



# Health and safety checklist

Use this checklist to help you identify hazards at your workplace.

Manual tasks	Yes	No	N/A
Have you identified all tasks involving lifting, pushing, pulling and/or carrying, and assessed the risk of injury at your workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have your risk assessments taken into account posture, movement, forces, duration, frequency and environmental factors? (Refer to sections 2 and 3 of the <i>Code of Practice – Hazardous Manual Tasks</i> for more information.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are objects handled easy to grasp, have no sharp edges and are not hot, cold, slippery or bulky?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is lifting from ground level or above shoulder level avoided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the work area, equipment and system of work designed to eliminate sideways twisting of the body, excessive bending or reaching?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the work area, equipment and system of work designed to minimise sustained repetitive movements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are mechanical handling aids provided where possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there enough space to allow free movement while doing the task?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is training provided about risk factors and the proper technique to do the task?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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Equipment, machinery and tools	Yes	No	N/A
Is the correct equipment always used for each job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all tools and machinery properly guarded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are stop/start switches clearly marked and positioned within easy reach of the operator?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are operators trained to use the tools, equipment and machinery safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do operators hold current licences to perform work that requires certification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has provision been made to safely store or dispose of waste off-cuts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there enough work space around machinery?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are tools, equipment and machinery regularly maintained? (in accordance with manufacturer's instructions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a process to ensure that tools and machinery are switched off before maintenance and cleaning is carried out and cannot be inadvertently started by other workers during maintenance and cleaning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are unsafe or faulty tools, equipment or machinery reported immediately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are unsafe or faulty tools, equipment or machinery removed from use until they are repaired or replaced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are repairs always carried out by authorised and competent persons?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are health and safety risks considered before modification or alteration of any tools, equipment or machinery?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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Moving around	Yes	No	N/A
Have you made sure people cannot slip or trip when they move around? (e.g. on oil, grease, water, leads, hoses, cables)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have appropriate fall prevention methods been implemented for all tasks that are undertaken at height? (e.g. guard rails, scaffolds, harness systems)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can traffic and people move safely around the worksite? (e.g. walkways clearly marked, barriers to separate vehicles from walkways, unobstructed vision at intersections)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is it easy to get in and out of the workplace safely? (e.g. exits clearly marked and unobstructed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are stairs, ladders and platforms safe? (e.g. fixed handrails, ladders secure when in use, anti-slip treads)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are vehicle drivers trained and aware of hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do vehicle drivers have safe schedules?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all loads safely secured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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Chemicals and other hazardous substances	Yes	No	N/A
Is there an up-to-date list of all chemicals used? (e.g. cleaning products, paints, solvents, degreasers, petrol, inks, toner, oil, adhesives, acids, acrylics, pesticides)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you obtained Safety Data Sheets (SDS) for all chemicals and made these available to workers for information? (Refer to the <i>Code of Practice – Managing Risks of Hazardous Chemicals in the Workplace</i> for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you assessed the risk of exposure (e.g. via inhalation, skin contact, ingestion) during transport, storage and use of the chemicals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are containers clearly labelled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are chemicals and other hazardous substances stored safely? (e.g. in specific storage rooms or cabinets, separated from other reactive substances, away from ignition sources)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are workers trained in the safe use, handling, storage and transport of chemicals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there adequate ventilation and fume extraction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you ensured that chemicals and hazardous substances cannot spill, leak or otherwise escape into the environment during storage, handling and transport?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are gas cylinders stored upright, secure, away from heat and ignition sources and in a ventilated area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is monitoring and health surveillance undertaken if required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are chemicals and hazardous substances disposed of correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is appropriate personal protective equipment provided? (e.g. gloves, respirators)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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Electricity	Yes	No	N/A
Are electrical leads, plugs, sockets and switches in good condition? (e.g. not frayed or damaged)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you ensured there are no electrical leads lying across floors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you ensured there are no double adaptors used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have electrical leads and power boards been inspected and tagged where necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the location of powerlines and cables (overhead/underground/behind walls) checked before digging, drilling, using cranes or ladders, or erecting scaffolding?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For information on underground infrastructure, contact Dial Before You Dig nationally on 1100 or <a href="http://www.1100.com.au">www.1100.com.au</a> . Refer to <a href="http://www.sa.gov.au/energysafe">www.sa.gov.au/energysafe</a> for information on powerline safety.			
Is portable electrical equipment fitted with residual current devices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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Smoking	Yes	No	N/A
Is smoking discouraged as part of the workplace culture?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a smoke free policy that addresses exposure to passive smoke and are people aware of this policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is smoking restricted on the worksite (including work vehicles)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are Quit smoking programs and messages promoted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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Unhealthy food and drink habits	Yes	No	N/A
Is healthy food and drink an accepted part of the workplace culture?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are facilities available for staff to bring healthy food from home and eat it at work? (e.g. cooler bags, fridge, cutlery)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a policy for safe working in heat that encourages drinking water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there easy access to healthy food and drink at work and shops near work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is information available on healthy eating and drinking to manage fatigue and stay fit for work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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Alcohol and drugs	Yes	No	N/A
Is responsible alcohol or drug consumption an accepted part of the workplace culture?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your work provide support for isolated workers who have extended separation from family or friends?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a drug and alcohol policy and are staff familiar with it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At work functions, do you consider responsible provision of alcohol including food and non-alcoholic drinks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you promote safe consumption of alcohol messages and the use of support services such as the Alcohol and Drug Information Service (ADIS)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





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Physical inactivity and screen time	Yes	No	N/A
Are work tasks designed to include healthy dynamic muscular movement, including large limb and trunk movement to encourage circulation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are workstations and/or equipment designed to encourage the above?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are tasks designed to encourage frequent eye movement and change of focus?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are regular walking or stretching breaks an accepted part of the workplace culture?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is information available on the benefits of activity and regular movement? (e.g. stretching regularly at work)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is information available on local physical activity opportunities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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Mental health	Yes	No	N/A
Does the workplace encourage a culture where work-related stresses and struggles can be discussed in an open and supportive/constructive manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do workers indicate that they are able to cope with the demands of the job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you provided sufficient support to your workers? (e.g. management, training, coaching)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you provide workers with opportunities to have a say about the way they do their job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you educate staff in relation to acceptable behaviours and how to report unacceptable behaviours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you clarified job descriptions appropriately so workers understand their role?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you communicated and managed any business changes effectively?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you promote a fair and positive work environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you recognise and reward workers efforts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you monitor workers for signs of fatigue and take appropriate action to address risk factors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is coaching available for those suffering from work stress? (e.g. an Employee Assistance Program that allows workers to access counselling confidentially that the employer pays for)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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