

Automotive service and repair 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	If the task is performed for prolonged periods, can it be performed at an easy pace?	Yes No
Are workers protected against vibration when using powered equipment (e.g. grinders, etc.) for long periods?	Yes No	Are repetitive movements minimised, and/or do workers have frequent breaks from repetitive tasks?	Yes No
Is the need to move heavy loads eliminated or minimised?	Yes No	Are the forces/efforts 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

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

Slips, trips and falls

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 controls in place to prevent floors from becoming a slip hazard (eg, spills are cleaned up immediately)?	Yes No
Are walkways/stairways/ramps kept clear of boxes, rubbish, leads, or other trip hazards?	Yes No
Are ramps and steps clearly marked?	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
Are all areas well lit so people can do their jobs safely?	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

Noise

Have sources of noise been identified and has the noise being generated been eliminated or at least minimised?	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
Do workers have difficulty in communicating with each other during times of excessive noise exposure?	Yes No

Are there signs indicating noisy areas or equipment and that hearing protection is required?	Yes No
Have steps been taken to ensure that 'critical' situations are able to be communicated between workers at all times?	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

Vehicle hoists

Are pre-operational inspections carried out?	Yes No
Are routine inspections and servicing carried out regularly?	Yes No
Are annual inspections carried out?	Yes No

Are major inspections carried out every ten years?	Yes No
Are records of these inspections available?	Yes No
Are workers who are required to use vehicle hoists trained in the operating and safety procedures?	Yes No

Compressed gases

Has supplier provided a 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 use of equipment they are required to use?	Yes No

Compressors

Is the air receiver or air tank registered (if required)?*	Yes No
Is the air tank drained each day to prevent rusting and pitting?	Yes No
Are visual inspections for rusting/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 the compressor installed in an area that minimises noise levels?	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
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

Lighting

Are work tasks able to be carried out without the need to squint or adopt awkward positions to work?	Yes No
--	-----------

Are all areas well lit, taking into account tasks being performed (e.g. intricate work, access ways, toilets, general work areas)?	Yes No
--	-----------

Hand tools

Is consideration given to tool weight?	Yes No
Is consideration given to the comfort of tools (e.g. 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

Workplace Health and Safety Queensland  www.worksafe.qld.gov.au  1300 369 915

© The State of Queensland (Department of Justice and Attorney-General) 2013

Copyright protects this document. The State of Queensland has no objection to this material being reproduced, but asserts its right to be recognised as author of the original material and the right to have the material unaltered. The material presented in this publication is distributed by the Queensland Government as an information source only. The State of Queensland makes no statements, representations, or warranties about the accuracy or completeness of the information contained in this publication, and the reader should not rely on it. The Queensland Government disclaims all responsibility and all liability (including, without limitation, liability in negligence) for all expenses, losses, damages and costs you might incur as a result of the information being inaccurate or incomplete in any way, and for any reason.

PN10183 Version 2 Last updated January 2014

Information guide: Automotive service and repair industry series – hazard identification checklist

Customer access control

Are there signs, barriers and/or designated walkways defining the areas where visitors may have access?	Yes No
Can visitors access the office areas without having to access the high risk workshop areas?	Yes No

Are workers aware of and able to redirect customers to the correct access areas?	Yes No
--	-----------

Workplace Health and Safety Queensland  www.worksafe.qld.gov.au  **1300 369 915**

© The State of Queensland (Department of Justice and Attorney-General) 2013
 Copyright protects this document. The State of Queensland has no objection to this material being reproduced, but asserts its right to be recognised as author of the original material and the right to have the material unaltered. The material presented in this publication is distributed by the Queensland Government as an information source only. The State of Queensland makes no statements, representations, or warranties about the accuracy or completeness of the information contained in this publication, and the reader should not rely on it. The Queensland Government disclaims all responsibility and all liability (including, without limitation, liability in negligence) for all expenses, losses, damages and costs you might incur as a result of the information being inaccurate or incomplete in any way, and for any reason.

PN10183 Version 2 Last updated January 2014
 Information guide: Automotive service and repair industry series – hazard identification checklist