

# Mildura Disability Support Services| **Hazard Identification Checklist**

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This list is to be used to identify possible workplace health and safety hazards and issues. It is not intended to be exhaustive, nor will every item relate to every workplace. This is to be used in conjunction with risk assessments for work tasks which is to be documented in the WHS Risk Management Matrix.

Look at the tasks performed in the relevant workplace and for each task ask yourself the questions in the checklist.

## **Manual tasks**

- Are workers using minimal force/effort to perform the task? ☐
- If the task is performed for prolonged periods, can it be performed at an easy pace? ☐
- Are workers able to perform the task with their arms close to their body (i.e. not reaching away from their body or overhead)? ☐
- Are workers able to perform the task in an upright, forward-facing position (i.e. not bent over or twisting/turning their back)? ☐
- Are workers' necks in a comfortable position when viewing things (i.e. not bent, tilted or twisted)? ☐
- Are workers able to vary their posture throughout the task (i.e. don't have to stand, sit, kneel or squat for extended periods)? ☐
- Are workers able to perform the task with their wrist and forearm in a comfortable position (i.e. not bent or twisted)? ☐

## **Machinery and equipment**

- Is your equipment regularly serviced and maintained according to the manufacturer's instructions? ☐
- Are there lock out, tag out or isolation procedures in place when maintenance is performed? ☐
- Are all operators of equipment trained in how to use it safely? ☐
- Does all equipment have guarding to prevent operators and others accessing hazardous parts? ☐
- Is there adequate workspace around equipment and is it on a stable foundation to prevent it moving during operation? ☐

## **Slips, trips and falls**

- Are controls in place to prevent floors from becoming slippery? ☐
- Are all floor surfaces even and undamaged? ☐
- Are ramps and steps clearly marked? ☐
- Are walkways/stairways/ramps kept clear of boxes, rubbish, leads, or other trip hazards? ☐
- Are controls in place to prevent people falling off mezzanine floors or other high areas? ☐
- Are all ladders used stable and in good condition? ☐
- Are all areas well lit? ☐

## **Personal security**

- Is a security surveillance system being used? ☐
- Are workers trained in dealing with aggressive or violent clients? ☐
- Are support services available to staff who have been involved in an aggressive incident? ☐
- Do cash handling procedures reduce the risk of robbery? ☐

## **Hot conditions**

- In hot areas, have steps been taken to minimise the amount of heat produced? ☐
- Is cool water made available to employees? ☐
- Are cool, shaded rest areas available for employees? ☐
- Are employees encouraged to wear lightweight, light-coloured and loose fitting clothing in hot areas? ☐

## **Electrical**

Is electrical equipment inspected and tested by a competent person (e.g. electrician) or connected through a safety switch? ☐

Are damaged plugs, leads and sockets immediately removed from service? ☐

Are outlets and other electrical equipment used in wet areas suitable for that type of work? ☐

Are leads kept away from sources of damage (e.g. water, heat, vehicles, trolleys)? ☐

## **Chemical**

Have you obtained a Material Safety Data Sheet (MSDS) for all the chemicals used in your workplace? ☐

Have you read each MSDS and identified which chemicals are hazardous substances? ☐

Have you got a register which has a list of the hazardous substances used and a copy of each substance's MSDS? ☐

Is a copy of each hazardous substance's MSDS available near where it is used? ☐

Have you done a written risk assessment for each hazardous substance? ☐

Have you identified ways to prevent people being exposed to hazardous substances and put those controls in place? ☐

Have you identified any hazardous substances for which you have to provide health surveillance? ☐

Do ALL hazardous substance containers have a label showing what is in it? ☐

Have you given workers using hazardous substances training in how to use those hazardous substances safely? ☐

## **Young workers**

Are young workers closely supervised? ☐

Are young workers buddied up with experienced workers? ☐

Are young workers trained how to perform tasks safely? ☐

Do young workers always work with other staff members? ☐

## **First aid**

Is a first aid kit available at the workplace? ☐

Are the first aid kit/s contents suitable for the types of injuries that may be sustained at your workplace? ☐

Is the first aid kit regularly checked and items replaced if they are no longer usable? ☐

Are there any trained first-aiders at the workplace? ☐

## **Emergency procedures**

- Have you identified emergencies that may require an evacuation of the workplace? For example – fire, chemical spill, medical emergency. ☐
- Is there an emergency evacuation procedure? ☐
- Is the evacuation procedure displayed in the workplace? ☐
- Are workers, and anyone else who is going to be at the workplace for extended periods (e.g. contractors), trained in the evacuation procedure? ☐
- Are emergency exits clearly marked and kept free from obstructions? ☐
- Are appropriate fire extinguishers available and regularly inspected? ☐
- Is firefighting equipment easily accessible? ☐
- Is there a procedure for responding to and recording incidents/injuries? ☐

## **Workplace harassment**

- Is there a system for workers to report workplace harassment? ☐
- Have managers/supervisors been trained in how to deal with workplace harassment? ☐

## **Fire**

- Is gas equipment in a well lit and draught free area? ☐
- Is the gas supply switch clearly labelled? ☐
- Are exhaust fans and hoods regularly cleaned? ☐
- Are fire systems regularly maintained by appropriately qualified personnel? ☐
- Are emergency procedures in place and are they tested? ☐
- Has a gas shut-off valve been installed? ☐
- Are electrical appliances regularly checked and maintained? ☐
- Are flammable materials, clothes and paper stored away from sources of heat? ☐
- Are workers trained in the use of fire safety equipment like fire extinguishers, fire blankets etc? ☐
- Are first aiders capable of treating burn and smoke inhalation injuries? ☐