely, move around safely and safely evacuate in an emergency?			
1.5	Are measures in place to prevent unauthorised access or operation to the following, 24 hours a day: <ul style="list-style-type: none">restricted areas e.g. kilns, burners, buildingsunattended plant e.g. mobile plant, saw benches, chippers etc.tools and equipment?			
2.0	Facilities and housekeeping (WHS Regulation section 41)	Yes	No	N/A
	Guidance: Managing the Work Environment and Facilities Code of Practice 2011			
2.1	Is there an adequate number of toilets and hand washing facilities?			
2.2	Is drinking water available and accessible?			
2.3	Are lunch facilities provided?			
2.4	Are showers provided where necessary?			
2.5	Are facilities cleaned on a regular basis, at least daily?			
2.6	Are bins located at suitable points and emptied regularly?			
2.7	Are oily rags and combustible refuse kept in covered metal containers?			
2.8	Are spill management procedures in place and are there suitable cleaning equipment/materials provided?			
2.9	Are work areas cleaned following use?			

3.0	First aid (WHS Regulation section 42) Guidance: First Aid in the Workplace Code of Practice 2014	Yes	No	N/A
3.1	Does the workplace have first aid facilities?			
3.2	Are they appropriate for the nature of the incidents likely to be incurred at the workplace?			
3.3	Are the first aid supplies current and in a well-maintained state?			
3.4	Are the locations of first aid kits clearly identified?			
3.5	Are there first aid officers on site?			
3.6	Are their certificates/qualifications current?			
3.7	Are records kept of any first aid treatment given by the first aid officer and reported to managers?			
4.0	Emergency plans (WHS Regulation section 43) Guidance: Managing the Work Environment and Facilities Code of Practice 2011 Template: Emergency Plans fact sheet	Yes	No	N/A
4.1	Is there an emergency policy which includes an emergency plan, covering relevant emergency situations, with clear emergency procedures?			
4.2	Is the policy accessible by all workers?			
4.3	Are workers, managers and supervisors provided with information, training and instruction in the procedures?			
4.4	Are emergency contact details relevant to the types of possible threats displayed at the workplace in easily accessible locations? E.g. fire, police, poison information centre etc.			
4.5	Does your emergency policy include a documented site plan that illustrates the location of fire protection equipment, emergency exits and assembly points?			
4.6	Is your site plan displayed in key locations throughout the workplace?			
4.7	Does the workplace have emergency equipment to deal with the types of emergencies that may arise?			
4.8	Is the fire protection equipment suitable for the types of risks at the workplace?			
4.9	Is firefighting equipment easily accessible in an emergency?			
4.10	Are emergency exits clearly marked and free from obstruction?			
4.11	Are workers trained to use emergency equipment?			
4.12	Have you considered neighbouring businesses and how you will let them know about an emergency situation should one arise?			
4.13	Have you considered the risks from neighbouring businesses? E.g. fire from neighbouring land.			
4.14	Are emergency practice runs regularly undertaken to assess the effectiveness of the emergency plan? E.g. evacuation drills.			
5.0	Remote and isolated work (WHS Regulation section 48) Guidance: Managing the Work Environment and Facilities Code of Practice 2011	Yes	No	N/A
5.1	Is there a policy and procedure in place to ensure that mobile or remote workers have access to clean drinking water, toilets, dining facilities, hygienic storage of food and water, and emergency and first aid assistance?			
5.2	Can mobile or remote workers access emergency communications that are reliable in their location, such as a satellite or mobile phone?			
6.0	Traffic management (WHS Regulation part 3.1) Guidance: Traffic Management General guide ; Workplace Traffic Management Information sheet	Yes	No	N/A
6.1	Is there a traffic management policy and procedures in place that manages: <ul style="list-style-type: none"> the desired flow of pedestrian and vehicle / forklift (shared zones) movements the expected frequency of interaction between vehicles and pedestrians roles and responsibilities of people in relation to traffic management how short term, mobile work or complex traffic situations will be managed 			
6.2	Does the policy include a sketch or illustration of the worksite? This should show the location of traffic routes, pedestrian walkways, barriers and signage, loading/unloading bays, carparks, maintenance bays, work areas and buildings.			

6.3	Is traffic management included in the following components of the work health and safety management system:			
	<ul style="list-style-type: none"> hazard identification hazard /risk management register site inspections/audits contractor management (e.g. codes of conduct and quality standards) procurement of new equipment (e.g. safety devices on mobile plant)? 			
6.4	Is information and instruction about safe traffic and pedestrian movement around the workplace provided at induction to workers and in advance to visitors, contractors and external delivery drivers?			
7.0	Stacking and storage (timber) (WHS Regulation part 3.1)	Yes	No	N/A
	Guidance: Forestry: Guide to managing risks of loading, transporting and unloading logs			
7.1	Is there a policy and procedure detailing all risks and controls for stacking and storing logs and undressed and dressed timber, which includes safe methods of working in stacking and storage areas?			
7.2	Do the procedures include:			
	<ul style="list-style-type: none"> public protection safe stacking of logs building stable sawn timber packs slinging and lifting of loads? 			
7.3	Is any pallet racking engineered designed, safe for use and conforms with manufacturers specifications?			
7.4	Have workers received information, training and instruction on stacking and storing logs and boards?			
8.0	By-product and waste management (WHS Regulation part 3.1)	Yes	No	N/A
8.1	Are there documented procedures and controls for by-product and waste management?			
8.2	Are all hazards associated with storage, management and disposal of by-products and waste been identified? Hazards may include: pollution, spontaneous combustion, collapse, engulfment, entrapment.			
8.3	Have all identified hazards associated with storage, management and disposal of by-products and waste been controlled?			
8.4	Are workers provided with information, training and instruction on the correct management and disposal methods of by-products and waste? E.g. saw dust, chip, fire wood, bark etc.			
9.0	Noise (WHS Regulation part 4.1)	Yes	No	N/A
	Guidance: Managing Noise and Preventing hearing loss at Work Code of Practice 2013			
9.1	Has the level of hazardous noise from plant and machinery been measured and assessed?			
9.2	Have steps been taken to control the level of noise emitted from plant and equipment and other noisy areas?			
9.3	If personal hearing protective devices are required, are the provided devices suitable and worn by workers?			
9.4	Are areas where people may be exposed to hazardous noise sign-posted as hearing protector areas and the boundaries of these areas clearly defined?			
9.5	Have all workers received training, information and instruction in the proper use, fit, care and maintenance of personal hearing protectors?			
10.0	Hazardous manual tasks (WHS Regulation section 4.2)	Yes	No	N/A
	Guidance: Hazardous Manual Tasks Code of Practice 2011 Template: Hazardous manual tasks risk assessment worksheet			
10.1	Have all hazardous manual tasks at the workplace been identified?			
10.2	Do control measures in place safeguard workers and all people from hazards associated with manual tasks?			
10.3	Have all workers received training for using controls which have been developed and are workers trained on the procedures for hazardous manual tasks controls?			
11.0	Hot work (WHS Regulation part 3.1, section 51 - 53)	Yes	No	N/A
	Guidance: Welding Processes Code of Practice 2013			
11.1	Is there a hot work policy and procedure detailing the risks and controls for hot work hazards?			

11.2	Does the procedure include a hot work permit?																			
11.3	Have all workers received information, training and instruction for hot work prior to conducting hot work, including contractors required to complete hot work whilst on site?																			
12.0	Confined spaces (WHS Regulation part 4.3) Guidance: Confined Space Code of Practice 2011	Yes	No	N/A																
12.1	Is there policy and procedure detailing the risks and controls associated with working in a confined space, including entering, working in, on or near a confined space and inadvertent entry?																			
12.2	Does the procedure include a confined space entry permit?																			
12.3	Does the procedure also detail specific control measures including: <ul style="list-style-type: none"> • continuous communication and monitoring with the worker from outside the confined space by a standby person • signage • isolation of connected plant and services • controls to maintain safe atmosphere within the confined? 																			
12.4	Are there first aid and emergency rescue procedures to be followed in the event of an emergency in the confined space?																			
12.5	Have all confined spaces or areas where entrapment can occur been identified with signage, locked and access restricted? E.g. kilns, hoppers, silos.																			
12.6	Have all workers received information, training and instruction on confined spaces policy and procedures including contractors required to enter confined spaces?																			
13.0	Falls (WHS Regulation part 4.4) Guidance: Managing the risks of falls Code of Practice 2011	Yes	No	N/A																
13.1	Have all locations and tasks that could cause injury to workers due to falling been identified and controlled, including access to areas where work is to be carried out?																			
13.2	Do control measures in place safeguard workers and all people from hazards associated with locations and tasks where workers could fall?																			
13.3	Have all workers received information, training and instruction on controls which have been developed and procedures for preventing or minimising the risk of workers falling including any contractors?																			
14.0	Machinery and equipment (WHS Regulation part 3.1, section 203 and part 5.1 - 5.3) Guidance: Managing the risks of plant in the workplace code of practice 2013	Yes	No	N/A																
14.1	Have all hazards associated with the following plant and machinery that have the potential to cause harm to workers and other people been identified and controlled? (<i>Select items of plant used at this workplace.</i>) <table border="0" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%;">Chainsaws</td> <td style="width: 50%;">Conveyors</td> </tr> <tr> <td>Log debarker</td> <td>Planing and sizing machines</td> </tr> <tr> <td>Log carriages</td> <td>Kilns</td> </tr> <tr> <td>Saw benches</td> <td>Chippers</td> </tr> <tr> <td>Docking saws</td> <td>Stacking and strapping machines</td> </tr> <tr> <td>Round table or green chain</td> <td>Portable power tools</td> </tr> <tr> <td>Breakdown saws</td> <td>Other (please list): _____</td> </tr> <tr> <td>Multi rip saw/straight line edgers</td> <td></td> </tr> </table>	Chainsaws	Conveyors	Log debarker	Planing and sizing machines	Log carriages	Kilns	Saw benches	Chippers	Docking saws	Stacking and strapping machines	Round table or green chain	Portable power tools	Breakdown saws	Other (please list): _____	Multi rip saw/straight line edgers				
Chainsaws	Conveyors																			
Log debarker	Planing and sizing machines																			
Log carriages	Kilns																			
Saw benches	Chippers																			
Docking saws	Stacking and strapping machines																			
Round table or green chain	Portable power tools																			
Breakdown saws	Other (please list): _____																			
Multi rip saw/straight line edgers																				
14.2	Do control measures in place safeguard workers and all people from hazards associated with plant and machinery?																			

- 14.3 If guarding is used in the workplace does it meet the below requirements:
- is of solid construction and securely mounted
 - cannot be by-passed or disabled
 - cannot be removed without the use of a tool
 - is properly maintained
 - allows for servicing, maintenance and repair if required
 - if guarding is removed, the plant cannot be restarted unless the guard is replaced
 - does not create a risk in itself (i.e. obstruct operator visibility)?
- 14.4 Are operating procedures available and easily accessible to those who use the plant and equipment?
- 14.5 Have workers been provided with information, training and instruction about operation procedures and checks for the machine and equipment they are operating?
- 14.6 Are any emergency instructions and or signage relating to an item of plant clearly displayed on or near it?
- 14.7 Are there isolation points on machinery and equipment to lockout controls, energy sources and other hazards when maintenance and cleaning tasks are being conducted?
- 14.8 If emergency stops are fitted to machinery and equipment does it meet the following requirements:
- the stop control is prominent, clearly and durably marked and immediately accessible to each operator of the plant
 - any handle, bar or push button associated with the stop control are coloured red
 - the stop control cannot be adversely affected by electrical or electronic circuit malfunction
 - in addition, where plant is designed to be operated or attended by more than one person and more than one control is fitted, the multiple controls must be of the 'stop and lock-off' type so that the plant cannot be restarted after a stop control has been used unless each activated stop control is reset?
- 14.9 Are emergency controls tested and is this recorded?
- 14.10 Are all operators controls clearly identified for functionality and within the operators reach?
- 14.11 Does the working area allow workers to safely carry out work?
- 14.12 Has design and/or item registration been undertaken for the required items of plant? E.g. pressure vessels, boilers, mobile cranes with rated capacity greater than 10 tonne etc.
- 14.13 Are records of plant design and/or item registration kept and available?

15.0 Mobile plant (WHS Regulation part 3.1, section 214 - 215, part 13.1 division 4 and schedule 3)	Yes	No	N/A
Guidance: Managing the risks of plant in the workplace code of practice 2013			

- 15.1 Have all hazards to workers and other people been identified and controlled? (*Select items of plant used at the workplace.*)
- forklifts (driven and pedestrian operated)
-
- loaders
-
- bobcats
-
- cranes
-
- tip trucks
-
- cherry pickers
-
- tractors
-
- other (*please specify*): _____
-
- 15.2 Do control measures in place safeguard workers and all people from hazards associated with mobile plant?

15.3	If guarding is used in the workplace does it meet the below requirements:			
	<ul style="list-style-type: none"> is of solid construction and securely mounted cannot be by-passed or disabled cannot be removed without the use of a tool is properly maintained allows for servicing, maintenance and repair if required if guarding is removed, the plant cannot be restarted unless the guard is replaced does not create a risk in itself (i.e. obstruct operator visibility)? 			
15.4	Are all operators controls clearly identified for functionality and within the operators reach?			
15.5	Have workers been provided with information, training and instruction about operation procedures and checks for the mobile plant they are operating?			
15.6	Do workers who carry out high risk work, like operating a forklift, hold a high risk work licence?			
16.0	Electrical equipment (WHS Regulation part 3.1, ES Regulation part 6, division 6) Guidance: Electrical safety code of practice 2013 – Managing electrical risks in the workplace	Yes	No	N/A
16.1	Are electrical items, power tools, leads and other electrical machinery tested and tagged?			
16.2	Are the test tags current?			
16.3	Is there a record of the regular testing of RCDs, circuit breakers and electrical safety switches?			
16.4	Are electrical switchboards identified with signage indicating the hazards associated with contact and entry?			
16.5	Are they all locked and with restricted access?			
16.6	Is there an inspection process to check and remove dust that creates a fire hazard when arcing occurs around electrical supply systems?			
16.7	Is there a register for all electrical equipment?			
16.8	Are maintenance and service requirements on electrical tools and equipment carried out?			
16.9	Are processes in place to prevent employees from removing the likes of handles and guards from power tools?			
16.10	Have visual observations and inspections been carried out to verify this?			
17.0	Inspection and maintenance (WHS Regulation section 237) Guidance: Managing the risks of plant in the workplace code of practice 2013	Yes	No	N/A
17.1	Is plant regularly maintained, inspected and tested in accordance with manufacturer's specifications by a competent person? E.g. fixed, mobile, electrical, overhead cranes, slings and chains etc.			
17.2	Is there policy and procedure for isolating plant before maintenance or cleaning work is carried out?			
17.3	Are records for maintenance, inspection, service and maintenance of all plant kept and available? E.g. fixed, mobile, electrical, overhead cranes, slings and chains			
17.4	Are there maintenance and repair procedures and do they include or refer to additional requirements to ensure safety of maintenance personnel.			
17.5	Is there a documented process for reporting faults, requests for repairs etc.?			
18.0	Hazardous chemicals (WHS Regulation part 7.1) Guidance: Managing Risks of Hazardous Chemicals in the Workplace Code of Practice 2013	Yes	No	N/A
18.1	Have all hazardous chemicals used in the workplace been identified and their details recorded in a hazardous chemicals register?			
18.2	Are there current (within five years of issue date) safety data sheets for each hazardous chemical kept at the workplace?			
18.3	Are all containers used for hazardous chemicals labelled in accordance with the globally harmonised system (GHS)?			
18.4	Are all hazardous chemicals used, handled and stored in accordance with the requirements of the safety data sheet for each chemical?			
18.5	Are placards used to communicate to workers, visitors and emergency services the presence of hazardous chemicals in quantities that exceed a placard quantity?			

18.6	If hazardous chemicals exceed the manifest quantity in column 5 of schedule 11 of the WHS Regulation, has WHSQ and Queensland Fire and Emergency Services been notified and has a copy of the manifest been placed in a red hazmat box inside the site near the main entry?			
18.7	Are gas bottles stored and secured appropriately? E.g. away from doorways and entrances.			
18.8	Workers have been provided with training on the handling, use and storage of hazardous chemicals kept at the workplace.			
19.0	Wood dust (WHS Regulation section 49 - 50) Guidance: Managing the Work Environment and Facilities Code of Practice 2011	Yes	No	N/A
19.1	Have risks from wood dust including worker exposure, fire and explosion been identified?			
19.2	Has air monitoring been carried out if the level of exposure to workers is uncertain?			
19.3	Are a combination of controls used to prevent exposure to airborne wood dust?			
19.4	Have workers received training on risks associated with wood dust and how to use controls to minimise risk?			
19.5	Are 'M' class vacuums with a high efficiency particulate air (HEPA) filter used to clean surfaces and clothing instead of brooms or compressed air?			
20.0	Asbestos (WHS Regulation chapter 8) Guidance: How to Manage and Control Asbestos in the Workplace Code of Practice 2011	Yes	No	N/A
20.1	Has an asbestos register been prepared for the workplace if it was built before 1 January 1990?			
20.2	Has an asbestos management plan been developed where asbestos has been identified at a workplace?			
20.3	Is a copy of the asbestos register and management plan available at the workplace?			
20.4	Is the presence and location of asbestos identified by a sign or label?			

Action plan template

Item no.	What is the issue?	How will it be fixed?	Who is responsible?	Who is involved?	When will it be done by?	Completion date