

Work Health Safety Checklist

GENERAL	CHECK
<p>Policies and Procedures Do you have a written WH&S Policies, Procedures and Commitment?</p>	<input type="checkbox"/>
<p>Induction & Training Have you thoroughly inducted all staff & On Hire Casuals at your place of work and had them review and sign the induction document?</p>	<input type="checkbox"/>
<p>Consultation & Communication Do you have a consultation process in place? <i>E.g. WHS Committee/Tool Box talks.</i></p>	<input type="checkbox"/>
<p>Incident Reporting & Investigation Do you have a process for reporting & investigating injuries, incidents & hazards?</p>	<input type="checkbox"/>
<p>Emergency Response & First Aid Do you have first aid and emergency arrangements for the site? Do you have a first aid kit and a trained safety officer? Do you have evacuation and emergency numbers displayed? Are the fire extinguishers in accessible places and serviced regularly? Have staffs been trained to operate the fire extinguishers? Are all flammable materials stored in fireproof cabinets and canisters?</p>	<input type="checkbox"/>
<p>Amenities Are washrooms and kitchens provided clean, ventilated and adequate for number of workers? Are rubbish bins accessible to all?</p>	<input type="checkbox"/>
<p>Electrical Are there broken plugs, sockets, switches in any occupied areas? Is all general electrical equipment in good condition? Are tool, appliances and leads inspected & tagged where applicable?</p>	<input type="checkbox"/>
<p>Building exterior Are all accesses to building and emergency exits clear of obstacles? All signage in good order and illuminated where required?</p>	<input type="checkbox"/>
<p>Accident/incident prevention Is the workplace clear of obstacles and objects such as electrical equipment, cords, boxes etc that could cause an accident? Are there facilities for cleaning up spills?</p>	<input type="checkbox"/>
OFFICE HAZARDS	CHECK
<p>Ergonomics & Manual Handling Is each work station provided with a suitable desk and chair? Is ergonomic and manual handling information available to the employees? Are there mechanical aids provided for lifting and carrying where necessary?</p>	<input type="checkbox"/>
<p>Lighting Is there natural lighting? Is there sufficient lighting to perform tasks?</p>	<input type="checkbox"/>
INDUSTRIES	CHECK
<p>Manual Handling Has a risk assessment been carried out on manual handling tasks? Are mechanical aids provided for lifting and carrying where necessary?</p>	<input type="checkbox"/>
<p>Forklift Are all forklift drivers holding current licences? Are the forklifts maintained and serviced regularly? Was the log book sighted? Are traffic management controls, warning devices and designated pedestrian areas in use?</p>	<input type="checkbox"/>
<p>Protective Equipment Personal – have you supplied appropriate safety equipment to your workers? PPE includes protection for feet, hands, eyes/face, hearing and visibility clothing.</p>	<input type="checkbox"/>
<p>Plant and Machinery Have your workers been properly trained and are they supervised when operating plant and machinery? Do all plant and machinery have emergency stop facilities? Are safe work procedures current and displayed?</p>	<input type="checkbox"/>