PREMIER SAFETY & ENVIRONMENTAL

HEALTH SAFETY and ENVIRONMENTAL CONSULTANTS

General Workplace Inspection Checklist

Workplace	Lakes Entrance Glass & Glazing	Date of inspection	16/6/17
Auditor	Greg Beadle	Company	Premier Safety & Environmental

LEGEND – record in results column	C - Compliance	NC – Non compliance	N/A – Not applicable this site

Item	Observation	Result	Comments/Actions
1.0	BUILDINGS and STRUCTRURES		
1.1	**Buildings and Floors**		
	No building damage	NC	**See Asbestos in workplaces section**
	No floors damaged/dirty	C	
	Aisles width, safe & free from obstruction	C	
	Stairs, steps or ramps to approved standard	C	
1.2	**Lighting**		
	No lights out/broken	C	
	Sufficient lighting	C	
	Routine inspection	C	
	No glare	C	
	Windows clean and undamaged	C	
1.3	**Ventilation**		
	Natural air flow and air extraction	C	
	Mechanical (include air conditioners, fans etc)	C	
	Filters clean/inspected	C	
	No build-up of hazards or flammable material	C	
1.4	**Amenities**		
	Hygienic toilets/urinals	C	
	Hygienic kitchen/crib room	C	
	Cleanliness of fridge and cooking appliances	C	
	Hygienic showers/change room	C	
	Adequate supply of drinking water	C	
1.5	**Emergency**		
	Exits identified	NC	Exit signs on back of roller doors. Not illuminated. See ESM requirements section
	Exit doors and equipment unobstructed		
	Evacuation plan in place/Procedure in place	C	Evac diagram in place
	Fire extinguishers	NC	**See extinguisher section**
	Emergency lighting		None in place
1.6	**Storage and Stacking**		
	Adequate shelve	C	
	Neat & tidy	C	
	Segregated or labelled	C	
	Safe Working Load limit on shelving	N/A	
	Heavy items on lower level	C	
2.0	HOUSEKEEPING		
2.1	**Pollution (e.g. oil waste, scrap steel etc)**		
	Adequate disposal/collection	C	
	Bunding/storage of container area	N/A	
2.2	**Aisles and Storage**		
	Good demarcation/ not worn	C	Walkways clearly defined
	Not cluttered/obstructed	C	
	Access to emergency equipment and exits	C	
2.3	**Stacking and Storage**		
	Safe and stable	C	
	Doesn't obstruct flow and services	C	
	Sufficient racks/areas for storage	C	
	Clear access and egress	C	
	Odd shaped items stored safely	C	

Item	Observation	Result	Comments/Actions
2.4	**Plant and Yard**		
	No redundant plant	N/A	
	No redundant material	C	
	Tidy	C	
2.5	**Scrap/Waste Removal System**		
	Sufficient bins	C	
	Adequate removal/emptied	C	
3.0	ELECTRICAL SAFEGUARDING		
3.1	**Portable Electrical Equipment**		
	Identified and on register	NC	
	No damaged cables/plugs	C	
	Earthing	C	
	Current inspection tag (> 32v)	NC	**No portable electrical equipment tested or tagged**
	Appropriate storage	C	
	No visible damaged to tools or electrical leads	C	
3.2	**Earth Leakage**		
	Complete coverage	C	
	Max 30mA EL on all GPO circuits	C	
	Tested regularly by competent person	NC	
	Documentation	NC	**See Portable Electrical 3.2 See Electrical Safety**
	Inspection tag	NC	
3.3	**Electrical Installations Safe**		
	Electrical equipment safe	NC	**Double adaptors being used**
	Unauthorised access to switchboard restricted	NC	**Switchboard unlocked. Lock to prevent unauthorised access**
	Earthing and polarity correct	C	
	No exposed wires	C	
	No damage to protective sheath/cable guide or conduit	C	
	All welders have hazard reduction devices	N/A	
3.4	**High Voltage Power Lines**		
	Identified by signs on all approach roads	N/A	
	Material not stock-piled under power lines		
4.0	MECHANICAL SAFEGUARDING		
4.1	**Machine Guarding**		
	Machines comply with appropriate standards	C	**No evidence that a lock out/tag out system exists**
	Guards in place	C	
	All nip points guarded	N/A	
	Not loose, broken or inadequate	C	
	Lock-out System and Usage		
	Written procedure		
	Covers all sources of energy		
	Switches lockable	N/A	
4.2	**Tags/locks available**		
	Switches, Isolators, Valves & Controls		**No evidence that a lock out/tag out system exists**
	Labelled		
	No labels missing		
	Emergency stop buttons red		
4.3	**Ladders, Handrails and Walkways**		**Frame cutting area – storage area above lunch room has no handrail, ladder not secure or adequate**
	Comply with standard		**Main assembly area – storage area west side above office no handrail or adequate ladder access**
	Stairways/landings toe-boards fitted		
	Stairways at least one handrail		
	External ladder access to roof area complies with standard		
4.4	**Portable ladders inspected/tested**		
	Listed on register		
	Lifting Gear and Machinery listed on register	N/A	
	No defective items	N/A	
	Safe working load limit (WLL) identified	N/A	

Item	Observation	Result	Comments/Actions
4.4	**Safety latches in place** Regular inspected Conveyor Gears, pulley, shaft and nip points guarded Drop guards to catch falling material Emergency stop Adequate access Adequate crossovers Lanyards on all conveyors	N/A	
5.0	GAS CYLINDERS and PRESSURE VESSELS		
5.1	**Pressure Vessels** Pressure vessel register Inspections/tests to standard and labelled Relief (safety) valve operational Drained & free of moisture Red line on pressure gauges Remote isolation	NC	McMillan 3.0 HP Air compressor **Required to be inspected as per an Australian Standard.** Regularly drained but no SWP
5.2	**Gas Cylinders** Cylinders correctly stored vertically, secure Segregation distance Equipment safe condition Correct flashback arrestors used Transported correctly, secure	N/A	
5.3	**Connecting pipes fitting and hoses** In good condition, no leaks Connecting pipes and lines labelled.	N/A	
6.0	HAZARDOUS SUBSTANCES		
6.1	**Chemicals and substances** Chemical register Manifest and emergency plan Products labelled SDS sheets Stored appropriately, bunding & containment Segregation distances	 NC N/A C NC N/A N/A	 **Develop a Chemical register** **Safety Data Sheets for all products used must be on site and accessible**
6.2	**Explosives** Storage, transport and usage to standard Appropriate licenses No ignition sources Register of stored items	N/A	
7.0	MOBILE PLANT and MACHINERY		
7.1	**Condition of Vehicles/Plant** Daily check/documentation No defective items Operator competent Isolated when unattended Seat belts ROP's, FOP's, TOP's Overhead guards where applicable Fire Extinguisher Flashing light/reversing alarm Maintenance records	 NC C C C C N/A NC C C	 **No pre start checklist. Put in place** Was being serviced on day of compliance audit **Install fire extinguisher**
8.0	HANDTOOLS		
8.1	**Hand tools – Condition and Storage** Routine check No damaged or defective tools No sharp edges, mushroomed ends No split handles Stored correctly Clean of oil & grease	 C C C N/A C C	

Item	Observation	Result	Comments/Actions
9.0	ERGONOMICS		
9.1	**Workstations** Body posture Equipment placement No lifting and twisting Standard colour coding Accessibility (switches, levers, ladders) Seats/chair/workstations condition Adequate lighting Walkway width is adequate	 C	All workstations set up ergonomically and with high quality furniture Lighting adequate for tasks performed Uncluttered
10.0	PERSONAL PROTECTIVE EQUIPMENT and CLOTHING		
10.1	**Head Protection** Area identified – sign Hard hats provided Being worn	 N/A	
10.2	**Footwear** Provided Correct for task Being worn	 C C C	
10.3	**Protective Clothing** Suitable clothing for task Properly maintained and used by employees	 C NC	Cut proof clothing is provided when handling glass but not being worn. Safety glasses not worn in assembly/fabrication areas
10.4	**Eye and Face Protection** Area identified – signs Equipment provided Worn correctly Stored and maintained correctly	 C C NC NC	**See 10.3**
10.5	**Hearing Protection** Area identified –signs Equipment provided Worn correctly	 NC C	 Written signage only Didn't observe being worn during audit
10.6	**Other PPE** Safety harness & lanyards Hand protection (gloves etc) Respiratory equipment Sun protection, Sunscreen Sun hat or attachment Insect repellent Welding PPE	 N/A C C Check Check N/A N/A	
11.0	NOTICES and SIGNAGE		
11.1	**Safety Signage** Appropriate signs displayed To standard requirements Visible and correctly located Good condition	 C NC NC NC	Signage in written form only. **See Safety signage section**
11.2	**OHS Noticeboards and Displays** Conspicuous position Up to date	 NC NC	**Establish a noticeboard for OH&S**
11.3	**Warning Signs** No unauthorised entry Procedure in case of fire Procedure in case of electric shock	 C NC NC	 Unauthorised entry sign t front entry gate. Make more visible by installing larger sign
12.0	FIRE PROTECTION and PREVENTION		
12.1	**Extinguishing Equipment** Adequate number provided Correct types for fire risks i.e. hydrants and fire extinguishers, sprinkler systems, foam equipment, fire station etc	 C NC	 **See extinguisher section for recommendations**

Item	Observation	Result	Comments/Actions
12.2	**Fire Equipment Locations**		
	Location accessible	C	
	Signs and demarcated areas	C	
	Signs indicated type of equipment	C	
	Signs to standard	C	
	No equipment obstructed	C	
12.3	**Maintenance of Equipment**		
	All equipment on register	C	
	Inspection/service to standard	C	
	Tags/seals in place	C	
	All equipment, cabinets in good condition	C	
12.4	**Fire Fighting**		
	Adequate persons trained	NC	**Have staff trained in Fire extinguisher use and safety**
	Available number of people on all shifts	NC	
	Training and competency records	NC	
13.0	CONTROL of PERSONS		
13.1	**Control of Entry and Exit**		
	Control signs (e.g. person to report to office)	C	
	Secure fences and locked gates	C	
	Security checkpoint	N/A	
	Visitor record (time in/out)	N/A	
14.0	EMERGENCY PLANNING		
14.1	**Emergency Action Plan**		
	Written emergency plan		
	Contact names/phone numbers		
	Site Plan	C	
14.2	**First Aider and Facilities**		
	Current first aiders	C	
	Adequate first aid equipment	C	
	First-aid kits checked regularly	C	
	Stock items within use by date	C	
	Locations marked	C	
14.3	**Accident / Injury Recording**		
	Monthly record of accidents		
	Record of minor injuries	C	Book to record minor injuries in First Aid kit
	Record of near misses		
14.4	**Reporting of Accident/Emergency**		Oral notification only
	Oral notification procedure	C	See OHS General
	Forms completed/sent		
15.0	INDUCTION and JOB SAFETY TRAINING		
15.1	**Induction**		
	Safety instruction part of employment	C	
	Induction given before persons perform tasks		
15.2	**Job/Task Training**		See Safe Work Procedure recommendations
	Safety aspects of job included with each task instruction	NC	
	Assess staff competence		
16.0	SUPERVISION		
16.1	**Supervisor of tasks/ job**		
	Supervisor demonstrates competence		
	Use Procedure or Risk Assessment for task		
	Communicates effectively with employee		
	Provide adequate resources for task/job		
	Conducts regular task/job inspection		
	Takes appropriate action to identified hazards		
	Manages Contractor		

Item	Observation	Result	Comments/Actions
16.2	**Employee Selection**		
	Competent operator (experience & training)	C	Trade qualifications
	Use a Safe Work Method Statement for task	N/A	
	Follow procedures, rules instructions	C	
	Check contractor competency	C	
16.3	**Communication**		
	Conduct workplace inspections	NC	Initiate regular workplace inspections
	Pre-start briefing provided	C	No formal induction in place
	On the job instruction	C	
	Discussion of identified hazards and controls	C	
	Communication/Meeting records	C	
	Employee participation	C	
	Record of contractor briefing	N/A	

ADDITIONAL INFORMATION

Management of High risk tasks

The handling of glass is an inherently dangerous occupation and requires a vigilant approach to prevent the risk of a serious incident occurring.

During the handling/ manually carrying of glass recommendation is to:

- Ensure adequate PPE is being worn at all times by employees AND delivery drivers – cut proof clothing that protects upper body, arms and legs (gauntlet type), safety glasses or face shield, cut and slip resistant gloves and safety boots

While working in the assembly and fabrication area the wearing of safety glasses at all times while working with or around glass.

Mandatory wearing of safety glasses when using power tools.

Storage of glass – it was observed that an inconsistent approach is being followed. Some glass was being restrained while other panels were not. Adopt a consistent approach and support by implementing a Safe Work Procedure across the operation.

Fire Protection

Recommendations to ensure that L.E.G.G. has adequate fire protection for its operation:

- Replace 1.0 kg ABE in office area to a 2.5 kg CO2. If a fire occurs in computer monitors, hard drives etc a CO2 will not damage the equipment further it will extinguish the flame by eliminating the oxygen. ABE (dry chem) will destroy the equipment.
- Main assembly area at rear of office replace the 2.5 kg ABE with another 4.5 kg ABE to provide extra volume if needed
- Remove the 1.0 m x 1.0 m fire blanket in employee lunch room as it doesn't comply with the Australian Standard. Replace with 1.8 m x 1.2 m fire blanket
- Train staff in fire extinguisher use and safety

Electrical Safety

It was observed that no electrical equipment has been tested or carries a compliance tag as required under AS 3760 -2010 In service safety inspection and testing of electrical equipment. If a fire or injury occurred or building damaged by fire as a result of faulty or damaged electrical equipment its very highly likely your insurer will not cover the business and L.E.G.G would be guilty of an indictable offence.
Complete asap. Ensure the contractor provides L.E.G.G. with a register for your records.

It was observed that double adaptors are being used. These have no overload protection and can cause serious electrical issues. While not banned from use in workplaces (they are banned at construction sites) best practice is for these to be eliminated from use. If additional power outlets are required, have installed additional power points or connect an RCD or power box with safety switches for surge protection to the GPO. Only use power boxes or power boards that are manufactured to Australian Standards.

Asbestos in workplaces

A building was observed and inspected that was very likely to have asbestos containing materials (ACM's) present. OHS Regulations 2017 Part 4.4 Asbestos requires a business to identify any ACM's that are fixed or installed while also identifying any asbestos dusts or debris that may be present. Further to this an Asbestos Register must be in place at a workplace when ACM is identified. An asbestos register identifies the location any ACM are present, its condition, disturbance potential, approx amount, etc. This information is to be provided to employees and contractors who are likely to come into contact with the ACM.

In my opinion the building at the rear of the property is likely to have ACM's installed as exterior cladding. I also observed many damaged sheets where fibres are easily seen on the edges of the damaged areas and if further damaged or disturbed are likely to release asbestos fibres into the immediate vicinity. It is evident that L.E.G.G. is storing and placing products and materials in the house and the employees would be the ones likely to disturb asbestos fibres. Some immediate works are required on the damaged sections and the broken asbestos removed from the site. If the forklift is used to move material/products to this site then some form of protection of the building would be beneficial – solid bollards near the corners at the front to provide a visual warning and to prevent the forklift from coming into contact with the building. Try to reduce the amount of windows etc leaning up against AC sheeting as it is likely that the sheeting will crack with potential for asbestos fibres to be released.

Storage

Two areas are being used for storage and these are above existing rooms – employee lunchroom and office. Both these areas show that storage of materials etc is current and that access is via aluminium ladders. It was observed that:

- No handrails at edge are provided and
- the access ladders are not secured.
- No warning signs indicating a fall hazard exists

OHS Regulations 2017 Part 3.3. Prevention of Falls require an employer to ensure that employees are provided with safe system of work while either working at height or accessing areas at height (up to 2 metres and above). As there is in place a handrail system on the eastern side of the office, this should be replicated on other storage areas. A fixed ladder should also be installed.

Plant and Equipment

The following was observed:

- GMC Bench grinder – no glass panels to prevent sparks travelling towards operator
- No warning signs at workstations where fixed plant is in operation
- No Safe Work Procedures at workstations where fixed plant is in operation

General OH & S

The following are general observations that require attention. These form part of the overall management of OH&S at a workplace, are based on Legislative or Industry requirements, and if put into place would demonstrate the business has exercised a duty of care based on the identification

of hazards being created by the business activities, risk assessment, history and prior knowledge.

Glass storage
It was observed that some glass storage areas used restraints to ensure that glass did not move, fall and smash. In other areas glass wasn't being restrained therefore posing significant risk to a person who may be in the vicinity if the glass became dislodged.

Warning Signs
Majority of signs provided adequate information but were all in written form. Best practice is for warning signs to be in both verbal and pictorial form – picture of ear muffs as example – as what is required under legislation is for instructions, processes or procedures to be languages appropriate to the workplace. While your workplace has majority (or all) English speaking employees, its estimated that around 25% of the community that has English as a first language have poor language and numeracy skills and struggle to read. This can also apply to any other person that has to enter L.E.G.G. – delivery drivers etc.

Safe Work Procedures
No SWP were visible at workstations. These can form an integral part in the training and supervision aspects to OHS Management. Legislation requires that the employer must so far as is reasonably practicable provide adequate training, instruction and supervision to employees (sec 21 OHS Act), and SWP are a good tool to use particularly for new workers, workers that have been out of trade for a time, work experience, apprentices etc

Personal Protective Equipment
As was discussed and observed, safety glasses are not always being worn when glass is being handled or worked with. As L.E.G.G has a couple of separate operational areas where different tools, equipment or jobs are being performed as part of the manufacturing process, it is very difficult to effectively manage. My recommendation is that you enforce safety glasses/goggles/face shields (the choice is between you and the employees after consultation) across the whole of operation. This process is widely accepted as best practice consider the risk of injury that can occur while handling, working with or moving large glass panels or products.
It is also my recommendation that this applies to anyone that has to enter the work area i.e. north of the Office, the yard and the other shed – visitors, customers, delivery drivers etc. Some additional signage to be placed at the front entry.

Enforce the wearing of the cut proof clothing that you have provided in the interests of OH&S for the employees.
Based on knowledge of what can happen to a person if glass breaks or is shattered, this high risk work needs the most appropriate management based on risk assessments. If you are able to eliminate the need for employees to carry, handle, cut etc then you can reduce the risk of serious or even life threatening injuries. However, the most appropriate and considered approach for your business is proper training, providing adequate equipment (which you are already doing) and Safe Work Procedures with additional enforcement of acknowledged industry best practice cut proof clothing.

Storage of Hazardous Substances/Dangerous Goods

All of the DG Class 3 Flammables – methylated spirits, pressure paint cans etc should be stored in a flame proof cupboard to ensure that if a fire does break out these DG's being appropriately and safely stored will not further contribute to the fire intensity. These can be left out during the working day but stored at the end of each day.

If you have any questions regarding any of the observations or recommendations please don't hesitate to contact me to discuss.

Exit Signs
Exit signs are stuck to the back of the roller doors at both ends in assembly area. When these doors are open the signs are just visible, are partially obscured and are not illuminated.
There are no exit signs in the other workshop.

Aust Standard 2293.1 2005 requires as follows

…..NOTE: The Building Code of Australia requires that exit signs be illuminated at a level sufficient for them to be clearly visible at all times when the building is occupied by any person having the right of legal entry to the building.

6.7.1 Internally illuminated signs
Internally illuminated exit signs shall be of a type which complies with the applicable illumination requirements of AS 2293.3.

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