Government of **Western Australia**
Department of **Mines, Industry Regulation and Safety**

OSH newsletter
Parks and Gardens

Introduction

This occupational safety and health (OSH) newsletter has been developed to provide information and assistance to employers, self-employed persons, persons having control of workplaces and employees working in parks and gardens. This newsletter will assist you with identifying OSH requirements and will provide you with information on how to comply with the requirements of the *Occupational Safety and Health Act 1984* and regulations.

What is a RISK ASSESSMENT?

The OSH laws require risk assessments to be carried out. A risk assessment is the process of determining whether there is a risk associated with an identified hazard. The risk is the chance or likelihood (high or low) that someone could be injured or harmed by a hazard, together with an indication of how serious the injury or harm could be (the consequence). The risk assessment should be carried out with employees involved in the task being assessed. When determining the risk level, the experience and training of the employee, the tasks to be performed and the length of time the employee is exposed to the identified hazard should be taken into account.

What are the RISKS?

Risks associated with work in Parks and Gardens, unless eliminated or controlled, can result in serious injuries. WorkSafe's priority areas reflect hazards where most workplace injuries occur. These priority areas include manual tasks, slips, trips and falls, electricity, falls from heights, mobile plant and vehicle movement, guarding of plant and hazardous substances. Specific risk factors for Parks and Gardens include manual tasks (e.g. from handling equipment and when lifting, carrying or putting down objects), falls at the same level (e.g. from uneven ground surfaces), being hit by moving objects (e.g. from tree limbs, vehicles or plant) and falls from heights. Another risk factor is insect bites. The most common injuries are to the lower back, shoulders, knees and ankles.

How do I use the CHECKLIST?

A checklist has been developed to assist you with identifying hazards and assessing the risk of injury or harm to persons, including employees and members of the public. The checklist covers WorkSafe's priorities including manual tasks, slips, trips and falls, falls from heights, movement of vehicles/mobile plant and machine guarding along with industry specific hazards.

1. Use the checklist in this newsletter to inspect your workplace. You may see other hazards as you are going through – add them to the checklist.
2. Anything that you have ticked 'No' or added to the list needs to be fixed. So, look at each hazard using the table below to prioritise identified hazards.
3. If the hazard falls into the 'high' or 'extreme' category based on your view of how likely it is someone will get hurt and what level of injury could happen, then you need to fix it straight away. If it falls into the 'moderate' or 'low' category, then you need to plan when you will fix it as soon as possible.

Risk rating table – for working out level of risk - Use the vertical and horizontal columns to consider both the likelihood of injury or harm to health and the consequences to work out the level of risk

Likelihood of injury or harm to health	**Consequences of any injuries or harm to health**			
	Insignificant eg no injuries	Moderate eg first aid	Major eg extensive injuries	Catastrophic eg death
Very likely	High	Extreme	Extreme	Extreme
Likely	Moderate	High	Extreme	Extreme
Moderate	Low	High	Extreme	Extreme
Unlikely	Low	Moderate	High	Extreme
Highly unlikely (rare)	Low	Moderate	High	High

Risk assessment is a 'best estimate' on the basis of available information. It is important the responsible person undertaking a risk assessment has the necessary information, knowledge and experience of the work environment and work process, or such a person is involved.

The NEXT STEP

Take the next steps to ensure you comply with OSH requirements:

- work through this newsletter and checklist and implement control measures;
- review guidance material referenced in this newsletter; and
- check that you comply with the relevant safety and health industry standards.

Remember hazards have to be controlled – you can't ignore them.

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What you need to KNOW

Under the *Occupational Safety and Health Act 1984* (the Act), all parties involved with work have responsibilities for safety and health at work. This includes employers, employees, self-employed persons and others, such as people who control workplaces, design and construct buildings or manufacture and supply plant.

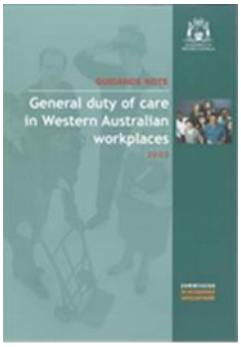
The duties under the Act are expressed in broad terms and some of these duties are listed below. The Guidance note General duty of care in Western Australian workplaces provides further information about the duty of care and is available from the WorkSafe website.

Employers must:

- provide and maintain the workplace, plant and systems of work (i.e. procedures) so that, so far as is practicable, your employees are not exposed to hazards;
- ensure that the safety and health of visitors is not adversely affected by the work or systems of work;
- provide information to employees about any hazards and risks from the work;
- provide instruction, training and supervision to all employees so they are able to work safely;
- provide instruction and supervision to patrons to ensure their safety and health;
- consult and co-operate with employees about safety and health;
- where it is not practicable to avoid the presence of hazards, provide adequate personal protective clothing and equipment without any cost to employees;
- ensure, so far as is practicable, that the use, cleaning, maintenance, transportation, and disposal of plant and the use, handling, storage, transportation and disposal of substances does not expose employees to hazards;
- maintain plant and keep records and logbooks;
- ensure employees hold a current High Risk Work License when required (i.e. operating a forklift or elevated work platform > 11 metres); and
- ensure that plant has been registered with the WorkSafe Western Australia Commissioner, if required.

Employees must:

- work safely to ensure your own safety and health;
- make sure your actions do not cause injury or harm to others;
- follow the employer's instructions on safety and health – ask for assistance if you do not understand the information;
- take care of any protective clothing and equipment (PPE) in the way you have been instructed and report any concerns about it to your supervisor;
- report any hazards, injuries or ill health to your supervisor or employer; and
- cooperate with your employer when they require something to be done for safety and health at the workplace.



Reporting an INJURY or DISEASE

Certain types of injury or disease and all deaths in connection with work must be reported to WorkSafe. Reporting must be done by the relevant employer. A relevant employer may include an employer, a self-employed person, a principal contractor, a contractor, a labour hire agent or a client (host employer).

In some cases, WorkSafe will require notification of the same reportable death, injury or disease by different relevant employers. For example, if an employer engages a self-employed person whose work caused a reportable injury at the workplace, a report would be required from both the employer and the self-employed person. Further information on injury reporting and investigation and how to report an injury or disease is available from the WorkSafe website.

Further INFORMATION

Further information and guidance regarding the Parks and Gardens industry is available from www.worksafe.wa.gov.au

Codes of practice

- Manual tasks
- Prevention of falls at workplaces
- Working hours
- First aid-workplace amenities-personal protective clothing
- Safeguarding of machinery and plant
- Preventing Legionnaires' disease

Guidance notes

- Alcohol and other drugs at the workplace
- Isolation of plant
- Plant in the workplace
- Powered mobile plant
- Preparing for emergency evacuations
- Safe movement of vehicles
- Managing noise at workplaces

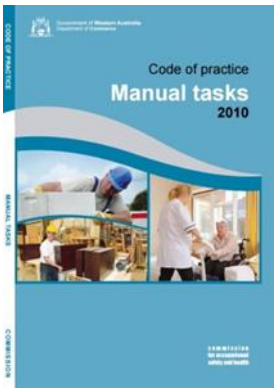
Other publications

- Industry checklist – Tree lopping and gardening services
- Industry checklist – Regional Local Government
- Safety tips for new and young employees and their employers
- Safe movement of vehicles and mobile plant – self audit tool

Manual TASKS

Manual task injuries are a major cause of lost time injuries for employees working in parks and gardens. Injuries such as sprains and strains and hernias are most commonly linked to manual tasks performed by parks and gardens employees.

Manual tasks are more than just keeping your back straight and knees bent, or lifting properly. Manual tasks refer to any activity or sequence of activities that requires a person to use their physical body to perform work including:



- manual handling (the use of force in lifting, lowering, pushing, pulling, carrying or otherwise moving, holding or restraining any person, animal or thing);
- performing repetitive actions;
- adopting awkward or sustained postures; and
- using plant, tools or equipment that exposes employees to vibration.

Injuries can be the result of gradual wear and tear (e.g. from frequent or prolonged activities) or sudden damage (e.g. from a single lift of something very heavy or awkward to handle or from tripping and falling while carrying an object).

Injuries may occur when:

- loads are lifted from the floor / ground, or from below mid-thigh height for example loading equipment or materials in and out of vehicles;
- reaching above shoulder height to either access items or work for any length of time in this position, for example using brush cutters or hedge trimmers;
- there is too much twisting and bending, for example planting, using shovels or spades;
- excessive forward reaching is required;
- carrying equipment and materials, in particular loads that are heavy or awkward to grasp due to size and shape; and
- carrying or pushing loads over distances, for example pushing loads such as wheelbarrows and lawn mowers.

How do I reduce the risk of injury from manual tasks?	
First step	The first step, in consultation with your employees, is to identify the manual task hazards in your workplace. Manual task hazards can be identified by: • reviewing hazard/injury reports; • consulting with employees and safety and health representatives; and • by observing tasks being performed.
Second step	Next, in consultation with your employees, identify trends and determine which tasks are higher risk/priority. For each task, complete a risk assessment to identify which risk factors are present for that task. Risk factors may be actions and postures; forces and loads; vibration; work environment; systems of work; and employee characteristics – please refer to the WA Code of practice Manual tasks for more information.
Final step	Finally, for each hazard, determine what controls are needed to minimise risk. These controls may include, training and supervision and provision of a range of equipment such as: • trolleys; • castors and wheels; • forklifts; • wheelbarrows; • harnesses for equipment such as brush cutters; • work stands; • mobile plant; and • pallet lifters.

What is a safe weight to lift?

There is no safe weight. The risk of injury increases as the weight of the load increases. Evaluating the risk posed by the weight of the object needs to take into account:

- how long the load is handled;
- how often the load is handled; and
- the physical characteristics of the individual.

Slips, trips and FALLS

Slips, trips and falls account for 20 percent of all lost time injuries every year resulting in serious injuries and lengthy periods of time off work. Risk factors that contribute to slip and trip injuries will vary according to the type of workplace and tasks being undertaken.

Common risk factors include:

- uneven ground, particularly when working outdoors;
- poor housekeeping i.e. rubbish on the ground;
- ability to see ground when carrying items;
- space and design;
- exiting mobile plant;
- stairs, ramps and (step)ladders;
- work activities, pace and processes;
- footwear and clothing; and
- poor lighting.

How can I reduce the risk of slips trips and falls in my workplace?

There are many controls that employers can use to prevent slips and trips in the workplace. Firstly though, it is important to complete hazard identification and a risk assessment in consultation with employees. This will ensure that the right control is chosen for the hazards that are relevant in the workplace.

Common controls used in workplaces can be categorised according to the hierarchy of control:

- **Eliminate the hazard** - remove the slip or trip hazard.
- **Substitution** - install non-slip surfaces on truck steps and ladders.
- **Isolation** - restrict access to some work areas.
- **Engineering controls (minimising risk by redesign)** - improve lighting, install temporary walkways, and ramps.
- **Administrative Controls** - ensure good housekeeping - conduct Take 5's or a Job Safety Analysis (JSA) when working in an unfamiliar or changing environment.
- **Personal Protective Equipment** – use adequate safety footwear.

Hazardous SUBSTANCES

Hazardous substances (chemicals) are used every day in work tasks and have the potential to cause injury or illness. Some common hazardous substances used include herbicides and pesticides, potting mixes, fuel and degreasers. Lost time injuries, diseases and sometimes death are all outcomes of failing to store, use or dispose of chemicals properly.

Employers must:

- identify all chemicals being used in the workplace;
- establish a current, readily available hazardous substances register which must include
  - a contents list
  - the material safety data sheets (MSDSs) for each hazardous substance used at the workplace;
- ensure the issue date of the MSDS is less than 5 years and that it lists the ingredients, gives health information and instructions for the safe storage, use and handling of the hazardous substance;
- ensure a risk assessment for all hazardous substances is carried out with employee consultation to determine if the substances are used in accordance with the MSDS;
- staff are trained to use chemicals safely;
- records of training are kept and include potential health risks and toxic effects, control measures used to minimise risk to safety, correct use, correct care an use of any personal protective equipment and, if applicable, health surveillance;
- make available post emergency numbers, including poison information numbers.

For substances which are not classified as hazardous, there is a general duty of care to ensure there is enough information provided so that the chemical can be used safely. This may be information from the label, product information sheet or MSDS. Forms for hazardous substances registers, risk assessments and training records are available on the WorkSafe website for employers to modify, adopt and use as their own.

Working with PESTICIDES

Pesticides are often classified as hazardous substances and can harm workers, other people or the environment if not used correctly. Pesticides are regulated by several agencies; including the Health Department and WorkSafe.

Before you apply pesticides

- Consider whether pesticide use is necessary and choose less hazardous pesticides where practical.
- Spray operators should have received training in chemical hazards, controls (including personal protective equipment/PPE) and safe use of pesticides. Health surveillance should be provided for workers if there is a health risk from organophosphates.
- Read the label and material safety data sheet (MSDS), assess the risks, and work out what equipment (including PPE) you need.
- Check the weather – follow any weather warnings on the label.
- Check your equipment. Choose nozzles to suit the weather conditions, the chemical and the label requirements.
- Calibrate spray equipment before use.
- Have soap and water available for washing hands.
- Make sure others know your plans and that there is a communication plan if you will be working alone.

Preparing and mixing chemicals

- Do not eat, drink or smoke when handling chemicals.
- Use the PPE listed on the label.
- Open containers slowly in case pressure has built up.
- Mix chemicals in the correct order and use the recommended dilution rate.
- Wash gloves with soap and water before removing them.
- Wash hands after handling chemicals, especially before eating, drinking, smoking or going to the toilet.

Applying pesticides

- Ensure the spray area is clear of people and animals before spraying. If close to sensitive land uses, inform neighbours before spraying.
- Keep vehicle cabs clean – remove contaminated PPE before entering and keep windows and doors closed and air conditioning on 'recycle' during spraying.
- If cleaning blocked nozzles, wear gloves and safety glasses and use a small brush or toothbrush – never blow clear with your mouth.
- Check the label for information on when the area can be re-entered by unprotected people.

Cleaning up

- Wear PPE when cleaning up.
- Empty and rinse tanks, flush all couplers and filling devices with water, clean spray lines and nozzles, wash down sprayer and decontaminate if required.
- Triple rinse empty pesticide containers and return to the store/supplier where possible, otherwise use an environmentally responsible waste disposal service.
- Wash PPE in hot soapy water. Wash gloves last. Check reusable PPE for damage.
- Wash hands, arms and face with soap and water, or shower.
- Change clothes and hat.

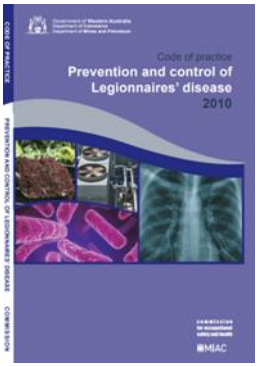
For further information on safely working with pesticides and the requirements surrounding health surveillance when working with organophosphates, visit the WorkSafe website on www.worksafe.wa.gov.au and search for ‘pesticide

Working with soil, potting mix or mulch – LEGIONNAIRES’ DISEASE

Legionella longbeachae, which has been linked to most cases of Legionnaires’ disease in WA, is commonly found in gardening soils, potting mix and mulches. The disease is usually caused by inhaling contaminated aerosols. To prevent exposure to Legionella bacteria when handling soil products and other compost materials, people should take precautionary steps such as:

- avoiding potting plants in unventilated areas, such as enclosed sheds or greenhouses;
- wearing gloves;
- wearing a face mask;

- storing potting mix in a cool place, away from the sun;
- keeping soils, potting mix and mulch damp;
- avoiding raising soil near evaporative coolers;
- moistening contents of bags through a small opening;
- watering gardens and composts gently, using a low pressure hose; and when handling bulk quantities of potting mixes or other soil products;
- avoiding transferring soil products from hand to mouth, eg rubbing face with a soiled hand;
- using procedures that minimize dust generation;
- always washing hands after handling soil, potting mix, mulch and other soil products, even if gloves have been worn, as Legionella bacteria can remain on hands contaminated by soil products for up to one hour.



For more information refer to the Code of practice: Preventing Legionnaires' disease

Outdoor Worker SAFETY

Working safely in hot conditions
Heat stress may affect people in all parts of Western Australia during our summer months and may affect workers at some workplaces throughout the year. The effects of heat stress range from discomfort to life threatening illnesses such as heat stroke.

Organisation of work
Heat stress can be reduced by attention to the way work is organised. Examples include:

- rescheduling work so the hot tasks are performed during the cooler part of the day or in cooler times of the year;
- reducing the time an individual spends doing the hot tasks for example by job or task rotation;
- arranging for more workers to do the job;
- providing additional rest breaks in cool, shaded areas; and
- using mechanical aids to reduce physical exertion.

Providing training and information
Training and information will enable workers to:

- identify hazards associated with heat stress;
- recognise symptoms of heat stress and heat illness;
- identify appropriate first aid procedures;
- understand how to avoid heat illness;
- recognise the potential dangers associated with the use of alcohol and/or drugs; and
- use appropriate protective clothing and equipment.

Toolbox meetings and pre-start meetings present opportunities to reinforce the actions needed to avoid heat illness.

Providing personal protective clothing
Outdoor workers should be provided with protection against ultraviolet exposure, such as a wide brim hat, loose fitting, long sleeved collared shirt and long pants, sunglasses and sunscreen.

Keeping well hydrated
The Western Australian Occupational Safety and Health Regulations 1996 require that a supply of clean, cool drinking water is provided and is readily accessible to workers.

Employers should consult with workers likely to be exposed to heat to identify, assess and control the risks associated with heat illness. It is important for workplaces to plan ahead and ensure all the necessary measures for preventing heat illness can be implemented when hot weather is predicted.

For further information to assist identify, assess and control heat stress risks refer to
http://www.commerce.wa.gov.au/worksafe/working-safely-hot-conditions

Sun Safety

Outdoor workers are at risk of sun related injuries due to the nature of the work. Implementing a comprehensive sun protection program, which includes a range of protective measures, can prevent sun-related injuries and reduce the suffering and costs associated with skin cancer.

Skin cancer and outdoor *work - A guide for employees* is a valuable guide and is available from the Cancer Council website www.cancer.org.au

Snakes and Insects

It is not uncommon for outdoor workers to be bitten or stung by insects, spiders, bees, wasps and snakes. These injuries result in a number of workers compensation cases each year and have on occasions resulted in fatalities. It is important that outdoor workers are aware of the risks and work to minimise or avoid them.

Ticks

Ticks are most commonly encountered in wet and humid environments. They are usually found on native animals but will also attach to humans. Ticks are parasites which bury their mouthparts into people's skin to obtain a blood meal. They can be as tiny as a pinhead or as large as a fingernail. Tick bites can result in allergic reactions or cause toxic poisoning or transmit disease-causing pathogens.

The best ways to avoid tick bites are to:

- Wear appropriate clothing including long pants tucked into socks and long sleeved shirts tucked into pants. Light coloured clothing is advised as it makes the ticks easily detectable.
- Spray your clothing and exposed skin with an insect repellent containing DEET (Diethytoluamide) or Picardin. Follow the manufacturer's instructions on the label on how to apply and how often to reapply.

How to remove a tick

Ticks should be removed as soon as possible using fine tipped forceps or fine surgical scissors. Hold the tick as close as possible to the surface of the skin and pull with steady pressure. Avoid squeezing the body of the tick during removal. If you are unable to do this, see your doctor to remove the tick. Do not use methylated spirits, nail polish remover, alcohol, petroleum jelly or any other products on ticks prior to removal as it will cause the tick to inject more toxins.

Note: In individuals with a history of allergic reactions to tick bites, ticks should be removed as soon as possible, but only by a doctor and where resuscitation facilities are readily available.

Redback spiders

Redback spiders are common in Western Australia, Their venom contains excitatory neurotoxins and they stimulate the nervous system. In most cases, redback spider bites cause severe, localised pain that may last for several days. In some cases, the localised pain can develop into more general symptoms, including sweating, nausea, weakness, chest pain and abdominal pain. To avoid redback spider bites avoid putting your hands into places you can't see such as under rocks

What should I do if am bitten by a redback spider?

Wash the bitten area with soap and keep it clean. Apply cold compresses and ice packs to reduce pain. Pressure bandages should not be applied as they make the pain worse. If the pain is severe and persistent, seek medical attention.

Source Avoiding tick and spider bites – Health NSW

Bees and wasps

Bees and wasps nest in trees as well as in underbrush, abandoned burrows and fallen trees. Most stings result in a minor reaction with swelling and pain that vanish within a few hours. A severe allergic reaction to stings however is potentially life-threatening and requires emergency treatment. Signs and symptoms of anaphylaxis include skin reactions in parts of the body other than the sting area, difficulty breathing, swelling of the throat and tongue, a weak and rapid pulse, nausea, vomiting or diarrhea and dizziness or fainting.

- Take care when drinking beverages outside. Insects fly into cans and bottles and then sting viciously when someone takes a sip. Wide, open cups are the best option because it's easy to see what's inside of them.
- Avoid eating sweet foods outside.

- If a few bees are flying around, stay calm and slowly walk away from the area. Swatting at an insect may cause it to sting.
- If a bee or wasp stings, or many insects start to fly around, cover your mouth and nose and quickly leave the area. When a bee stings, it releases a chemical that attracts other bees. Move to a building or closed vehicle to avoid attracting more insects.

If stung remove the stinger as soon as possible. Scrape the stinger out with the edge of a credit card or a fingernail, or use a pair of tweezers. Avoid squeezing the attached venom sac, which can release more venom. Wash the sting area with soap and water and apply cold compresses to relieve pain and ease swelling.

Snakes

Snakes are very common on worksites in warm weather. Snakes are not usually aggressive and do not seek confrontation with humans but may retaliate if threatened or cornered. Snakes can hide under rocks, in long grass, under leaf litter, fallen trees and branches where they are not easily seen.

How to stay safe from snakes:-

- **Don't attempt to catch or kill a snake** – most snake bites occur when people are trying to do this. Also, snakes are protected fauna in Australia, so killing them is against the law.
- If a snake is encountered, it is best to **remain completely still** until the snake leaves. Watch where the snake goes – from a safe distance – and alert others to the hazard.
- Do not attempt to dispose of an apparently dead snake – firstly, it may not be dead; and secondly, dead and decapitated snakes can deliver a dangerous bite as their biting reflexes remain intact for some hours after death.
- All workers should wear appropriate PPE. When working in snake-prone areas during summer, this should include gaiters (and heavy gloves if handling items near the ground) to avoid serious risk of being bitten.
- High visibility clothing makes you stand out to snakes as well as other humans and allows them to see you coming.

Ensure a first aid kit is readily accessible. For outdoor workers, the kit needs to include compression bandages. Those performing work in high-risk areas, especially in remote areas, should be trained in the standard first aid treatment for snake bite and carry a kit.

First aid for snake bites

First aid should be given even when a bite appears minor or "just a scratch". Speed and immobilisation are vital to impede the venom from spreading. The person bitten should sit or lie down and remain as still as possible. Reassure them and encourage them to remain calm and still.

Immediately

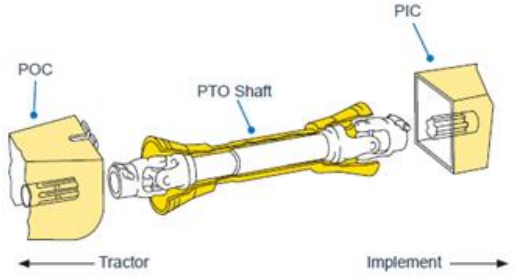
1. Wrap the wound firmly – if the first aid kit is not to hand grab the closest thing you can (e.g. long sleeved shirt or belt) and use it to compress the limb, before looking for the kit or seeking help.
2. If others are present, have someone phone for medical assistance or send someone for help.
3. Apply a pressure immobilisation bandage and fully immobilise the limb. Do not wipe any venom from the bite site – it may be used to decide the most appropriate anti-venom if the snake has not been identified.

Source: OneRMS safety management system information sheet – Outdoor worker safety –snakes - Transport Roads and Maritime Services NSW

Guarding of PLANT

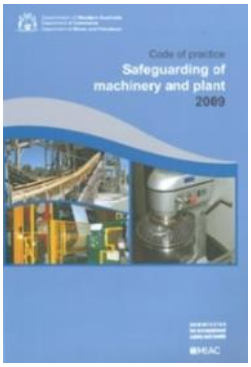
Employers, manufacturers, designers and suppliers of machinery and equipment are legally required to make sure dangerous parts are safely guarded so that operators and others are protected from injury.

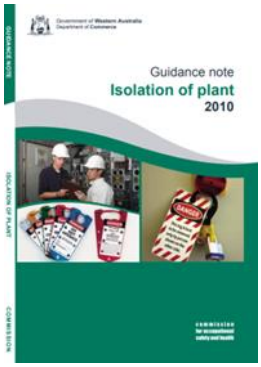
A guard may be any shield, cover, casing, physical or electronic barrier intended to prevent contact between a hazardous machine part and any part of a person or a person's clothing.



Power take off guarding. Yellow = guarding.
Source: Code of practice Safeguarding of machinery and plant

Some of the hazards associated with machinery and likely to cause injury include:





- any pulley or flywheel that incorporates openings, spokes or protrusions, etc. that renders it anything except totally smooth;
- any crushing or shearing points, such as roller feeds and conveyor belts;
- rotating shafts, for example joints, couplings, shaft ends and crank shafts;
- gearing, including friction roller mechanisms, cables, sprockets, chains, clutches, cams or fan blades;
- keyways, keys, grease nipples, set-screws, bolts or any other projections on rotating parts;
- rotating knives, blades, tines or similar parts of power driven machines that operate in or near the ground;
- any machine component that cuts, grinds, pulps, crushes, breaks or pulverises;
- hot parts of any machine;
- guarding that has been removed for cleaning or maintenance that has not been replaced;
- older machinery may be poorly guarded;
- machinery being accidentally started during maintenance (for further information see the Guidance note - Isolation of plant and the Checklist-isolation of plant and lock-out-tag-out.

Lock out tag out procedures should be developed and applied where any inspection, cleaning, repair, maintenance or alteration of plant is carried out or where the function or condition of plant is impaired to the extent that it presents an immediate risk to safety.

Control the risk

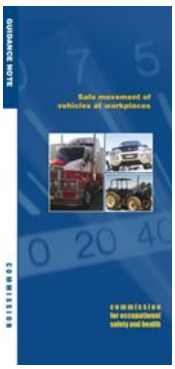
You must ensure that every dangerous part of fixed, mobile or hand held plant is, as far as practicable, securely fenced or guarded. The term 'as far as practicable' covers situations in which it would not be practicable to completely guard all dangerous parts of a machine, for example the guide bar and chain on a chainsaw.

For further information refer to the Code of practice - Safeguarding of machinery and plant

Mobile plant and vehicle MOVEMENT

Vehicles and mobile plant moving in and around workplaces cause far too many occupational injuries and deaths in Western Australia. Reversing, loading, unloading and pedestrian movements are the activities most frequently linked to accidents. Regardless of where you are working to avoid incidents, traffic and pedestrian movement needs to be designed, planned and controlled. The below tips can be used in permanent workplaces such as in a yard or they can be used as temporary solutions when in changing environments and workplaces.

Tips for safe movement of vehicles and mobile plant



- Design traffic routes so they are wide enough for the largest vehicle using them. They should be one-way (if possible) and have clearly signed traffic instructions.
- Separate pedestrian footpaths or walkways from traffic or make traffic routes wide enough for both vehicles and pedestrians. Use pedestrian barriers to prevent people walking near vehicles.
- Situate loading bays where vehicles can be manoeuvred easily and protected from adverse weather conditions. Raised loading platforms should be fitted with rails and raised wheel stop edges on the non-loading sides, to prevent people, forklifts or trolleys rolling over the edge.
- Mark reversing areas so drivers and pedestrians can see them easily. To reduce reversing accidents, place fixed mirrors at blind corners.
- Ensure that people directing traffic wear high-visibility clothing and that their signals can be seen clearly.

For further information refer to the Commission for Occupational Safety and Health Guidance note – Safe movement of vehicles at workplaces

Falls from HEIGHT

Falling from one level to another is a major workplace hazard and is the most common cause of death from traumatic injuries. Fall hazards occur in all industries and most fatalities occur from a relatively low height. It is vital to secure the health and safety of workers by undertaking adequate risk management and implementing safe systems of work whenever employees are required to work at height.

Ladders
Ladders can be hazardous if they are not correctly maintained and used. Ladders should be properly stored and inspected regularly. Check that ladders:

- are not damaged, do not have loose or missing parts;
- are secured against movement and are supported from a firm, level, non-slip surface;
- project at least 1 metre above the landing place;
- are placed at a slope that is no steeper than 4 units of height to 1 unit horizontally; and
- are rated for industrial use, not domestic use.

When using a ladder:

- always have two hands free to climb up and down (three points of contact);
- any materials or tools (other than those held on a worker's belt) should be transferred to the work area separately;
- always face the ladder while climbing up, down or working;
- never place feet higher than 900mm from the top of the ladder;
- never over-reach from a ladder;
- never work from a ladder above another person;
- never have more than one person on a ladder at any one time;
- do not use a ladder in an access way or where it may be hit by a door;
- do not undertake work requiring restricted vision, welding or metal cutting from a ladder; and
- use a non-metallic ladder where there are electrical hazards.

Safety precautions ELEVATED WORK PLATFORMS

Where an elevating work platform (EWP) is used, selection of an appropriate type of EWP should be made following consideration of:

- type of work to be carried out;
- available space and access to the area;
- height and reach of the unit;
- safe working load of the unit;
- existing ground conditions; and
- existence of any electrical hazards such as power lines.

Safety precautions that should be taken include:

- operator and personnel are appropriately trained and familiar with the EWP;
- the EWP is checked for operational safety prior to use;
- the support surface for the EWP is free of penetrations and is preferably flat;
- pneumatic tyres are in good condition and free of defects;
- any travel when the platform is raised is in accordance with the manufacturer's recommendations;
- harnesses are connected and worn at all times if a boom-type EWP is used; and
- do not climb in or out of the platform while the EWP is elevated.

Persons operating boom-type EWPs with a boom length of 11 metres or more must hold a WP Class High Risk Work Licence. **Use a safety harness on elevating work platform -** Harnesses help prevent people from sustaining serious injuries when working at heights and play an integral role in emergency rescue.

Working near POWER LINES

Serious and fatal incidents have occurred while workers have been carrying out vegetation control work. These incidents have resulted in:

- **the injury or death** of workers;
- damage to overhead power lines; and
- disruption to electricity supply.

Requirements for working near live overhead power lines

Regulation 3.64 of the Occupational Safety and Health Regulations 1996, requires employers and self-employed persons to ensure that employees or any plant or material used or controlled by an employee does not enter the danger zone of an overhead power line. Exceptions to this rule exist if there is proof that the overhead power line has been adequately insulated and effectively cordoned off or the employee is authorised to carry out electrical work under the Electricity Act 1945. Under the OSH Regulations, the "danger zone" includes anywhere:

- **closer than 0.5** metres to a live insulated overhead power line of voltages up to 1000 volts;
- closer than 1.0 metre to a live uninsulated power line of voltages up to 1000 volts;
- closer than 3.0 metres to a live overhead power line between 1000 volts and 33,000 volts; and
- closer than 6.0 metres to a live overhead power line over 33,000 volts.

Regulation 316A of the Electricity Act Regulations 1947 applies to all workers paid to carry out vegetation control work (cutting, trimming, pruning or felling trees and vegetation) near live overhead power lines. If any vegetation or worker or any tool, equipment or vehicle used by that worker is likely to come:

- **above** any power line;
- closer than 3 metres to power lines of voltages up to 33,000 volts; and
- closer than 6 metres to power lines of voltages over 33,000 volts,

the worker must be properly trained and comply with the electrical safety requirements of the Code of Practice for Personnel Electrical Safety for Vegetation Control Work Near Live Power Lines.

Trained workers

Properly trained workers are workers trained:

- **in electrical linework to the satisfaction of the Director** of Energy Safety; or
- in vegetation control work by a person or training authority **approved by the Director of Energy Safety.**

Existing training providers

Persons trained in electrical linework by Western Power are deemed to have been trained to the satisfaction of the Director of Energy Safety. The Tree Guild of WA (Inc.) has been approved by the Director of Energy Safety to carry out training in vegetation control work. Other training providers may be approved in future. A copy of the Code of Practice for Personnel Electrical Safety for Vegetation Control Work Near Live Power Lines is available from Energy*Safety* website www.energysafety.wa.gov.au

Using CHAINSAWS

Chainsaws

A chainsaw in untrained hands can be a lethal weapon. Most injuries are deep gashes to the hands, knees, feet and head.

- The first line of defence against injury is instruction and training, under the supervision of a trained and experienced person.
- The sharper the chain, the safer the job. A blunt chain requires more effort and increases fatigue, both of which can lead to kickback accidents.
- The major injury risk is from kick-back, the violent reaction triggered when the upper quadrant of the chain bar tip meets resistance.
- Even modern safety features, such as the chain brake and inertia brake, cannot be guaranteed to prevent kickback injury, which can happen faster than human reflexes. The safest way is to avoid kickback situations.

Safe use of Chainsaws

- Check your chainsaw thoroughly before every use.
- Make sure the bar, chain and sprocket are in good condition.
- Check that bar oil is flowing and the chain brake is working.
- Sharpen your chainsaw and top up with bar oil each time you stop to re-fill with fuel.
- Always wear suitable protective equipment and clothing.
- Never use the saw to cut anything above shoulder height (between knee and waist-high is safest).
- Never operate the saw beyond your ability.
- Carry a chainsaw with the motor off and the saw blade pointing to the rear.
- Always have a properly equipped first aid box and qualified first aider.

Tree felling

Tree felling should be planned very carefully and only be done by a competent person.

The main risks

- Falling trees and limbs.
- Check for overhead hazards and branches of other trees likely to be contacted as the tree falls.
- Check no other person is likely to be affected or put at risk by work you are about to do.
- Check no children are in the work area, or could enter the work area.
- Do not work in adverse weather conditions such as heavy winds, rain or poor light.
- Ensure your work area is clear of debris or obstructions, and you have a stable footing while cutting.
- Do not over-reach or work off balance. Stand comfortably close to the job.
- Shut off the saw before carrying it.
- Carry it by the front handle, with the chain bar pointing to the rear.
- Don't carry a chainsaw on your shoulder.

Safe felling advice

If you are felling trees:

- place warning signs prior to commencing work;
- keep other people at least three tree lengths away;
- always ensure there are two escape routes at approximately 45 degrees backward of the chosen line of fall;
- always check tree tops for branches (widow makers) that may dislodge and fall into the work area or escape paths as the tree falls; and
- wedges are indispensable in directional felling, or to hold open cuts that may bind or pinch the chain bar.

High risk trees

Felling of the following trees is particularly hazardous:

- trees with a heavy lean;
- a tree propped or leaning against another tree;
- or under tension;
- abnormally large trees;
- trees on steep terrain or unstable ground; and
- trees with hollow, split or otherwise defective trunks.

Remember: Small trees can be just as dangerous to fell as big trees

Quad BIKES

What is a quad bike?
A quad bike (a four-wheeled motorbike) may be defined as – 'Any motorised off-highway vehicle designed to travel on four low pressure tyres, having a seat designed to be straddled by the operator and handlebars for steering control and intended for use by a single operator and no passenger, unless the quad bike is designed to do so.

Quad bikes have serious safety risks when used incorrectly.

Before purchasing a quad bike or using existing quad bikes:

- conduct a risk assessment to determine if a quad bike is the best vehicle option for the task;
- ensure that anyone using a quad bike has appropriate information, training and supervision;
- supervise all inexperienced operators; and

General safety tips

- Quad bikes should be operated in accordance with the manufacturer's instructions.
- Ride at an appropriate speed for the terrain, experience and the visibility conditions.
- Quad bikes are not designed to carry passengers.
- Never allow children to operate a quad bike.
- Always have a system for restraining items being carried on quad bikes.
- Always wear an approved motorcycle helmet [labelled AS/NZS 1698] which fits the rider and any other PPE recommended by the manufacturer.
- Never attempt jumps, wheelies or other stunts on a quad bike.

Pressure VESSELS

A number of requirements relate to pressure vessels, including:

- pressure vessels (e.g. air receivers) categorised as hazard level A, B or C according to the criteria set out in Australian Standard AS 4343-2005 must be registered by the WorkSafe Western Australia Commissioner or a regulatory authority;
- the registration of pressure vessels must be current and include a statement signed by a competent person in regard to the inspection of the plant and that the plant is safe to operate;
- the pressure vessel once registered must have the registration number legibly stamped (or marked) on the plant;
- a copy of the evidence of the registration must be displayed on or near the item of plant;
- the manufacturer's instructions should be available at the workplace; and
- periodic inspections must be carried out by a competent person as per Australian New Zealand Standard AS/NZS3788:2006.

High Risk CONSTRUCTION WORK

If high-risk construction work is to be carried out the main contractor must ensure that all high-risk construction work is carried out in accordance with a safe work method statement (SWMS).The SWMS is prepared by the person in control of the high-risk work activity and provided to the main contractor prior to the work commencing. Examples of high risk construction working excavation to a depth greater than 1.5m, work carried out on or adjacent to roads or railways that are in use, work on sites where there is movement of powered plant and disturbing or removal of asbestos.

A construction site safety management plan is a documented health and safety plan for a specific construction site and is required for any site where there are, or are likely to be, 5 or more people working at the same time.

It is required before work begins and must be prepared by the main contractor. It should include the name of the person responsible for the site, OSH induction training to be provided for the site, details of the incident management process, safety rules and the process of disseminating these rules to all visitors and identification of hazards at the site, their associated risk and means of risk reduction. Workers at the site must also hold a White construction card.

Controlling INFECTIOUS DISEASES

There are a number of diseases which may be encountered by employees working in Parks and Gardens such as tetanus, hepatitis B and C and HIV. A policy for minimising the risk of transmission of such diseases will assist employers and employees. It should provide guidelines for dealing with situations where there is an increased risk of transmission and include the establishment of a vaccination program. Issues regarding freedom from discrimination and the confidential treatment of employees with infections should be included in the policy.

All staff members at risk should be provided with information and training on what infectious diseases are, how they are transmitted, the signs and symptoms of the diseases, procedures used in the workplace to minimise the risk of spreading the disease, first aid procedures and the benefits of the vaccination program. Adequate supervision should then ensure that everyone follows the procedures. Training should be provided as part of an induction program and be updated on a regular basis.

Handling needles, syringes and other sharps
Needles/syringes are often disposed of in an unsafe manner. Employees and others at the workplace can inadvertently be exposed to the risk of a needle stick injury from a contaminated needle or syringe, which may present a health risk. Needles/syringes may be may be disposed of within containers or hidden amongst bushes etc. Therefore it is imperative that employees receive adequate training in dealing with and disposing of inappropriately disposed syringes. Employees should never place hands into areas where their hands or fingers are not clearly visible and should wear puncture resistant gloves where there is a possibility of contact with carelessly disposed needles/syringes.

Noise LEVELS

What is a 'safe' level of noise?
One of the main effects of noise at work is noise-induced hearing loss. This can happen in two ways:

- noise of very high peak levels (more than about 135-140 decibels (dB)) can cause immediate damage to the structures of the inner ear; or
- noise of a lower level over an extended period of time can cause gradual damage.

People vary in their susceptibility to noise damage. A 'safe' level to protect the most noise-sensitive people from any hearing loss during a working lifetime, would be an average over the work shift of about 75 dB(A). For more information see Section 1.2 of the Code of practice, Managing noise at workplaces.

Noise can also contribute to other health effects such as increased blood pressure, stress and tinnitus (ringing in the ears). Safe levels to guard against these effects have not yet been determined and research is continuing. As a guide, stress can be reduced by keeping levels below 55 dB(A) in areas where people need to do work requiring concentration.

Another effect of noise is difficulty communicating and hearing warning signals or other sounds needed to work safely. A 'safe' level in these situations will vary depending on the level of the signals and the hearing capabilities of the listeners.

Why do employers have to reduce noise at the source when employees can wear hearing protectors?
The various types of hearing protectors (earmuffs, ear plugs, semi-inserts) are not the best forms of protection because they rely on individual employees being able and willing to use the equipment correctly. Failure to wear the hearing protectors correctly 100% of the time in excessive noise will significantly decrease the effective protection. Their effectiveness is also reliant on their condition and whether they fit correctly, which is particularly difficult if other protective equipment also needs to be worn. They can also fail or be inefficient without this being visibly obvious.

For all these reasons, hearing protectors are regarded as a last resort risk reduction measure, to be used only when other practicable steps to reduce excessive noise have been taken.

How can noise levels of loud machines and equipment be reduced?
Depending on the source, noise can be reduced in several ways, as follows:

- buying quiet machinery and equipment;
- routinely maintaining machinery and equipment;
- reducing machinery and equipment vibration;
- muffling engine and compressed air noise;
- isolating the noise source in an insulated room or enclosure;
- placing a barrier between the noise source and the employee; or
- isolating the employee from the source in an insulated booth or room.

First aid and EMERGENCY PROCEDURES

First aid kit

A first aid kit may be of any size, shape or type providing it is large enough to contain all the supplies required to suit the types of injuries that may occur in the workplace, for example, chainsaw injuries or snakebites. It needs to be immediately accessible. Access for people working in isolated or remote locations must be taken into account. Additional information on or near the top of a first aid kit should include:

- the name, address and telephone number of the nearest medical or emergency service; and
- instructions for emergency treatment of injuries that may be specific to the workplace.

First aid training

The level of training for first aid needs to be determined when first aid facilities and services are being planned. As a general rule, the more remote the workplace is from professional medical help, the higher the standard of first aid training is required. As far as is practicable at least one person must hold current first aid qualifications.

The Commission for Occupational Safety and Health has published the following publications: Code of practice First aid and first aid facilities and Guidance note Preparing for emergency evacuations at the workplace

Emergency procedures

It is important that you are fully prepared for an emergency evacuation:

- everyone knows what to do in the event of an emergency; and
- preparations for potential and unexpected incidents at the workplace have taken place.

The types of emergencies to plan for include:

- fire;
- injuries;
- rescues;
- incidents with hazardous substances, including pesticides;
- natural disasters such as bushfires
- animal / insect bites or stings.

For further information, refer to the Evacuation procedure and diagram essentials fact sheet

Checklists

OSH management safety checklist			
	yes	no	n/a
Consultation takes place on OSH matters between management and employees.			
Hazard and injury reporting: • systems are in place for reporting hazards and injuries; • reported hazards and injuries have been adequately investigated; • systems are in place for reporting notifiable injuries to WorkSafe.			
In relation to all tasks: • hazards have been identified; • the risk of injury has been assessed; • control measures have been so far as is practicable implemented; • implemented control measures are regularly reviewed.			
Safe operating procedures have been developed and implemented.			
Employees have received adequate safety induction and task specific training in relation to OSH.			
An OSH management system (i.e. WorkSafe Plan) has been implemented, including elements such as management commitment, safety planning, consultation and reporting, hazard management and training and consultation.			
Safety and health representatives have been elected, as per Act.			
Safety and health representatives have been trained, as per Act.			
An OSH committee is in place.			

Manual tasks safety checklist			
	yes	no	n/a
Manual task hazards have been identified in consultation with employees. Potentially hazardous tasks include but are not limited to, planting, use of wheelbarrows, use of whipper snippers, chainsaws and other powered equipment, pruning.			
Risk assessments of hazardous manual tasks have been conducted. Risk factors, such as carrying, pushing, pulling, holding, restraining, etc have been considered.			
Practicable control measures have been implemented and maintained to eliminate or reduce manual task risks in consultation with employees, such as: altering the workplace environment; design or layout; changing the systems of work; modifying the load being handled; changing the tools used to do the task or using mechanical aids. Consider: • limit or avoid double handling of things or items; • implement work procedures to limit the manual handling and use appropriate mechanical aides to assist employee with task; • trolleys are provided and are not overloaded when pushing – full visibility is required; • wheels of trolleys have been properly maintained and move freely; • work is varied through job rotation or other systems to reduce repetitive actions over long periods of time, i.e. use of hedge cutter, weeding, planting; • adequate equipment has been provided for tasks to be carried out, i.e. harness are provided for equipment such as brushcutters; • no lifting of heavy equipment; • no lifting of heavy equipment from vehicles - lifting equipment or ramps are provided from vehicles; • no reaching over work benches and equipment; • heavy items are stored at waist height and lighter items are stored on top shelves; • access to shelves, storage areas, cupboards is not obstructed;			

Manual tasks safety checklist			
	yes	no	n/a
• ramps are in place where trolleys are used to go from one level to another level; • work benches and other work surfaces are at good height to reduce poor posture; • adequate and regular rest breaks are provided to avoid risk of fatigue, which may lead to muscle and soft tissue injuries, burns, cuts; and • well-designed controls and monitors in mobile plant and controls and seat maintained.			
Task specific induction and refresher training in relation to manual tasks is provided, refer to pages 17/18 of the Code of practice Manual tasks or to the manual task training package of the WorkSafe website. Elements of training should include: • key sections of the OSH regulations and Code of practice Manual tasks; • the roles and responsibilities of the employers, employees and others and the consultation that should take place between employer and employees in order to identify manual tasks, assess the risk of injury and identify measures to control the risk; • basic function of spine, body postures, types of muscle work and principles of levers; • the relationship between the human body and the risk of injury; • the activities included in manual tasks and resulting types of injuries; • risk factors and potential sources of risks; and • the control strategies to reduce the risk of manual tasks injuries.			
Reported manual task injuries and hazards have been investigated: • the investigation examined the incident details, mechanisms of injury, relevant risk factors, sources of risks, contributing factors, actions required and practicable control measures to be implemented; and • outcomes of the investigation have been reported to the person who reported the hazard or injury within reasonable timeframe. For further guidance, refer to the sample template manual task investigation report on www.worksafe.wa.gov.au.			
Further information, including a manual tasks toolkit is available from www.worksafe.wa.gov.au and includes: • Code of practice Manual tasks; • Manual tasks training package; • Video: Manual tasks risk management - Running time: 11:32 mins; • Worksheet: Manual tasks incident investigation (word); • Worksheet: Manual tasks risk management tool (pdf); and • Risk management checklist for manual tasks.			

Slips, trips and falls safety checklist			
	yes	no	n/a
Systems are in place to assess slip trip and fall hazards in outdoor work areas and risks are controled as far as is practicable.			
Ground, floor or any stair or ramp has an unbroken and slip resistant surface.			
Ground, floor or any stair or ramp is free from any obstruction or fall hazards that may cause a person to fall, i.e. no electrical leads, hoses, tools, mounted power boxes, water across walkways.			
Systems are in place to ensure that the ground or floor is free from fall hazards and obstructions.			
Warning signs are available and erected near spills.			
Access to egress from the workplace is free from obstructions at all times.			
Access and egress to mobile plant is suitable and maintained in good condition			
Guard rails or other safeguards are provided on ramps and stairs.			
Appropriate protective equipment, such as safety boots, is required.			

Slips, trips and falls safety checklist			
	yes	no	n/a
Ramps are available in areas where height of floor levels change and trolley access is required or items are carried regularly.			
Lighting is adequate for the movement of persons around the workplace.			

Hazardous substances safety checklist			
	yes	no	n/a
Register of hazardous substances • A register of hazardous substances is available and accessible for persons likely to be exposed to hazardous substances. • The register of hazardous substances is complete – the register includes a contents list and current Material Safety Data Sheets. • The register of hazardous substances is current – Material Safety Data Sheets (MSDS) are not older than 5 years.			
Labelling • Hazardous substances are properly labelled – eg containers are labelled with manufacturers labels that are complete and legible. • Decanted chemicals are labelled with name, risk and safety phrases. • Empty food or beverage bottles are not used to store chemicals.			
Risk assessment and control • Risk assessments have been completed for all hazardous substances.– *when conducting a risk assessment, consider how the substance is used, where it is stored, is ventilation required, are directions in the MSDS followed, what personal protective equipment is required.* • A record is made in the hazardous substances register that the assessment has been done. • A risk assessment report is available where the risk is significant. • Practical control measures have been implemented and maintained taking into account the hierarchy of control.			
Information, instruction and training • Workers who may be exposed or work with hazardous substances have been provided with adequate information and training, including health effects, controls, safe work methods, personal protective equipment and where applicable health surveillance. • A record of the hazardous substances training is kept.			
Legionnaires disease risks have been identified, assessed and controlled			
Employees have been trained in the prevention and control of Legionnaires disease			
Asbestos containing material (ACM) at the workplace • The presence and location of asbestos containing materials at the workplace has been identified. • Where asbestos has been identified, a risk assessment is conducted in accordance with the *Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC:2018 (2005)].* • Asbestos register is available and used at the workplace where asbestos has been identified. • Where an asbestos register is present, relevant persons have been trained on the contents and use of the asbestos register.			
Asbestos training • Employees have been trained on actions to be taken when finding asbestos materials in the field.			

Guarding of plant safety checklist			
	Yes	no	n/a
Every dangerous part of fixed, mobile or hand held powered plant (machinery) securely fenced or guarded in accordance with Regulations 4.37 and 4.29, except where the plant is so positioned or constructed that it is as safe as it would be if fenced or guarded.			
Adequate safe work procedures provided and documented to set, test and use machinery during all cycles of production and maintenance. Look for: • pre-operational checks; • appropriate isolation and lock-out procedures provided for maintenance; • where setting, testing and start-up of machinery is required with the final means of safeguarding removed, interim safeguards are used; • where fixed physical guards are provided, adequate provision is made for cleaning, maintenance, adjustment and repair; • the highest level of guarding that is practicable is being provided; and • where it is not practicable to guard machinery, a safe system of work is in place for persons operating or passing in close proximity.			
Operators and maintenance personnel are properly trained and familiar with the operation and set up of the machinery, including safety features.			
Manufacturers decals, manuals and operator instructions are readily available and in the English language.			

Mobile plant and vehicle movement safety checklist			
	yes	no	n/a
Vehicles and mobile plant are adequately maintained in accordance with the manufacturer's instructions (or if not available by procedures developed by a competent person).			
Mobile plant is kept in a safe condition – for instance the seat is maintained, seatbelt is available, load chart is in place, operator manual or instructions are available, controls are labelled, dangerous parts are guarded, the plant is registered if required, if required roll over protective structure (ROPS) or falling object protective structure (FOPS) is in place.			
Pre-start checks are conducted and logbooks/records are kept of pre-start checks and maintenance. Maintenance records of forklifts, vehicle hoists, mobile cranes, bridge cranes >10 tonnes and presence sensing safeguarding systems are kept and accessible at all reasonable times.			
Training and licences: • employees driving vehicles hold appropriate driving licences; • operators of mobile plant are adequately trained; and • where applicable, employees hold High Risk Work Licence (i.e. for forklift, boom type elevated work platform >11 metres).			
Materials and equipment are adequately restrained while being moved in a vehicle.			
Movement and speed of vehicles and mobile plant is managed to minimise the risk of collision or crush injury to pedestrians and persons operating vehicles, including: • loading and unloading areas are adequate, i.e. surfaces are in good condition, ramps are maintained; • pedestrians are segregated from areas where there is vehicle movement or areas where vehicles are being loaded or unloaded; • where applicable, pedestrian walkways and/or adequate signage is installed, e.g. speed limits, vehicles in use, no unauthorised entry; • personal protective equipment (PPE) is provided where required; and • persons working in vehicle movement areas are wearing PPE such as hi-visibility vests or clothing.			

Mobile plant and vehicle movement safety checklist			
	yes	no	n/a
Where mobile plant is used, site hazards such as ramps, slopes, rough ground, power lines, excavations, ground load limits, underground services, etc. are identified, assessed and controlled.			
Load shifting plant such as tractors or front end loaders • Maintenance manuals for machine and attachments (where attachments are after-market) are available. • SWL displayed for machine and attachments. • Attachments are used with machines that have been de-rated for use with that attachment (where attachments are after-market).			

Falls from heights safety checklist			
	yes	no	n/a
Falls from heights hazards have been identified in consultation with employees.			
Risk assessments of falls from heights have been conducted. Risk factors have been considered, such as access to and egress from work areas at heights, access in and out of trucks and plant, existence of fall injury prevention systems and adequate.			
Practicable control measures have been implemented and maintained to eliminate or reduce falls from heights risk in consultation with employees. Consider the following: • adequate means of access to and egress from areas where employees are working at heights; • adequate edge protection or fall injury prevention systems are in place when employees have a need to work at heights. • height of first step of truck and plant, width and tread on step, grab rails, three points of contact are available; • for access to top of truck or plant use scaffold, portable platform ladder, fall arrest system or install railing on top of trucks, plant, etc.; • no riding on the rear or the side of trucks and plant; and • provide plant (i.e. an elevated work platform or a specifically designed industrial lift truck) to lift persons into position. If this is not practicable, provide a specifically designed man cage that is securely attached to the forklift (no access to work at heights by standing in an excavator bucket or standing on top of a pallet raised by a forklift).			
Edge protection is in place where a person could fall more than 2 metres from a scaffold, fixed stairs, landing, suspended slab, formwork, or false work. In any other situation where a person could fall 3 or more metres edge protection or a fall injury prevention system (eg catch platform, scaffold, safety nets, safety mesh, or fall-arrest system) is in place.			
Safe means of access to and egress from the work at heights is provided.			
Stairs, walkways, ladders, mechanical lifts are obstruction free.			
People required to work at height have been provided with adequate information, instruction and training for the work being performed.			
Anchorage points and fall injury prevention systems • Anchorage and fall injury prevention system are of an appropriate design. The fall injury prevention system and anchorage points must be designed, manufactured, constructed, selected or installed so as to be capable of withstanding the force applied to them as a result of a person's fall. • An inspection regime is in place for each component of the fall injury prevention system and means of attachment (eg harnesses, safety belts, shock absorbers, lanyards, inertia reels) to an anchorage point. • If any signs of wear or weakness are found during the inspection, the components or means of attachment are withdrawn from use until they are replaced with properly functioning components.			

Falls from heights safety checklist			
	yes	no	n/a
• Permanently fixed anchorage points are checked by a competent person in accordance with the manufacturer's instructions. If these are not available, anchorage points should be checked by a competent person at least every six months if in regular use or if not regularly used before it is used.			
Portable ladders provided are in accordance with AS 1892.1 (metal) or AS 1892.2 (wooden). For working at heights near or on electrical installations, lighting, etc. appropriate equipment has been provided.			
Where items are stored on suspended storage areas or on mezzanine floors: • a competent person has conducted a risk assessment to ensure the structural integrity of the storage area; • adequate edge protection has been provided; and • the access and egress to and from this storage area is safe.			

Elevated Work Platforms (EWPs) safety checklist			
	yes	no	n/a
Correct EWP is selected for the task, considering conditions and the type of work to be carried out.			
Operators of EWP with a boom length of 11 metres or more hold a high risk work licence.			
Daily pre-start checks are made in accordance with the manufacturers' handbook.			
Manufacturers' handbook is accessible to persons operating the EWP.			
EWP has an up-to-date written record of inspection, testing and maintenance.			
Safe working load (SWL) of the EWP is clearly marked and observed.			
Any levelling indicators and any 'out of level' alarms are functioning.			
EWP basket can be accessed safely.			
A risk assessment is conducted at the start of each job.			
Ground surface conditions are checked.			
The location of overhead power lines is checked before starting work and any work within power lines danger zones is conducted correctly .			
Workers have completed required training if working in vicinity of power lines.			
EWP has adequate electrical insulation rating for any power lines in the vicinity.			
Operators in the basket wear an appropriately secured safety harness with shock absorber. Harnesses must be in good condition.			
Check that weather conditions are acceptable for the safe use of the EWP.			
Safety spotter is in place to monitor clearance between EWP and powerlines, traffic or other hazards.			
Operators do not stand on the sides or guard rails to gain extra height.			
All EWPs are operated according to the manufacturer's instructions.			
Self-propelled EWPs are not driven over changes in level or with the basket elevated (unless in low speed).			
Basket floor is kept free of debris and tools.			
EWP is never used to lower objects.			
Drop zone is clearly identified and all workers are trained in procedures for entering to collect material.			
Before moving off, the EWP is shut down and prepared for travelling as per the manufacturers' instructions.			

Wood chippers safety checklist			
	yes	no	n/a
An adequate number of emergency stops are in place for the size of machine (so operators can readily reach them).			
Emergency stops are regularly checked to ensure they are working.			
Guarding of engine, hot parts and nip points is adequate.			
A drop down table is fitted at the rear.			
Operators are trained and competent.			
Two workers operate the chipper at all times.			
The chipper is fed off the centre line and from the kerb side (where practical).			
The chipper is never left unattended while operational.			
Operators do not wear loose clothing, jewellery, rings or watches.			
Operators wear eye and ear protection that meets Australian Standards.			
Material for chipping is checked for entanglements, before it is fed into the chipper.			

Chainsaws safety checklist			
	yes	no	n/a
Operator is trained and competent to use a chainsaw.			
Chainsaw is checked before each use: bar, chain & sprockets are in top condition, bar oil flowing, chain brake working, chain is sharp.			
When chainsaw is refuelled, bar oil is topped up and chain checked.			
Adequate PPE is worn: eye protection (i.e. visor, adequate safety glasses), safety helmet, ear protection, gloves, safety boots, leg protection (cut resistant trousers or chaps are preferable).			
Chain saw is not used to cut anything above shoulder height.			
Chain saw is carried with engine off, muffler away from body and saw blade pointing to the rear.			
After refuelling, chain saw is moved away from fuel source before starting the engine.			
Work is done in clear work area; escape route is in place.			
Never operate chainsaw with one hand, unless it is designed for one hand use.			
Bystanders and other persons/animals are kept away when starting chainsaw and when cutting.			

Quad bike safety checklist			
	yes	no	n/a
A risk assessment has been completed and alternative vehicles have been considered.			
A helmet [labelled AS/NZS 1698] which fits the rider; and substantial footwear is a mandatory requirement when riding quad bikes.			
Bikes carry loads in accordance with the manufacturers' instructions.			
Persons operating bikes in the workplace have received training and instruction.			
Quad bikes have been maintained and are in good working condition.			
Towed accessories do not exceed the towed or tongue weight limit.			
Accessories utilised meet the requirements of the manufacturer of the bike to which they are attached.			
Terrain is assessed and hazards identified. Consider operator skills, slope, weather, surface structure etc. has been addressed.			

Quad bike safety checklist			
	yes	no	n/a
Persons transporting bikes have been trained in loading, tying down, and unloading procedures.			
All safety and warning decals on bikes are to be legible.			
No passengers to be carried unless the plant has been designed to do so; and if so - carried according to the manufacturer's recommendations.			

Pressure vessels safety checklist			
	yes	no	n/a
Pressure vessels (i.e. air receivers) are registered with WorkSafe when the hazard level is A, B or C, according to the criteria set out in AS4343-2005.			
Proof of registration is available at the workplace: • the registration number is legibly stamped on the item of plant; and • a copy of the evidence of the registration is displayed on or near the pressure vessel.			
Periodic inspections of the pressure vessel are carried out by a competent person as per Australian New Zealand Standard AS/NZS3788:2006.			
Parts of the compressor other than the pressure vessel, are inspected, repaired and maintained in accordance to the manufacturer's procedures or procedures developed by a competent person.			
Manufacturer's instructions of the compressor are available.			
Log book of maintenance records is kept.			
Drive belts, pulleys and moving parts of air compressors guarded.			

High risk construction work safety checklist			
	yes	no	n/a
Is High Risk Construction Work carried out? Such as: • Excavation to depth greater than 1.5 metres (inc. grave digging). • Work carried out on or adjacent to roads or railways that are in use, road works. • Work on a construction site where there is movement of powered mobile plant. • Disturbing or removal of asbestos.			
2. Are safe work method statements (JSA's) available and kept updated as the job progresses			
An Occupational Safety and Health Management is plan in place for construction sites (where 5 or more persons are working at the same time)? And is kept up to date and readily available to each person doing construction work at the site, the OSH committee and SHR for the site. Plan would include: • Person responsible for OHS on site. • OHS Induction training to be provided for the site. • Incident management processes. • Safety rules and process of disseminating these rules to all visitors • Identification of hazards at this site, associated risks, means of risk reduction			
Construction induction training certificate, when required (White/blue card)			
Traffic Management • Traffic Management Plan is in place and reviewed as required. • Visibility of work area – symbolic worker signs, cones, flashing lights. • High visibility clothing if within 1m traffic hazard. • Footpath clear of debris, pedestrian traffic is made safe.			

Infectious diseases safety checklist

	yes	no	n/a
Infectious diseases hazards have been identified in consultation with employees.			
Risk assessments of the exposure to infectious diseases such as Hepatitis A, B, C, HIV, and Tetanus have been conducted.			
Practicable control measures have been implemented and maintained to eliminate or reduce risk of exposure to infectious diseases. Consider: • development of procedures; • information and training for employees; • vaccination program; and • provision, maintenance and use of personal protective equipment.			
Procedures are in place for: • immediate first aid response after exposure to blood and body fluids; • reporting of exposure to blood or body fluids including needle stick injuries.			
Information and training has been provided to employees in relation to: • what are the risks of exposure to blood and body fluids; • infectious diseases (i.e. Hepatitis A, B, C, HIV, Tetanus); • covering open cuts; • decanting waste/rubbish; • cleaning up blood or body fluids; • handling/removal of needles/syringes (tongs, sharps containers); • cleaning up broken glass (i.e. using puncture resistant gloves,); • immediate first aid treatment after needle stick incidents or exposure to blood or other body fluids onto mucous membranes or broken skin (i.e. thoroughly wash the area with soap and water and go to a doctor or nearest emergency department asap); and • benefits of vaccinations and the vaccination program.			
Vaccination program • Vaccination program (i.e. for Hepatitis B and Tetanus) is provided. • Vaccination program is promoted. • Records are kept of employees who have been vaccinated.			
PPE • Impermeable sharps containers designated for the disposal of needles are provided and used. • Puncture resistant gloves have been provided. • Tongs for handling used needles/syringes are provided and used.			
Follow up care is provided for employees that have been exposed to sharps or body fluids, including visit to doctor or nearest hospital emergency department asap, appropriate tests and counselling.			

Electricity safety checklist

	yes	no	n/a
Electrical installations • Electrical installations are maintained, protected and tested to minimise the risk of electric shock or fire • Evidence of maintenance and testing is in place • Components are clearly labelled • Switchboard is free from obstructions			
Residual current devices • Hand held portable equipment is protected by RCD • Switchboard or fixed sockets marked whether RCD protected • Testing program in place • Portable RCDs are supplied if required • Employees are instructed and trained in use of portable RCDs, including testing before use.			

Electricity safety checklist			
	yes	no	n/a
Cord, connections, plugs and sockets • Flexible cords and extension cords are used in a safe manner • Connection moulded or transparent plug • Plugs, sockets and extension leads in good condition and protected from damage			
Procedures are in place for work in the vicinity of underground services and overhead power lines			

Other areas safety checklist			
	yes	no	n/a

Induction, training and supervision
• Induction and training has been provided in relation to:
  ○ task specific hazards;
  ○ safe operating procedures;
  ○ provision, use and maintenance of PPE;
  ○ hazards and injury reporting;
  ○ emergency and evacuation procedures;
  ○ fit for work procedures (i.e. fatigue, alcohol and drugs at work);
  ○ bullying, aggression and violence procedures;
• Staff capabilities are assessed and, where applicable, a training plan is developed in consultation with the employee.
• Age, experience and non-English speaking background have been taken into account.
• Adequate supervision is provided to new employees to ensure they follow instructions and safe work procedures and there is no skylarking, initiation ceremonies and bullying.
• Risk of injury or harm to visitors is eliminated or reduced as far as is practicable (i.e. visitors are segregated from vehicles, mobile plant and machinery and are accompanied at any time).			

Noise • A risk assessment has been conducted. • Where practicable, control measures have been put in place to reduce the risk of hearing loss where noise levels > 85dB(A). • Hearing protection has been provided to workers and is used. • Workers have received information and training in relation to noise at the workplace and the use of hearing protection. • Workers have been instructed on the fitting, use, selecting, testing, maintenance and storage of personal hearing protection.			
Personal protective equipment (PPE) • PPE has been provided, including steel capped boots, gloves, eye protection, high visibility clothing, sun protection (long sleeve shirt, trousers, hat and sunscreen), hearing protection if required and respiratory equipment if required. • PPE is provided without any cost to workers. • PPE is maintained. • PPE is used by employees. • Training has been provided in relation to the selection, instruction, fitting, use, maintenance and storage of PPE as per AS2161.2.			
Working alone and remotely • Where employees work remotely or alone, safe systems of work are in place, eg consider weather, travelling distance, terrain, procedures in the event of vehicle breakdown or injury, etc. • Employees are provided with information training and supervision in relation to working alone or remotely.			

Other areas safety checklist			
	yes	no	n/a
• If employees are isolated from other persons, there is a means of communication which enables the employee to call for help and a procedure in place for making regular contact with the employee. • Communication equipment (eg long range radio, GPS, EPIRB) is provided as required and regularly tested and maintained to ensure it is in good working condition.			
Workplace behaviours • Policies and procedures are provided for managing bullying, violence and aggression in the workplace and reporting incidents. • Employees are provided with training and information in relation to bullying, violence and aggression in the workplace. • Reports of bullying, violence and aggression in the workplace are thoroughly investigated. • Bullying, violence and aggression are prevented and managed if applicable.			
Emergency procedures • Evacuation procedures and a diagram of the workplace are available, displayed and practiced. • There is safe egress in the event of an emergency. • Exit signs are provided and clearly visible. • Portable fire extinguishers are provided in the workplace and in vehicles and are maintained. • Procedures are in place for remote incidents. • Employees have received training in these procedures.			
First aid • Adequate first aid facilities (i.e. first aid kit, eye wash station, emergency shower) are provided at the depot and for working in the field. • Adequate number of persons trained in first aid is provided.			
Working outdoors • Sun protection provided - shade, PPE i.e. wide brim hats, long/long, sunscreen, sunglasses, etc. • Procedures and training in place for working in hot conditions. • Clean cool drinking water is provided and is readily available. • Wet and cold conditions – shelter, alternative duties, PPE. • Awareness training for risks associated with lightning strikes. • Procedures and training provided for bites/stings from snakes, bees, spiders, etc.			
Workplace racking • Racking is maintained and in good working condition (eg secured and no visible signs of damage or bowing). • Safe working load (SWL) is displayed. • Items stored on the racking are within the SWL.			
Adequate workplace facilities are provided (consider remote working).			
Work areas are monitored for cleanliness and removal of debris/waste.			
Warning signs are provided.			
Adequate seating is provided.			
Gas cylinders are secured.			
Flash back arrestors are fitted (oxy-acetylene or oxy-LPG).			
Welding screens are provided and are in good condition.			
Smoking is not permitted in the enclosed workplace or in vehicles.			

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