Checklists for inspecting the workplace

Using this document

WorkSafe has produced checklists to assist you in inspecting your workplace for hazards. Although the checklists do not cover all the requirements under workplace safety and health laws, they will give you a better idea of whether your workplace meets basic standards of safety. They will also assist in laying the foundation for a safety and health management system in your workplace.

Most of the checklists included in this document will be relevant across most industries, however industry specific checklist are available from the WorkSafe website:
www.worksafe.wa.gov.au→publications→checklists

In this document you will find:
- Chemicals and harmful substances;
- Electricity
- Health topics
    - Manual tasks - lifting;
    - Slips and trips;
    - Violence, aggression and bullying
- Human factors;
    - Evacuation;
    - New and young workers;
        - New and young workers – safety induction;
        - Work experience;
    - Managing contract and transient workers;
- Machinery and plant;
    - Forklifts;
    - Guarding;
    - Machinery and plant
- Noise
- Work practices
    - Confined space;
    - Working at heights;
    - Working alone
- OSH system checklist

WORKSAFE

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Chemicals and harmful substances

Chemicals and harmful substances - safety checklist			
check	yes	no	n/a
Correct use of chemicals and harmful substances is part of induction			
All people who may be exposed to chemicals and harmful substances have been given information, instruction and training			
Records of training include: health effects, controls, safe work methods and personal protective equipment/clothing			
There is a complete easy to find and read list/register of all chemicals used			
There is an up to date MSDS for each hazardous substance in the workplace			
MSDS are available for workers' reference and included in the hazardous substances register			
Original containers have the manufacturer's label			
Decanted containers are labelled with name, risk and safety instructions			
A risk assessment has been completed for all chemicals and harmful substances stored and used at the workplace			
The risk assessment is recorded in the list/register			
Risk assessment reports are available where risks are significant			
Actions have been taken to control risks.			
The hierarchy of controls has been considered when reducing risk –controls such as eliminating the chemical, choosing a safer one or using ventilation near the work are used where possible			
Controls are inspected and maintained (eg air flow checked in ventilation systems)			
There are appropriate first aid and emergency facilities and workers are aware of them			
Where there is a risk from lead, isocyanates, asbestos, organophosphate insecticides and other scheduled chemical, a doctor has been appointed to monitor the health status of workers.			

Other sources of information:

- The Occupational Safety and Health Regulations
- Spray painting-Code of practice
- Styrene–Code of practice
- OSH management and contaminated sites-Guidance note
- Prevention of carbon monoxide poisoning-Guidance note
- Soldering in the workplace-rosin fluxes-Guidance note
- Safe use of chemicals in the woodworking industry-Guidance note
- Controlling hazards in the electroplating industry-Guidance note
- Controlling isocyanate hazards at work-Guidance note
- Material safety data sheets (MSDS)-Guidance note
- National Code of Practice Synthetic Mineral Fibres
- National Code of Practice Inorganic Lead at Work
- National Code of Practice Scheduled Carcinogenic Substances
- National Code of Practice - Control of Hazardous Substances
- National Code of Practice Labelling of Workplace Substance
- National Code of Practice Ethylene Oxide in Sterilisation
- National Code of Practice for the Safe Use of Vinyl Chloride
- National Guidance Note Assessing risks of hazardous substances
- National Guidance Note Workplace hazardous substance in retail
- National Guidance Note Exposure standards
- **WorkSafe website www.worksafe.wa.gov.au.**

Electricity

Electricity safety checklist			
check	yes	no	n/a
Electrical safety is part of induction			
People working with electricity have been given information, instruction and training			
There is a maintenance program in place for electrical installations			
Electrical equipment has been tested			
Residual current devices (RCD) are installed at switchboards or into fixed sockets			
Portable electrical equipment is protected by RCDs			
The RCD device is labelled and has been tested			
Flexible cord connections have either moulded or transparent type plugs			
Plugs, sockets and extension leads are in good condition			
Flexible cords are protected from water, being damaged or cut			
Switchboards are labelled correctly and protected from damage			
Light fittings are suitable for the location and protected from breakage			
Power points are suitable for the location and are positioned safely			
Safety procedures are in place for workers working near overhead power lines			
Machinery has been identified that may expose workers to electrical risk			
Site power been connected when construction site work has reached plate height			
Cords are of suitable length for the intended use			
There are no double adaptors or three-pin plug adaptors in use			
Electrical installations are protected from damage that would increase the risk of electrical shock or fire			
Portable cable stands are used when required			
On construction and demolition sites also check:			
Portable electrical equipment has been tagged			
There is a record of previous testing			
All final sub-circuits, socket outlets, portable generators and equipment are protected by RCDs			
No aerial cables are fixed or attached to scaffolding			

Other sources of information:

- The Occupational Safety and Health Regulations

WorkSafe website www.worksafe.wa.gov.au

Manual tasks-lifting safety checklist			
check	yes	no	n/a
Lifting and carrying tasks are eliminated where possible			
Mechanical equipment, conveyors or trolleys are used to reduce manual lifting and carrying where possible			
Manual handling tasks or hazards have been identified and assessed			
Practical control measures have been put in place and maintained to eliminate or reduce the risks as far as possible			
All manual handling-related incidents have been adequately investigated			
Information, instruction and training in safe lifting has been provided to everyone involved in organising and implementing manual handling processes; investigating accidents; or performing tasks where manual handling hazards have been identified			
Workers understand manual handling risk factors and are aware of risk management procedures			
Workers consultation and participation have taken place during all stages of risk management			

Other sources of information:
- The Occupational Safety and Health Regulations
- Code of practice: Manual tasks

WorkSafe website www.worksafe.wa.gov.au

Slips and trips - safety checklist			
Significant hazards have been identified and assessed	yes	no	n/a
The assessments have evaluated all the risk factors that contribute to the hazard			
All control measures been implemented and maintained to eliminate or reduce risk			
All slips, trips and falls-related incidents been adequately investigated and all controls reviewed after incidents occur			
Information, instruction and training on slip, trip and fall hazards has been provided as part of induction and ongoing as required			
Floor surfaces are slip resistant			
Walkways are free of obstruction and trip hazards, such as electrical leads and hoses			
There is a 'clean as you go' policy to ensure spills are attended to immediately			
There are special provisions for drainage and slip resistance in wet areas such as kitchens, bathrooms, hotel/pub bars wet areas			
Floor surfaces are maintained and in good condition			
Warning signs are erected near spills			
Pathway accesses to and from work areas are kept free of obstacles			
Guard rails or other safety guards are provided on ramps and stairs			
There is adequate lighting			
Appropriate personal protective clothing, such as slip resistant footwear, is provided			
There are ramps in areas where the height of floor levels change and trolley access is required or where items are carried regularly			
Unstable and loose floor surfaces are improved			
Walking variation and step delineation and markings are clear			
Ladders and steps in use are designed and used safely			

Other sources of information:

- The Occupational Safety and Health Regulations

WorkSafe website www.worksafe.wa.gov.au.

Violence and aggression -safety checklist	yes	no	n/a
Workers have received information, instruction and training in relation to dealing with violence and aggression (including hold ups, cash handling, difficult customers)			
Systems are in place to identify potentially aggressive customers			
Procedures are in place in relation to violence and aggression			
Workers are trained in recognition of, communication for and management of aggressive behaviour			
Procedures are in place in relation to cash handling			
Procedures are in place in relation to hold-ups (including post-hold up procedures)			
Procedures are in place to ensure timely and appropriate counselling is provided to workers following a violent/ aggressive incident			
An adequate number of security staff is provided (where applicable)			
Security staff are adequately trained			
Staff are escorted to car after evening shifts, where applicable			

Other sources of information:

- Code of practice Violence aggression and bullying at work
- Guidance note: Dealing with bullying at work
- Armed hold-ups and cash handling

WorkSafe website www.worksafe.wa.gov.au

Bullying -safety checklist	yes	no	n/a
Workers have received information, instruction and training in relation to responding to unresolved conflict or unreasonable behaviour, including how to report incidents.			
Systems are in place to identify bullying hazards early (including gathering trends on sick leave, turnover, worker's compensation, etc.)			
Systems are in place to investigate claims of bullying or unresolved conflict in a timely manner			
Procedures are in place to assist in conflict resolution and grievance resolution			
Managers have received sufficient training to enable them to resolve conflicts promptly and effectively			

Other sources of information:

- Code of practice Violence aggression and bullying at work
- Guidance note: Dealing with bullying at work

WorkSafe website www.worksafe.wa.gov.au

Human factors

Evacuation safety checklist			
check	yes	no	n/a
An evacuation procedure to be followed in the event of a fire or other emergency is provided			
The evacuation procedure and a diagram of the workplace (showing the exits) are displayed in a prominent location			
Emergency egress enables safe egress in event of an emergency (eg. doors are not obstructed)			
Exit signs have been provided and are maintained			
Portable fire extinguishers have been provided and maintained			
A fire blanket is available where applicable			
An adequately stocked first aid kit is provided at a central location			
An adequate number of people have been trained in first aid, having regard to the types of hazards and number of people in the workplace			
Procedures are in place for isolated workers (means of communication are available and procedures for regular contact are in place)			

Other sources of information:

- The Occupational Safety and Health Regulations
- Guidance note: Preparing for emergency evacuation

WorkSafe website www.worksafe.wa.gov.au

New and young workers safety checklist			
Check	yes	no	n/a
Induction training			
Has the new/young worker been shown around the workplace?			
Has the new/young worker been introduced to key people (supervisor/manager, first aid officer and safety and health representative (if any) etc)?			
Do new/young worker have their duties and responsibilities explained?			
Has the new/young worker been provided with specific OSH information such as policies and procedures on: • Safe systems of work relating to specific hazards, eg: lifting, slips, trips and falls, operation of machinery or equipment, chemical safety (MSDS). etc • Consultation and communication • Hazard and injury reporting including reporting of hazards, injuries and near misses • First aid, fire safety and other emergencies			
Do you have an 'anti harassment, bullying and workplace violence' policy, and have new/young workers been made aware of it?			
Consultation and communication			
Do the new/young workers know how to report injuries and hazards, including faulty equipment or unsafe working conditions?			
Are the new/young workers involved in hazard identification, risk assessment and control of hazards in the workplace?			
Do new/young workers know who their safety and health representative (if any) is and what their role is?			
On the job training			
Is on the job specific training provided to new/young workers for each new task?			
Is the job explained in detail, including clear instructions for each task?			
Are new and young workers shown/told:			
• how to operate equipment/plant?			
• the hazards and control methods?			
• how to use and maintain personal protective equipment?			
• the maintenance requirements and who has responsibility?			
Is the new/young workers understanding assessed before commencing the task?			

New and young workers

All workers who are new to the job are at risk of injury, with young people aged 15 to 19 the most likely to be hurt.

When assessing risks to young people, special factors to consider are:

- the size of the person and their level of physical maturity;
- their general behaviour and psychological maturity;
- their work experience and training;
- their ability to make mature judgements about their own safety and the safety of others; and
- their ability to cope with unexpected, stressful situations.

Use the safety induction checklist to ensure your new and young workers are familiar with safety procedures. The access movement and safety of visitors must also be considered.

Further information on vulnerable workers is available on the WorkSafe website.

Are the new/young workers provided with opportunities to ask questions?			
Is there a buddy system in place for new / young workers?			
Supervision			
Are managers/supervisors aware of new/young workers vulnerabilities?			
Are supervisors aware of job requirements including risks to new and young workers?			
Are supervisors available to answer questions?			
Are work practices of new/young workers monitored?			
Are unsafe work practices corrected immediately?			

New workers safety induction checklist
Name:
Position:
Date of commencement:
Location:
Name of person providing the induction:

Check	yes	no	n/a
Explain work tasks			
Tour of sections			
Explain			
• OSH policy			
• Duty of care employer and employees			
• Consultation: OSH committee and SH Reps			
• Safe work procedures and instructions			
• Issue resolution procedure			
• Hazard reporting procedure			
• Injury/incident reporting procedure			
• Injury management policy and guidelines			
• Emergency procedures			
• Manual handling procedures			
• Hazardous substances procedures			
• Machinery safety procedures			
• Working from height procedures			
• Slips and trips prevention			
• Electrical safety			
• Permit to work			
• The use storage and maintenance of personal protective equipment and clothing			
• Vehicle safety			
• Safety procedures for working on the side of the road			
• Procedures for good housekeeping			
• Safety signage			
Procedures for working outside such as skin protection			
• Smoke free workplace			
• Alcohol and other drugs at the workplace			
• Compensation claims process and rehabilitation			
Provide locker, personal protective equipment, tools as required			
Schedule of follow-up training			
Supervision to ensure that workers are following safety instructions			

Name of manager/supervisor:		signed:		date:	
Name of new employee:		signed:		date:	

Work experience checklist			
Check	yes	no	n/a
Has someone been appointed to be in overall charge of young workers, including those on work experience placements?			
Where students are on a work experience placement, has effective liaison been established with the placement organisers, including arrangements for regular monitoring and reporting of accidents/ incidents/ill health?			
Have 'suitable and sufficient' risk assessments been carried out?			
Have any additional control measures required for young people been clearly identified?			
Have risk assessments taken account of any special health and safety needs which young workers may have as a result, for example, of any physical and learning disabilities, or health issues such as allergies, asthma and respiratory problems, heart disease, diabetes, colour blindness or use of prescription medicines?			
Have work activities which young people should be prohibited from undertaking been clearly identified?			
Have necessary steps been taken to isolate or make safe dangerous tools, plant, equipment or substances?			
Have any necessary arrangements for personal safety and freedom from harassment and bullying been considered?			
Have parents or guardians been informed of risks and control measures?			
Have arrangements been made for appropriate supervision and induction training?			
Have work tasks for young people been properly defined and explained? Do young people understand what is required of them in order to protect their own safety and health and that of others?			
Have young workers been provided with appropriate information about hazards, risks and precautions?			

Young workers

All workers who are new to the job are at risk of injury, with young people aged 15 to 19 the most likely to be hurt.

When assessing risks to young people, special factors to consider are:

- the size of the person and their level of physical maturity;
- their general behaviour and psychological maturity;
- their work experience and training;
- their ability to make mature judgements about their own safety and the safety of others; and
- their ability to cope with unexpected, stressful situations.

Use the safety induction checklist to ensure your young workers are familiar with safety procedures.

Further information on vulnerable workers is available on the WorkSafe website.

Managing contractors and transient workers: safety checklist			
check	yes	no	n/a
Does your OHS policy include contractor responsibilities?			
Is health and safety a key criterion in the selection of contractors?			
Do you take steps to ensure contractors are competent in health and safety?			
Do you discuss and agree the job with contractors? Are your requirements and the contractors' responsibilities for health and safety in writing?			
Are contractors made aware of your safe work procedures in advance?			
Do you ask for safe work method statements?			
Do you conduct a risk assessment for the work with the contractor?			
Do contractors sign in and out? Do you always know where they are?			
Are contractors given site information before starting the job?			
Do you go through the job before allowing work to start?			
Do you check on progress with the job and that the contractors are working safely?			
Do you keep all the workforce informed on safety and health issues?			
Do you take appropriate action if contractors are not working safely?			
Do you check on contractor's arrangements for supervision of their workers?			
Do you tell contractors to report all incidents/accidents?			
If the contractor sends different staff will you know?			
When a job is finished, do you review how it went, including the health and safety performance of the contractor?			

Other sources of information:

- The Occupational Safety and Health Regulations
- Bulletin: Agents providing workers – Labour hire
- Labour hire industry and duty of care

**WorkSafe website
www.worksafe.wa.gov.au**

Plant and machinery

Forklifts safety checklist			
check	yes	no	n/a
Maintenance record must indicate any maintenance, inspection, commissioning and alterations			
Records are kept of alterations, regular inspections and maintenance, particularly brakes, steering, hydraulics, tyres.			
Operator is 18 years or older			
Operator is trained in accordance with national standards for high risk work and has a current licence			
Forklift is in good working order, with fittings as required by law			
Pre-operational checks are conducted of:			
• Roll – over protection			
• Falling object protection			
• Seat			
• Seat belt			
• Lights			
• Steering			
• Controls			
• Horn			
• Gas cylinder			
• Warning signs (decals)			
• Brakes			
• Mast			
• Reverse alarms			
• Chains			
• Tynes			
• Hoses			
• Counterweight			
Capacity chart is legible, applies to forklift, is amended for attachments and displays the load limits for that forklift			
Operator's manual is legible, accessible, applies to forklift and has detail as per manufacturer's specifications			
Work is organised for the safety of the operator and others			
Checks are made of:			
• Work surface			
• Ramps			
• Loading docks			
• Signs			
• Hazardous areas			
• Control of traffic			
• Control of pedestrians			
Unless otherwise instructed, keys are not left in unattended forklift to prevent unauthorised use			
Controls are labelled			

Other sources of information:

- The Occupational Safety and Health Regulations
- Guidance note: Working safely with forklifts
- Guidance note Safe movement of vehicles
- Guide: Forklift safety

WorkSafe website www.worksafe.wa.gov.au

Guarding safety checklist			
check	yes	no	n/a
Are operators and maintenance personnel properly trained, familiar with the operation and set up of machinery and able to demonstrate safety features?			
Where fixed guards are provided, are they of substantial construction, and secured into position while machinery is in operation?			
Where interlocking guards are provided, do they prevent operation of the machinery when open, and are the guards prevented from opening while the machinery is in operation?			
Where a presence sensing system is used, does it operate as intended and stop the machinery when the light beams or sensors are interrupted?			
Do guards protect against hazards to the rear and sides of machinery?			
Are pre-operational checks conducted to ensure safety features are in working order?			
Are appropriate isolation procedures provided for maintenance?			
Are manufacturer's manuals available and understood by operators?			
Are machine controls protected to prevent unintentional operation, clearly marked and within easy reach of the operator?			
Are warning signs and decals clearly visible?			
Where it is not practical to provide guarding and people are required to operate or pass close to dangerous moving parts, is a safe system of work in place to reduce risk?			
Is it practical to provide a higher level of guarding than currently provided?			

Other sources of information:

- The Occupational Safety and Health Regulations 1996
- Code of practice: Safe guarding of machinery and plant;
- Guidance note: Isolation of plant
- Guidance note: Safe use of woodworking machinery
- Machinery and equipment safety – An introduction

WorkSafe website www.worksafe.wa.gov.au

Plant and machinery safety checklist			
check	yes	no	n/a
Safe work procedures are provided and documented to use and maintain machinery			
Mobile plant has been maintained eg. vans and forklifts			
Records are kept of maintenance, alterations and inspections			
Plant is registered where necessary			
Manufacturer's manuals and operator instructions are readily available			
Load chart /rated capacity is provided and legible			
Mobile plant is in good working order (seat, lights, steering, controls, horn, tyres, gas cylinder, warning signals, brakes, mast, chains, hoses, counterweight, control labels, tynes)			
Seatbelt, rollover protection (ROPS) and fall protection (FOPS) are provided where required			
Pre-start safety check of mobile plant is carried out in accordance to manufactures' instructions			
Forklift operators hold a high risk work licence for forklift operation and have reached 18 years of age			
Operators hold proper certification and there is evidence of training and instruction on operating plant.			
Every dangerous part of fixed, mobile or handheld powered plant (machinery) is securely guarded or fenced to prevent injury			
Work area is organised for the safety of the mobile plant operator and pedestrians			
The work area is controlled for hazards • ramps • slopes • uneven ground • power lines • excavations • ground/surface loading units			
People are provided with safe access that is suitable for the work they perform in, on and around machinery and equipment			
Keys are not left behind in unattended mobile plant			
All terrain vehicles helmets are provided and worn			
Other personal protective equipment is provided as necessary ie high visibility clothing			
Where applicable, a noise assessment has been conducted and control measures have been implemented			
Steam and hot water pipes are insulated			

Other sources of information:
- The Occupational Safety and Health Regulations 1996
- Code of practice: Safe guarding of machinery and plant;
- Guidance note: Isolation of plant
- Guidance note: Safe use of woodworking machinery
- Machinery and equipment safety – An introduction

WorkSafe website www.worksafe.wa.gov.au

Noise

Noise safety checklist			
Check	yes	no	n/a
Identification of noise hazards			
Is there a noise hazard at the workplace? eg need to raise voice to speak with someone 1m away, very loud impact noises.			
Have there been any workers' compensation claims for hearing loss?			
Noise risk assessment			
Has a noise risk assessment been carried out by a competent person?			
Any workers exposed above the exposure standard?			
Is the noise risk assessment current? ie less than 5 years ago and noise exposure has not substantially changed since.			
Hazard Controls			
Is the hierarchy of controls used? elimination, substitution ("buy quiet" policy), isolation, engineering (at source where practical or otherwise in noise transmission path), administrative.			
Are noise sources and noise controls maintained so as to minimise noise?			
Personal hearing protectors			
Are compliant hearing protectors supplied to and correctly worn by workers who may be exposed to a noise hazard?			
Are hearing protector areas signed in accordance with Australian Standard AS1319?			
Are workers trained in fitting, use, selection, maintenance, replacement and storage of hearing protectors?			
Information and training			
Are information & training on noise hazards, effects and controls provided?			
Hearing tests			
Is an audiometric testing program made available to workers exposed above the exposure standard?			
Are appropriate actions taken if hearing loss is found to occur?			

Other sources of information:

- Code of practice Managing noise at workplaces

- Code of practice Control of noise in the music entertainment industry

WorkSafe website www.worksafe.wa.gov.au

Noise Levels and Exposure Times Equivalent to the Exposure Standard

Noise Level dB(A)	Exposure Time
82	12 hours
85	8 hours
88	4 hours
91	2 hours
94	1 hour
97	30 min
100	15 min
103	7.5 min
106	3.75 min

Work practices

Confined space checklist			
check	yes	no	n/a
Are people required to enter into a confined space for work purposes?			
Has the confined space entry point been designed to reduce the risk of injury ie safe access, entry and exit?			
Is the work being done in the confined space compliant with Australian Standard AS 2865 requirements?			
When people enter a confined space is there another person present in the immediate vicinity outside the confined space?			
Have the people who supervise, enter, work near, purchase or maintain equipment, are likely or could be involved in any rescue or first aid procedure, received training on confine space entry in accordance with Australian Standard AS2865. Confined space training includes: • hazards in confined spaces; • assessment procedures; • control measures; emergency procedures; and • selection fit storage, use and maintenance of safety equipment.			
Is there adequate lighting for the type of work been done and the location?			
Are work practices arranged so that workers are protected from extremes of heat and cold?			
Are confined spaces monitored for hazards such as fumes?			
Has a documented risk assessment been carried out and completed and permit for entry been endorsed? *Risk assessment MUST comply to Australian Standard AS 2865 requirements?*			

Other sources of information:

• The Occupational Safety and Health Regulations 1996

WorkSafe website www.worksafe.wa.gov.au

Working alone safety checklist			
check	yes	no	n/a
A risk assessment has been undertaken covering issues such as length of time the person is working alone, time of day, location and the nature of the work.			
Identified hazards have been eliminated or adequately controlled			
The person working alone has been provided with adequate information and instruction to be able to work safely.			
There is a system in place for communication with workers working alone			
The system ensures that workers have means of communicating in the event of emergency (eg mobile phones, duress alarms)			
If the means of communication is vehicle based, the system covers the person when they are away from the vehicle			
The system requires regular contact to be maintained with workers to ensure safety and supervision			
The employer has knowledge of the location of all workers at all times during work shifts			
The worker is provided with emergency supplies such as adequate drinking water and first aid equipment.			
Machinery and equipment is regularly maintained.			

Other sources of information:

- The Occupational Safety and Health Regulations 1996
- Guidance note: Working alone
- Bulletin: Travelling in remote locations

WorkSafe website www.worksafe.wa.gov.au

Working at heights safety checklist			
check	yes	no	n/a
Where relevant, working at heights is part of induction			
People working at heights have been given information, instruction and training			
Workers are supervised to ensure that safe work practices are in place			
Work areas are clear of protruding objects, water, vehicles and people			
Hand rails on stairs are secure and steps are well maintained			
All work areas are free from obstructions			
Walkways, corridors and stairs are free from obstructions			
Ladders are in good condition and are secure and fixed firmly in place			
High ladders have fall-back protection			
Mechanical lifts are safe			
Mezzanine floors have safe access and fall protection, such as handrails			
Fall arrest systems, such as harnesses, are in place			
Safer, alternative ways to do the work have been considered			
Potential existing hazards have been identified			
The risks of anyone falling from heights have been assessed			
Practical steps have been taken to prevent falls			

Other sources of information:

- The Occupational Safety and Health Regulations

- Code of practice: Prevention of falls

- Guidance note: Fall prevention for scaffolders

WorkSafe website www.worksafe.wa.gov.au

OSH system checklist

<table>
<tr><td colspan="2" align="center">**OSH System Checklist**</td></tr>
<tr><td align="center">**Do you have**</td><td align="center">**More information**</td></tr>
<tr>
<td>An OSH policy   Yes No N/A   □ □ □</td>
<td>• SafetyLine magazine Small Business April 07
• **More detailed information** - WorkSafe Plan</td>
</tr>
<tr>
<td>Elected safety and health representatives and/or an OSH committee   Yes No N/A   □ □ □</td>
<td>• Safety and health representatives – frequently asked questions
• **More detailed information** –
   - Guidance Note: *Formal consultative processes at the workplace*
   - SafetyLine Institute Readings:
     Safety and health committees; Safety and health representatives</td>
</tr>
<tr>
<td>Hazard identification checklists and risk assessment tools   Yes No N/A   □ □ □</td>
<td>• *The First Step*
   Safety topics area of the website
• **More detailed information**
   SafetyLine Institute Reading: Inspections, checklists and procedure audits</td>
</tr>
<tr>
<td>Hazardous substances register and Material Safety Data Sheets (MSDS) for all chemicals   Yes No N/A   □ □ □</td>
<td>• *The First Step*
• **More detailed information**
   - Guidance note: *Provision of information on hazardous substances at workplaces, MSDS's*
   - SafetyLine Institute Readings: Material Safety Data Sheets; Hazardous substances management; Identification of hazardous substances in the workplace</td>
</tr>
<tr>
<td>Hazard report form   Yes No N/A   □ □ □</td>
<td>• *The First Step*</td>
</tr>
<tr>
<td>Accident / incident report form   Yes No N/A   □ □ □</td>
<td>• *The First Step*
• **More detailed information**
   - Bulletins: Tips for investigating accidents and incidents 2/2007
   - SafetyLine Institute Readings: Accident recording and analyisise</td>
</tr>
<tr>
<td>Access to the WorkSafe Small Business Assistance program   Yes No N/A   □ □ □</td>
<td>Free independent consultation service for businesses with 20 or less full time employees. For more information contact WorkSafe on 9327 8777 or visit our website at: www.worksafe.wa.gov.au</td>
</tr>
<tr>
<td>An induction program   Yes No N/A   □ □ □</td>
<td>• *The First Step*
• SmartMove website education package
• *New to the Job* induction DVD available from WorkSafe and on SmartMove
• **More detailed information** - SafetyLine Institute Readings: Induction/on the job training</td>
</tr>
<tr>
<td>Emergency and first aid procedures   Yes No N/A   □ □ □</td>
<td>• Code of Practice: *First aid, workplace amenities and PPE*
• Guidance note: *Preparing for emergency evacuations in the workplace*
• **More detailed information** - SafetyLine Institute Readings: Emergency workplace evacuations; Workplace first aid</td>
</tr>
<tr>
<td>A violence and bullying at work policy and procedures   Yes No N/A   □ □ □</td>
<td>• Guidance note: *Dealing with bullying in the workplace: a guide for workers*
• **More detailed information** - Code of practice: *Violence, aggression and bullying*</td>
</tr>
<tr>
<td>A resolution of issues procedure/grievance procedure   Yes No N/A   □ □ □</td>
<td>The Occupational Safety and Health Act – Section 24. Available: www.slp.wa.gov.au
Guidance Note: *Formal consultative processes at the workplace*</td>
</tr>
<tr>
<td>Ongoing training in OSH and a way to record training undertaken across the organisation   Yes No N/A   □ □ □</td>
<td>In addition to inductions and initial training, training should occur when there is a new task is introduced to a worker and to refresh a worker's skills and knowledge.

WorkSafe Community Education Officers may be available to give free presentations at your workplace on safety issues for groups of more than 10 people. Community Education Officers are not able to conduct in-depth training courses. For more information email shreps@commerce.wa.gov.au or phone WorkSafe on 9327 8777.</td>
</tr>
<tr>
<td>Processes to manage contractors and labour hire arrangements   Yes No N/A   □ □ □</td>
<td>• Bulletins: Labour hire industry and duty of care 6/2005
             Host employers / clients 6/2006
             Agents providing workers to clients 7/2006
• **More detailed information**
   – Guidance Note: *General duty of care in Western Australian workplaces*</td>
</tr>
<tr>
<td>An ongoing plan to monitor and improve OSH in your workplace   Yes No N/A   □ □ □</td>
<td>*The WorkSafe Plan*</td>
</tr>
<tr>
<td>Access for workers to OSH information   Yes No N/A   □ □ □</td>
<td>www.worksafe.wa.gov.au
Contact the WorkSafe Library on 9327 8777</td>
</tr>
</table>

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