



# Meat processing compliance campaign

## Self-assessment tool for workplaces

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### Purpose

This self-assessment tool will assist you to review the effectiveness and adequacy of safety systems and processes at your workplace, enabling compliance with Queensland's [work health and safety laws](#). It will also assist to generate ideas and opportunities for improvement.

### How to use this tool

You should complete this tool in consultation with health and safety representatives and workers familiar with the tasks being performed. Record your findings in the checklist as this will be useful when our inspectors visit and ask you similar questions.

#### **Part 1: Due diligence review**

This part has three questions for senior leaders/officers to demonstrate their duties as required in s.25 of the *Work Health and Safety Act 2011*, and ss.46-49, 226-229 of *Workers' Compensation and Rehabilitation Act 2003*.

#### **Part 2: Systems/process review**

This part allows you to complete a review of safety management systems or processes at your workplace.

#### **Part 3: Assessment of hazards and controls**

This part is a walk-through assessment of the workplace to identify physical, chemical, electrical and biological hazards, and assess the controls that are in place.

Company details	
Legal/trading name	
ABN	
Number of employees	
PCBU/contact person	
HSR name	
Address	

Labour hire company details			
<i>If there is more than one labour hire company at one host site, please record those details</i>			
Labour hire company name #1			
Labour hire contact		Phone number	
Email			
Number of labour hire workers provided to host		Language(s) spoken by labour hire workers	
Work area(s) / task(s) labour hire workers assigned to			
Labour hire company name #2			
Labour hire contact		Phone number	
Email			
Number of labour hire workers provided to host		Language(s) spoken by labour hire workers	
Work area(s) / task(s) labour hire workers assigned to			

## Part 1. Due diligence

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### Are senior leaders/officers aware of their work health and safety (WHS) and injury management legislative responsibilities?

**Yes**                      **No**                      **NA**

#### Some examples to look for

Please note, the following dot points are indicators only. You will need to demonstrate compliance. Inspectors will be looking for the following as evidence.

- Senior leaders' WHS and injury management responsibilities defined in position descriptions and corporate documents.
- 'Officers' as defined in s.27 of WHS Act have been identified and made aware of their 'Due diligence' obligations.
- Senior leaders made aware of the organisation's legal requirements for workers' compensation insurance (see ss.46-49 Workers' Compensation and Rehabilitation Act 2003) and rehabilitation (ss.226-229 Workers' Compensation and Rehabilitation Act 2003).

#### Notes and actions:

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### Do senior leaders/officers visibly participate in and demonstrate their commitment to WHS and injury management at the workplace?

**Yes**                      **No**                      **NA**

#### Some examples to look for

Please note, the following dot points are indicators only. You will need to demonstrate compliance. Inspectors will be looking for the following as evidence.

- Senior leaders have regular conversations with workers about WHS and injury management issues and initiatives.
- Senior leaders comply with all WHS procedures and policies while at the workplace.
- Senior leaders participate in consultation processes while at the workplace (e.g. WHS committee meetings, toolbox talks).
- Senior leaders regularly participate in WHS inspections and incident investigations.
- Senior leaders talk with injured workers about their rehabilitation and return to work.

**Notes and actions:**

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**Are senior leaders and supervisors/middle managers held accountable for the implementation of the organisation's WHS and injury management systems?**

**Yes**

**No**

**NA**

**Some examples to look for**

Please note, the following dot points are indicators only. You will need to demonstrate compliance. Inspectors will be looking for the following as evidence.

- Safety and injury management KPIs are set for senior leaders, managers, and supervisors.
- Performance reviews include safety and injury management responsibilities.
- Organisation's safety and injury management performance reported to senior leaders and in corporate reports.

**Notes and actions:**

## Part 2. Systems and process

### Systems of work

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#### Do you have systems of work to manage worker safety?

**Yes**

**No**

**NA**

#### Some examples to look for

Please note, the following dot points are indicators only. You will need to demonstrate compliance. Inspectors will be looking for the following as evidence.

- Evidence of documentation, processes, or systems of work, to identify hazards and manage risk at the workplace.
- Do the procedures provide workers with clear directions on how to complete the task in a safe way?
- Are workers trained in the procedures?
- Are workers supervised or monitored to make sure procedures are being followed?
- Are procedures reviewed or developed when changes occur in the workplace, such as a new work process, new equipment?
- Are the procedures dated and have review dates?
- Are procedures reviewed following an incident or near miss?

#### Notes and actions:

### Consultative arrangements (internally)

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#### Do you have effective consultative arrangements in place between the employer and its workers?

**Yes**

**No**

#### Some examples to look for

Please note, the following dot points are indicators only. You will need to demonstrate compliance. Inspectors will be looking for the following as evidence.

- Can workers explain to you about the consultation processes when asked?
- Is there a HSR, or has there been a request for a HSR? Has the HSR completed training?
- Is the HSR involved in the consultation process and is this covered in the induction program?
- Is the HSR actively involved in conducting risk assessments or developing safe work procedures?
- Are there toolbox or staff meetings in which workers can raise and discuss safety issues?
- Are there consultation arrangements for workers with different work patterns or locations, such as shift workers and for drivers?
- Are safety issues discussed to the point of resolution/close-out?
- Are workers provided with feedback about the outcome of issues raised during consultation?

- Are workers encouraged to assist in resolving health and safety issues that relate to their job activities?
- Are there examples/evidence of how workers' ideas about managing safety have been put in place?
- Are health and safety noticeboards, suggestions boxes, or posters displayed in the workplace?
- Are workers asked for input when new plant or machinery is being considered for the workplace?
- Do managers/supervisors and workers participate in safety inspections, safety observations, WHS meetings?

### Notes and actions:

## Consultative arrangements (from host employer to labour hire company)

**Do you have consultative arrangements in place with any labour hire providers and their workers placed at your workplace?**

**Yes**

**No**

**NA**

### Some examples to look for

Please note, the following dot points are indicators only. You will need to demonstrate compliance. Inspectors will be looking for the following as evidence.

- Do you (as the host employer), and the labour hire company have a system in place to discuss and report on WHS matters?
- Do you (as the host employer), and the labour hire company actively involved in conducting risk assessments, and developing safe systems of work?
- Are safety issues discussed to the point of resolution/close-out?
- Does consultation consider the nature of the work to be/that is carried out, nature and severity of the hazard or risk, characteristics of workers including languages spoken and literacy levels?
- Is feedback provided about the outcome of issues raised during consultation? Is the feedback documented?
  - Documented feedback covers who is involved, what the safety matter is, what decision has been made, who is to act by when, and when the action has been completed.

### Notes and actions:

## Consultative arrangements (between supply chain partners – for example retailers and wholesalers of processed products)

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**Are there appropriate formal consultative arrangements in place between you and your supply chain partners for manual tasks?**

**Yes                      No                      NA**

### Some examples to look for

Please note, the following dot points are indicators only. You will need to demonstrate compliance. Inspectors will be looking for the following as evidence.

- Do you (as the host employer) have a system in place for consultation to ensure raw materials and other products are packaged, transported, loaded, and unloaded in consideration of workers health and safety?
- Are safety issues discussed to the point of resolution/close-out with their supply chain?
- Does consultation consider the nature of the work to be carried out, plus the nature and severity of the hazard or risk, such as packaged raw materials in cartons or packaging which can increase musculoskeletal disorder (MSD) risks?

**Notes and actions:**

## Hazard identification, risk management and reporting

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**Are risks to workers' health and safety controlled?**

**Yes                      No                      NA**

### Some examples to look for

Please note, the following dot points are indicators only. You will need to demonstrate compliance. Inspectors will be looking for the following as evidence.

- Have hazard identification and risk assessments been conducted for:
  - Falling objects and working at height?
  - Being trapped between stationary and moving objects?
  - Hand tools (knives and electric tools)?
  - Unguarded plant?
  - Risk of covid-19 due to proximity of workers and workstation design?
  - At-risk workers (labour hire, casual, young worker) and their work arrangements?
- Do you have a record or register for identified hazards, the controls in place and the effectiveness of the controls?
- Do you follow the hierarchy of hazard controls?
- Are risk assessments conducted when changes are made at the workplace, such as new equipment or work processes are being introduced?
- Is there a process for reporting incidents (including near misses), hazards, for example a form or book, or a verbal process? Are workers encouraged to report WHS issues?

- When someone reports an incident or near miss, is it acted on?
- Are workers provided with feedback on the action and outcomes of any issues they report?
- Is there a process in place to identify out of hours risk and hazard management for non-production workers?
- Do you have a process to monitor and review your risk assessments? See [Managing risks](#) in the Safety fundamentals toolkit.

#### Notes and actions:

## Information, training, instruction, and supervision

**Is there appropriate information, training, instruction or supervision provided to all workers (including labour hire workers) at your workplace?**

**Yes**

**No**

**NA**

#### Some examples to look for

Please note, the following dot points are indicators only. You will need to demonstrate compliance. Inspectors will be looking for the following as evidence.

- Is there a structured induction for all new workers, for example an induction plan, checklist, or booklet?
- Is this information provided in a language that is understood by the workers?
- Does the induction include both general safety rules and specific task related items?
- Do workers receive instruction about safe work procedures prior to starting work on any new task or new equipment associated with the task, such as knife sharpening equipment?
- Are records kept of all training, including induction and on-the-job training?
- Are tasks physically demonstrated to workers (as opposed to theory training only)?
- Are training assessments conducted to check that workers have a clear understanding of work procedures, for example by asking them to physically demonstrate the task, using written competency assessment?
- Is there a schedule of routine formal or random checks of workers to ensure compliance with procedures?
- Do workers carrying out high risk work (for example, forklift, gantry crane) hold current and correct high risk work licences?
- Have all workers been trained in undertaking tasks safely, for example packing, palletising orders or how to use any mechanical aids?

#### Notes and actions:



## Part 3. Assessment of hazards and controls

### Hazardous manual tasks (HMT)

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Are risks (for example musculoskeletal disorders) from HMTs being managed?

Yes

No

NA

#### Some examples to look for

Please note, the following dot points are indicators only. You will need to demonstrate compliance. Inspectors will be looking for the following as evidence.

Do you use a specific manual task risk assessment tool? See: [Manual task risk management worksheet](#).

Do you consult your workers about tasks that are physically demanding, follow up with reporting of issues with tasks or include workers in developing suitable controls?

Observe workers, noting whether tasks they are required to perform involve:

- high or sudden force
- repetitive movement (continuously for 30 minutes at a time or for more than two hours over a whole shift)
- sustained or awkward postures (continuously for 30 minutes at a time or for more than two hours over a whole shift)
- repetitive or sustained forces
- exposure to whole body or hand arm vibration (may require further investigation).

Check:

- that workers sharpen their knives regularly
- for any improvisations made by workers to avoid discomfort (for example stacking mats or flattened cartons to stand on)
- that mechanical aids are adequate/fit-for-purpose and maintained (for example wheels move freely on trolleys or processing equipment)
- all sources of risk (for example environmental conditions, work area design, layout, systems of work, loads being handled) are considered (Note; relying on lifting training to control risks is not compliant with the [Hazardous manual tasks Code of Practice](#)).

**Notes and actions:**

## Fixed plant

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### Are risks from fixed plant managed?

**Yes**                      **No**                      **NA**

#### Some examples to look for

Please note, the following dot points are indicators only. You will need to demonstrate compliance. Inspectors will be looking for the following as evidence.

- Have workplace hazards been identified in your workplace, such as fixed plant (for example, bench saw, meat slicer and other plant)?
- Are workers trained in the safe use of plant or machinery (buddy system, competency assessed)?
- Do workers promptly report defective plant and in the event of machine/equipment breakdowns?
  - Check that guards are in place, E-Stops are installed and working, and that electrical components on plant are not damaged so as to pose an electrical risk.
- Does items of fixed plant have isolation, lockout and tag out (LOTO) process in place and are workers competent to carry out LOTO?
- Is PPE supplied and suitable for the type of plant being operated?

#### Notes and actions:

## Working at height and falling objects

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### Are risks from working at height managed?

**Yes**                      **No**                      **NA**

#### Some examples to look for

Please note, the following dot points are indicators only. You will need to demonstrate compliance. Inspectors will be looking for the following as evidence.

- Are workers required to access or work at heights from ladders (for example fixed, extension, platform), access or work on plant or structure at a height (for example inspection, cleaning or maintenance work)?
  - Look at ladder procedures, type of work conducted from ladders, if there are unprotected edges on plant, mezzanine levels.
  - If workers are required to undertake work at heights check that risks of falling objects is controlled.
  - Look at storage racking to ensure stored items are adequately secured.
  - Working on platforms/at height without handrails.

#### Notes and actions:

## Are risks from being hit by falling or moving objects managed?

**Yes**

**No**

**NA**

### Some examples to look for

Please note, the following dot points are indicators only. You will need to demonstrate compliance. Inspectors will be looking for the following as evidence.

Check if:

- risk of falling objects is controlled
- there are secure barriers to prevent falling objects
- there is a safe means of raising and lowering objects
- there is an exclusion zone to warn and prevent persons entering the zone

### Notes and actions:

## Slips, trips and falls at level

### Are risks of slipping, tripping or falling being managed?

**Yes**

**No**

**NA**

### Some examples to look for

Please note, the following dot points are indicators only. You will need to demonstrate compliance. Inspectors will be looking for the following as evidence.

Check work area for:

- walking surfaces:
  - are they uneven or are there changes between floor surfaces where workers can slip or trip while carrying items?
  - Are the too slippery for intended/frequent use, for example flooring on entry and exit from production areas?
- excessive contamination (poor drainage, poor cleaning process, for example waste building up on floors/in drains)
- structural irregularities:
  - holes, protrusions, loose mats, uneven paths
  - inconsistent or inadequate stair dimensions.
- temporary obstacles (for example pallets, cables, boxes) in access/egress and fire exits
- poor housekeeping/cleaning (spill/waste not promptly or properly cleaned)
- visibility/detectability of hazards:
  - poor/uneven lighting so unable to see hazards
  - hazards difficult to detect/not highlighted
- footwear – insufficient grip for work conditions (for example regularly checking soles of footwear), not maintained, no boot cleaning process/station, or poor fit.

Confirm with workers that they know what to do if they identify a slip, trip or fall issue.

Do you investigate slips, trips and falls incidents? See [Slips, trips and falls at level incident worksheet](#)

## Notes and actions:

## Hazardous chemicals

### Are risks from exposure to hazardous chemicals being managed?

**Yes**

**No**

**NA**

#### Some examples to look for

Please note, the following dot points are indicators only. You will need to demonstrate compliance. Inspectors will be looking for the following as evidence.

- Has hazards and risk related to hazardous chemicals being identified?
- Is there a hazardous chemical register? Is this register maintained and up to date? Is this register readily available to any worker using, handling or storing a hazardous chemical or anyone else likely to be affected by use of a hazardous chemical at the workplace?
- Are workers aware of how hazardous chemicals (including gasses) need to be handled, or stored at the workplace?
- Is there a register with safety data sheets for each hazardous substance on site?
- Are there safe systems of work or procedures in place for the handling, storage, and disposal of hazardous chemicals at the workplace – are workers provided with instruction and training on the procedures and assessed for competency?
- Are hazardous chemicals decanted on site? If so, are containers (for example spray bottles) in which hazardous chemicals are decanted/stored and correctly labelled?
- Are spill kits/ clean up equipment available?
- Is PPE/ respirable protective device provided and suitable?
- Is there an emergency plan?
  - An emergency plan should consider the range of chemical incidents (for example gas leaks, fire, spills)
  - Look for emergency and evacuation procedures, medical treatment and first aid provisions, notifying emergency services, testing of the emergency procedures (and frequency of testing), emergency equipment (for example fire-fighting and spill containment)

## Notes and actions:

# Hand tools (knives and electrical tools)

## Are risks from hand tools being managed?

Yes                      No                      NA

### Some examples to look for...

Please note, the following dot points are indicators only. You will need to demonstrate compliance. Inspectors will be looking for the following as evidence.

- Have workplace hazards been identified in your workplace, such as knife handling?
- Is there a knife sharpening program in place to reduce force required by workers to perform cuts (for example training in relation to knife sharpening and maintenance of knives including electric knives)?
- Is there knife sharpening equipment provided by the workplace?
- Is there adequate space between workers to prevent unintentional knife contact?
- Are knives stored securely when not in use (for example Are workers placing knives in pouches provided)?
- Who supplies the workers' knives? If supplied by workers, what processes are in place to ensure knives are sharp and appropriately maintained?
- Are workers required to inspect tools/knives prior to use to check for defects (for example damaged blades or damaged insulation on electrical leads)?
- Is PPE (such as cut resistant glove for non-knife hand)/RPD provided and suitable for tasks undertaken?
- Do workers regularly use tools which vibrate for extended periods?

### Notes and actions:

# Biological hazards

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Are risks of exposure to biological hazards being managed?

Yes                      No                      NA

**Some examples to look for**

Please note, the following dot points are indicators only. You will need to demonstrate compliance. Inspectors will be looking for the following as evidence.

- How are biological hazards for workers being addressed ie. Influenza, Q Fever, Leptospirosis, and Covid-19

**Notes and actions:**