

# Metal product manufacturing 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 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 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
Are workers protected against vibration when using powered equipment for long periods?	Yes No	Are repetitive movements minimised, and/or do workers have frequent breaks from repetitive tasks?	Yes No
If the task is performed for prolonged periods, can it be performed at an easy pace?	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

## 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
Is equipment only used for its intended purpose?	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 there adequate work space around equipment and is it on a stable foundation to prevent it moving during operation?	Yes No
Are all hoses maintained to requirement (i.e. oxy/acetylene hoses, air hoses etc.)?	Yes No

## Slips, trip and falls

Are walkways/stairways/ramps kept clear of boxes, rubbish, leads, or other trip hazards?	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

Do floor surfaces have sufficient grip to prevent slipping when wet or contaminated?	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 all floor surfaces even and undamaged?	Yes No
Are ramps and steps clearly marked?	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 spills kit, emergency planning?	Yes No

## Compressed gases

Has the supplier provided the SDS for relevant gases?	Yes No
Are all cylinders stored upright and restrained to prevent falling?	Yes No

Are regulators and valves maintained and kept away from oils and greases?	Yes No
Are workers trained in the appropriate use of equipment?	Yes No

## Compressors

Is the air receiver or air tank registered (where required)?	Yes No
Is the air tank/trap drained each day to prevent rusting and corroding of tank?	Yes No
Are visual inspections for rust/pitting carried out at least every two years and internal inspections at least every four years?	Yes No

If PVC air lines are used, are they rated for compressed gas?	Yes No
Is a compressor installed in an area which minimises noise levels?	Yes No

## Electrical

Is all electrical equipment in good condition and free from damage?	Yes No
Is electrical equipment inspected and tested by a competent person (e.g. electrician) and/or connected through a safety switch?	Yes No
Are damaged equipment, plugs, leads and/or sockets immediately removed from service?	Yes No

Is the safety switch regularly inspected and tested?	Yes No
Are leads kept away from sources of damage (e.g. water, heat, vehicles, trolleys etc.)?	Yes No
Are outlets and other electrical equipment used in wet areas suitable for that type of work?	Yes No

## Customer access control

Are there signs, barriers and/or designated walkways defining the areas where visitors may access?	Yes No
Are workers aware of and able to redirect customers to the correct access areas?	Yes No

Is access arranged to allow access to office areas without accessing high risk areas?	Yes No
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## Noise

Have sources of noise been identified and has the noise being generated been eliminated or at least minimised?	Yes No
Do workers have difficulty in communicating with each other during times of excessive noise exposure?	Yes No
Have steps been taken to ensure that 'critical' situations (i.e. commands when cutting a tree, danger etc.) are able to be communicated between workers at all times?	Yes No

Where it is not possible to reduce the noise levels, are employees provided with hearing protection and trained to use it?	Yes No
Are there signs indicating noisy areas or equipment and that hearing protection is required?	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

## Fire and emergency procedures

Is there an emergency response plan and procedure to cover possible emergencies for the business?	Yes No
Is the evacuation plan and procedure displayed in the workplace?	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 emergency exits clearly marked and kept free from obstructions?	Yes No

Is fire fighting equipment easily accessible (i.e. not blocked, covered etc.)?	Yes No
Are appropriate fire extinguishers available and regularly inspected?	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
Is there a procedure for responding to and recording incidents/injuries?	Yes No

## Lighting

Are work tasks able to be carried out without the need to squint or adopt an awkward position?	Yes No
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Are all areas well lit taking into account tasks being performed (i.e. intricate work, access ways, toilet, general work)?	Yes No
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## Hand tools

Is consideration given to hand tool weight (ideally not exceeding 2.3 kg for power tools and 1.75 kg for precision tools)?	Yes No
Is consideration given to the comfort of tools (comfortable to hold and easy to use)?	Yes No
Are correct tools used for the job?	Yes No

Is design/re-design considered for repetitive tasks?	Yes No
Are workers (users of tools) consulted for their input before equipment is purchased?	Yes No

## Welding

Is the ventilation sufficient to reduce the exposure to contaminants from the type/s of material being welded?	Yes No
Are those carrying out welding tasks trained to do so?	Yes No
Are people in the area protected against UV rays? (i.e. shielded, restricted access etc.)	Yes No

Is correct PPE used for the task (i.e. boots, long clothing, gloves, shield, P2 respirator)?	Yes No
Are the correct lens filters being used for the welding task?	Yes No
Are correct lenses being used for oxy cutting tasks?	Yes No

## Prescribed occupations

Are persons operating machinery equipment or carrying out prescribed occupations certified (where required)?	Yes No
Are trainees in a certified occupation completing a log book?	Yes No

Are trainees adequately supervised by a competent and qualified supervisor in that occupation?	Yes No
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