

## ASSESSMENT RECORD (For Educators) – LESSON 5

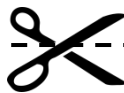


Candidate Name Chad Mateo

Date 8/5/17

Record the results of the assessment in the boxes below, with additional comments as required. Indicate whether the student has been assessed as “Competent” (C) or “Not Yet Competent” (NYC). Multiple attempts can be permitted.

BSBWHS201A Elements	C	NYC	Comments
2.4 Identify and report emergency incidents and injuries to designated persons according to workplace procedures	✓		
3.1 Contribute to workplace meetings, inspections and other WHS consultative activities	✓		
<p>The candidate has been informed of the assessment result and the reasons for the decision.</p> <p>Assessor <u>Craig Blawie</u> Date <u>8/5/17</u></p> <p>I have been informed of the assessment result and the reasons for the decision.</p> <p>Candidate <u>[Signature]</u> Date <u>8/5/17</u></p>			



## SAFETY PASSPORT CERTIFICATE (For Students) – LESSON 5

Once **all the competencies** have been met for this lesson, students can have their teacher/trainer sign the certificate below, then cut out and insert the certificate into their personal Safety Passport.

<div style="display: flex; justify-content: space-between; align-items: center;"> </div> <p style="text-align: right; font-size: small;">PTO for more details</p> <p>This card is evidence that <u>Chad</u>              from <u>NLS C</u>              has successfully completed <b>Lesson 5</b> of the SmartMove Safety Passport program</p> <p>Date <u>8/5/17</u></p> <p>Educator Signature <u>[Signature]</u></p>	<p style="font-weight: bold; margin: 0;">Competencies of Lesson 5 (Worksite Inspections)</p> <p style="font-size: small; margin: 10px 0;">2.4. Identify and report emergency incidents and injuries to designated persons according to workplace procedures</p> <p style="font-size: small; margin: 10px 0;">3.1. Contribute to workplace meetings, inspections and other WHS consultative activities</p>
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## Checklists for inspecting the workplace

SmartMove 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.

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;
    - Work experience;
  - Managing contract and transient workers;
- Machinery and plant;
  - Guarding;
  - Machinery and plant
- Noise
- Work practices
  - Confined space;
  - Working at heights;
  - Working alone
- OSH system checklist



# 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 (e.g. 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.	✓		



# 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			✓



# Health topics

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	✓		



## Slips and trips - safety checklist

check	yes	no	n/a
Significant hazards have been identified and assessed	✓		
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	✓		



### Violence and aggression -safety checklist

check	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			✓



### Bullying -safety checklist

check	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	✓		



# 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 (e.g. 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)	✓		





## New and young workers safety checklist

Check	yes	no	n/a
<b>Induction training</b>			
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: <ul style="list-style-type: none"> <li>• Safe systems of work relating to specific hazards, e.g.: lifting, slips, trips and falls, operation of machinery or equipment, chemical safety (MSDS). etc</li> <li>• Consultation and communication</li> <li>• Hazard and injury reporting including reporting of hazards, injuries and near misses</li> <li>• First aid, fire safety and other emergencies</li> </ul>	✓		
Do you have an 'anti harassment, bullying and workplace violence' policy, and have new/young workers been made aware of it?	✓		
<b>Consultation and communication</b>			
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?	✓		
<b>On the job training</b>			
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:	✓		
<ul style="list-style-type: none"> <li>• how to operate equipment/plant?</li> </ul>	✓		
<ul style="list-style-type: none"> <li>• the hazards and control methods?</li> </ul>	✓		
<ul style="list-style-type: none"> <li>• how to use and maintain personal protective equipment?</li> </ul>	✓		
<ul style="list-style-type: none"> <li>• the maintenance requirements and who has responsibility?</li> </ul>	✓		
Is the new/young workers understanding assessed before commencing the task?	✓		



Are the new/young workers provided with opportunities to ask questions?	✓		
Is there a buddy system in place for new / young workers?			✓
<b>Supervision</b>			
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?	✓		



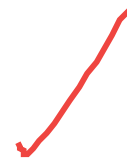
### Work experience checklist

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?	✓		



**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 the entire 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?	✓		





# Plant and machinery

## 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?			✓



### 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 e.g. 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, tyres)			✓
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 <ul style="list-style-type: none"><li>• ramps</li><li>• slopes</li><li>• uneven ground</li><li>• power lines</li><li>• excavations</li><li>• ground/surface loading units</li></ul>	✓		
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 i.e. high visibility clothing	✓		
Where applicable, a noise assessment has been conducted and control measures have been implemented		✓	
Steam and hot water pipes are insulated	✓		

# Noise

Noise safety checklist			
Check	yes	no	n/a
<b>Identification of noise hazards</b> Is there a noise hazard at the workplace? e.g. need to raise voice to speak with someone 1m away, very loud impact noises.		✓	
Have there been any workers' compensation claims for hearing loss?		✓	
<b>Noise risk assessment</b> 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? i.e. less than 5 years ago and noise exposure has not substantially changed since.			✓
<b>Hazard Controls</b> 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?	✓		
<b>Personal hearing protectors</b> 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?			✓
<b>Information and training</b> Are information & training on noise hazards, effects and controls provided?	✓		
<b>Hearing tests</b> 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?			✓

## 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

*Very Good*

# 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 i.e. 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?			✓
<p>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 confined space entry in accordance with Australian Standard AS2865.</p> <p>Confined space training includes:</p> <ul style="list-style-type: none"> <li>• hazards in confined spaces;</li> <li>• assessment procedures;</li> <li>• control measures; emergency procedures; and</li> <li>• selection fit storage, use and maintenance of safety equipment.</li> </ul>	✓		
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?	✓		





### 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 (e.g. 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.	✓		



## 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			✓

# OSH system checklist

Do you have			
	Yes	No	N/A
An OSH policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elected safety and health representatives and/or an OSH committee	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hazard identification checklists and risk assessment tools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous substances register and Material Safety Data Sheets (MSDS) for all chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazard report form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accident / incident report form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to the WorkSafe Small Business Assistance program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An induction program	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency and first aid procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A violence and bullying at work policy and procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A resolution of issues procedure/grievance procedure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ongoing training in OSH and a way to record training undertaken across the organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Processes to manage contractors and labour hire arrangements	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
An ongoing plan to monitor and improve OSH in your workplace	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access for workers to OSH information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## Workplace Inspection Checklist

	Item	Yes	No	N/A
<b>1</b>	<b>Fire</b>	✓		
	- Extinguishers are in place	✓		
	- Are clearly marked			✓
	- Have been serviced in the past 6 months	✓		
	- Area around extinguisher is clear for a 1 meter radius	✓		
	- Fire exit signs are in working order	✓		
	- Exit doors are not blocked	✓		
	- Exit doors can easily be opened	✓		
	- Fire alarm is in working order	✓		
	- Emergency plan is displayed	✓		
	- Date of last fire evacuation drill	✓		
<b>2</b>	<b>Electrical</b>			
	- No broken plugs, sockets or switches	✓		
	- No frayed or damaged leads	✓		
	- Portable power tools in good condition	✓		
	- No temporary leads on the floor	✓		
	- Testing and tagging of electrical items has been completed	✓		
<b>3</b>	<b>General Lighting</b>			
	- There is adequate illumination in working areas	✓		
	- There is good natural lighting			✓
	- There is no direct or reflected glare	✓		
	- Light fittings are in good working condition and are clean	✓		
	- Emergency lighting is operational	✓		
<b>4</b>	<b>Walkways</b>			
	- No oil or grease	✓		
	- Walkways are clearly marked	✓		
	- Walkways are clear of obstructions	✓		
	- There is unobstructed vision at intersections	✓		
	- Stairs not blocked and are in good condition	✓		
<b>5</b>	<b>Rubbish</b>			
	- Bins are located at suitable points	✓		
	- Bins are not overflowing	✓		
	- Bins are emptied regularly	✓		
<b>6</b>	<b>Work Benches</b>	✓		
	- Clear of clutter	✓		
	- Tools are stored properly	✓		
	- Adequate work height	✓		
	- No sharp edges	✓		
<b>7</b>	<b>Storage</b>			
	- Materials stored in racks in a safe manner	✓		
	- Pallets are in good condition (no broken wood)	✓		
	- Floor around racking is clear of clutter	✓		
	- Racking is in good condition, no damaged uprights, beams etc	✓		
<b>8</b>	<b>Chemicals</b>			
	- MSDS for all chemicals			✓
	- MSDS Register is available and up to date			✓
	- Containers are clearly and accurately labelled	✓		

	- All chemicals are stored in accordance with the MSDS	✓		
<b>9</b>	<b>First Aid</b>			
	- First aid kits and contents clean and orderly	✓		
	- First aid kit is adequately stocked	✓		
	- Easy access to kit	✓		
	- All employees are aware of location of first aid kits	✓		
	- At least one employee on site with current Senior First Aid cert	✓		
<b>10</b>	<b>Floors</b>			
	- Even surface with no large cracks, holes or trip hazards	✓		
	- Floors are not cluttered	✓		
	- Floors are free from slip hazards	✓		
<b>11</b>	<b>Office</b>			
	- No exposed leads	✓		
	- Air conditioning working adequately	✓		
	- Filing cabinets are stable and in good order	✓		
	- Office machinery regularly serviced	✓		
<b>12</b>	<b>Machines</b>			
	- Power equipment maintenance carried out	✓		
	- Power equipment clean	✓		
	- All guarding in place	✓		
<b>13</b>	<b>Display Material</b>			
	- OHS policy signed and up to date	✓		
	- OHS policy is displayed	✓		
	- No smoking signs are displayed	✓		
	- Restricted only signs are displayed	✓		
	- PPE signs are displayed	✓		
	- Safety noticeboard is available and up to date	✓		
<b>14</b>	<b>OHS Information</b>			
	- OHS Manual available to employees	✓		
	- Incident report form available	✓		
	- Hazard report forms available	✓		
	- Emergency evacuation plan displayed	✓		
	- Training records up to date	✓		

**Additional comments or actions required:**

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Signed:	Date: March 22, 17	Copies sent to:

*This is document  
one big  
Well done*