

HAZARD IDENTIFICATION CHECKLIST

Issues/Areas to Consider

This list gives general guidance to the person conducting a business or undertaking (PCBU) about possible workplace health and safety hazards and issues. It is not intended to be exhaustive, nor will every item relate to every workplace. You should conduct risk assessments for work tasks and manage the risks you find. You must also ensure licensing and registrations are maintained as required by law.

Manual Tasks

- Are all hazardous manual tasks risks managed as far as reasonably practicable
- Mechanical aids & other assistance are used where necessary
- Tools and equipment are maintained on a regular basis as recommended by the manufacturer and records are kept
- Weight of goods are known
- Weights of loads & safe handling procedures are known by workers
- Load size and weight is reduced if possible eg smaller packaging
- Wheeled equipment is fitted with large wheels or a device such as a tug
- Hand tools are lightweight, purpose-designed for the job and ergonomic in design
- Heavy tools used frequently are suspended or counter balanced
- Tools and work items are operated or placed in waist to shoulder range
- Materials are placed near where they are to be used
- Tilting work benches, spring loaded surfaces, rotating turntables or jigs are used
- Workers can see displays, documents and information comfortably from the work position
- Handles, levers and controls place the forearms in the handshake position
- Enough workspace is provided including knee and foot clearance
- Workers can work and move around unobstructed
- Furniture and equipment such as work benches or chairs can be adjusted to suit each worker while sitting or standing
- Work is varied between tasks
- Rest breaks are provided
- Sufficient staff are available to do the work including during peak periods
- Work is self paced

Storage

- Adequate storage for equipment and materials is provided close to where these are used
- Storage units eg racks, shelves etc. are suitably designed to take the weight of stored items, are stable, and are kept in good condition
- Commonly used and heavy items are stored between mid thigh and shoulder height
- Storage above shoulder height or below knee height is only used for light or infrequently used items.

General Lighting

- Lighting levels appropriate for work tasks, location of work, times when work is performed and for access
- Glare is minimised
- Light fittings clean & in good condition
- Emergency lighting is operable

Hazardous Chemicals

- The risks to health and safety associated with using, handling, generating or storing hazardous chemicals is managed
- Safety Data Sheets (SDS) are available for all chemicals, and provided to workers
- Hazardous chemical register is complete and available
- All containers are labelled correctly
- Unused or unnecessary chemicals are disposed of in a safe manner
- Special storage conditions are followed where applicable
- Tasks are performed as per safety instructions
- Necessary equipment for safe use of chemicals is provided (e.g. ventilation, PPE, safety shower)
- PPE is provided and maintained
- Adequate ventilation is provided
- Eye washes and showers are easily accessed when required
- Procedures exist for the safe clean-up of spilt chemicals
- A Manifest of hazardous chemicals and placards displayed where applicable

Asbestos

- An asbestos register and management plan must be prepared for all workplaces built before 31 December 2003
- A copy of the register and plan must be accessible to all workers and contractors
- Asbestos must be labelled where reasonably practicable

Gas Bottles

- Physically secured in an upright position
- Hoses in good state of repair
- Portable gas bottles mounted on appropriate trolley
- Appropriate storage location for cylinders

Machinery (Plant)

- Manufacturer's manuals are available and recommendations followed
- Plant design registration and/or plant registration is undertaken if required
- Risk assessments should be done when there is uncertainty about how a hazard may result in injury or illness

- Plant is kept clean and adequately guarded
- Starting and stopping devices clearly marked and within reach of operator
- Provision for storage of waste cut-offs
- Drip pans on floor to prevent spillage
- Adequate work space around machines and area kept clean and clutter free
- Lighting levels are satisfactory
- No prolonged bending or stooping is required to operate the machines
- Operators adequately trained in the use of machines and in safety procedures
- Necessary equipment for safe use of machinery is provided
- Workers supervised so they are following safety instructions
- Lockout procedures followed for maintenance and repair
- Vibration hazards controlled
- Maintenance testing and inspection by a competent person

Electrical

- Portable equipment and leads tested and tagged or connected to Safety Switch as required
- No broken plugs, sockets or switches
- No frayed or damaged leads
- Portable power tools in good condition
- No leads on floor where work may damage them
- Emergency shut-down procedures in place

Noise

- Noise levels at or below Leq(8h) 85 dB(A) or 140 dB(C) Peak
- Hearing protection supplied if noise cannot be controlled by any other way
- Audiometric testing of workers required when hearing protection is used to protect from the risk of hearing loss
- Workers wear hearing protection in areas designated as hearing protection areas

Ventilation

- Adequate natural ventilation
- Suitable local exhaust ventilation provided where required in SDS
- Air conditioning system inspected, tested and maintained regularly
- Thermal comfort maintained (consider humidity, temperature, air speed)
- Suitable personal protective equipment supplied and maintained where contaminants unable to be removed
- Intrinsically safe electrical fans and switches are used when exhausting flammable gases and vapours

Confined Spaces

- A risk assessment and entry permit must be prepared by a competent person before entry
- There must be signage, and a system to provide monitoring of the conditions and continuous communication with a standby person
- Specific controls to manage plant and services, atmosphere, flammable gases and vapours and fire and explosion
- Emergency response procedures are in place and are practised regularly
- Workers are given information training and instruction

Scaffolding

- Edge protection installed
- Guard rails in place
- Erectors licensed
- Slip resistant surface
- Prefabricated Scaffolding requires plant design registration

Ladders

- Industrial standard, capable of bearing at least 120kg of weight
- In good state of repair
- Made of non-conductive material if for or near electrical work or installations
- Used safely
- Ropes, pulleys and treads in a good state of repair

Excavations

- Barricading (at least 900mm high) in place
- Shoring/benching/battering/geo-technical engineer approval in place where excavation deeper than 1.5 metres
- Safe access provided to and from excavation

Access/Walkways/Floors

- Designated access ways are clearly marked, adequately lit and are free from obstructions and contaminants e.g. no electrical leads crossing walkways, items not stored in access ways or in stairwells, oil/grease removed from floors
- Unobstructed vision at intersections
- Stairs are in good repair, non slip, fitted with handrails, have adequate foot space and even step dimensions
- Ramps should be no more than 1:8 or 1:14 for disabled access, slip resistant and fitted with suitable railings
- Floor surfaces are well maintained, smooth, non slip, and uncluttered
- Adequate drainage is provided in wet areas

Work Benches

- Kept clear of rubbish
- Tools put away when not in use
- No sharp edges on work benches

Housekeeping

- Work areas are cleaned following use
- Bins located at suitable points and are

emptied regularly

- Suitable cleaning equipment provided
- Oily rags and combustible refuse are kept in covered metal containers
- Spill management procedures in place and suitable cleaning equipment/materials are provided
- Regular cleaning systems in place including high pressure for build-ups (inside/outside pathways)

First Aid

- Workers have access to first aid equipment and facilities
- Contents of the first aid kit decided using a risk assessment process
- Contents of First Aid kits regularly checked to see if adequate for the workplace and not past expiry date
- Emergency phone numbers displayed
- Workers have access to trained first aid personnel at all times
- First Aid Kits provided in vehicles
- Procedure in place for managing blood and body substances spills, blood and body substances exposures and skin penetrating injuries
- First aiders are provided with adequate PPE and immunisation
- Incidents notified to WHSQ as required

Emergency Plans

- Emergency Plans are prepared, implemented, tested and maintained. They include procedures to respond to emergencies, inform emergency services and communicate with all workers
- The emergency plan must take into account the nature of work, nature of hazards, size and location and the number and composition of workers and others at the workplace
- Workers are given information, training and instruction in the emergency procedures
- Fire wardens and floor wardens appointed for all parts of the workplace and their names displayed in their areas
- Fire extinguishers are suitable for all flammable substances and are regularly serviced and tagged
- Fire exits clearly marked and exit doors easily opened and clear of obstructions
- Fire alarm system functioning correctly and tested regularly
- Fire and emergency instructions documented and clearly displayed

Outdoor Work (Heat, UV Exposure)

- Minimise exposure to ultra-violet (UV) radiation between 10am – 2pm
- Access to adequate cooled drinking water
- Access to adequate shaded rest facilities
- Provision of suitable PPE for outdoor work (including sunscreen)
- Systems in place to manage heat stress and heat related illnesses

Office Environment/Computer Based Work

- Workstation furniture and equipment is able to be adjusted to suit the worker
- Lighting is appropriate and glare is minimised
- Area around photocopiers well ventilated to control ozone build up
- Air conditioning systems maintained and cleaned regularly
- Noise not intrusive to office workers
- Storage areas kept orderly, with appropriate storage for items

Amenities

- Adequate number of toilets and hand washing facilities are available
- Drinking water available and accessible
- Adequate lunch facilities provided
- Showers and washing facilities provided where necessary

Signs

- Suitable warning signs in place
- Exits clearly marked
- Names of health and safety representatives clearly displayed

Psychological Health

- Processes for preventing workplace harassment and/or bullying are in place
- Risk assessment for occupational violence completed where necessary
- Counselling and support services available for affected workers
- Workers not working alone or in isolation where possible

Security

- Security measures in place
- Adequate lighting within and around workplaces
- Car parks well lit and secure

Personal Protective Equipment (PPE)

- Provided by PCBU where hazard cannot be controlled in any other way
- Correct and appropriate PPE supplied
- PPE checked and maintained regularly
- Workers trained in correct use of PPE
- PPE used in the correct manner
- PPE worn by workers when required

Managing Risk of Falls

- Manage risks from falls from one level to another that are reasonably likely to cause injury
- Where reasonably practical work on a solid construction
- Provide safe means of access and exit in or on an elevated workplace, in the vicinity of an opening or edge and on a surface through which a person could fall
- Minimise the risk of falls by providing and maintaining a safe system of work eg installing guard rails or an industrial rope access system or fall-arrest system or a combination of the above
- A fall- arrest system must include emergency procedure.

