

Smash 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
If the task is performed for prolonged periods, can it be performed at an easy pace?	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 or variation 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 the forces required by a worker to perform the task kept within a minimal possible range (not high, sudden, repetitive or sustained)?	Yes No

Dust

Are workers prevented from inhaling dust from sanding or is the amount of dust inhaled minimised?	Yes No	If body fillers or polishes contain crystalline silica, are workers receiving health surveillance by a designated doctor?	Yes No
---	-----------	---	-----------

Slips, trips and falls

Are walkways/stairways/ramps kept clear of boxes, rubbish, leads, or other trip hazards?	Yes No	Do floor surfaces have sufficient grip to prevent slipping when wet or contaminated?	Yes No
Are all areas well lit so people can do their jobs safely?	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	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 workers provided with or instructed to wear footwear that is suitable for the work environment?	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		

Chemicals

Have you given workers using hazardous chemicals training in how to use those hazardous chemicals safely?	Yes No	Have you identified ways to prevent people being exposed to hazardous chemicals and put those controls in place?	Yes No
Have you read each SDS and identified which chemicals are 'hazardous chemicals'?	Yes No	Have you identified any hazardous chemicals for which you have to provide health monitoring?	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	Do ALL hazardous chemical containers have a label showing what they contain?	Yes No
Is a copy of the SDS for each hazardous chemical available near where it is used?	Yes No	Have you obtained a Safety Data Sheet (SDS) for all the chemicals used in your workplace?	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	Have you developed a procedure for the management of hazardous chemical spills or ruptures eg obtained a spills kit, emergency planning?	Yes No
Are suitable skin cleaners used (non-solvent based skin cleaners—not thinners)?	Yes No	Is solvent evaporation minimised (e.g. solvent soaked rags are kept under water, an automatic gun-wash system used for cleaning spray guns)?	Yes No

Storage of flammable liquids

Is the flammable liquid storage area free of sources of ignition?	Yes No	Are fire extinguishers near by (CO ₂ or dry chemical fire extinguisher)?	Yes No
Are containers of paints and solvents earthed during decanting to stop the build-up of static electricity?	Yes No	Is there spill catchment for the flammable liquids storage area (e.g. steel drip tray or concrete bund)?	Yes No
Are spills quickly cleaned up?	Yes No	Are flammable liquids only stored with compatible dangerous goods (no gas cylinders, class 5.1 or 5.2 dangerous goods/toxic materials)?	Yes No

Spray painting

Is there enough ventilation for the paint mixing area and spray painting booth?	Yes No	Is personal protective equipment used when spraying isocyanate containing paint appropriate? The spray painter must be properly using: <ul style="list-style-type: none"> • full coverall type overalls • gloves and closed in shoes • positive pressure air supplied breathing apparatus. 	Yes No
Do workers spray painting isocyanate containing paints receive health surveillance by a designated doctor?	Yes No		

Electrical

Is electrical equipment inspected and tested by a competent person (e.g. electrician) and/or connected through a safety switch?	Yes No	Have hazardous areas (e.g. spray booths, paint mixing area, flammables storage areas) been identified, assessed and delineated?	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 the safety switch regularly inspected and tested?	Yes No	Are electrical installations and equipment outside of hazardous areas (e.g. 2m from enclosed spray booth and paint mixing area, 6m from open spray painting, 3m from flammable storage areas) unless those installations / equipment is specifically designed to be safe for those areas?	Yes No

Welding

Are workers prevented from inhaling fumes from welding or is the amount of fume inhaled minimised (ventilation, respirators etc.)?	Yes No	Are oxy acetylene welders safe (i.e. flashback arrestors/non-return valves are fitted and extra cylinders of oxygen / fuel gasses are stored separately)?	Yes No
Are other workers/clients/public protected from welding flashes?	Yes No	Is the person welding protected from welding flashes and heat?	Yes No
Are flammable and combustible liquids and solids kept well away?	Yes No	Are fuel tanks/other drums made safe before cutting or welding?	Yes No

Are electrical welders (MIG/TIG/stick) safe (i.e. voltage reduction units used, leads not knotted, twisted or tacked to a wall etc.)?	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

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

Emergency response

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

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

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.

PN10301 Version 3 Last updated January 2014

Information Guide – Smash repair industry series: Hazard identification checklist