



OHS issues in your business that WorkSafe will target!

- Is the workplace neat and tidy which includes having clear walkways and minimal tripping hazards from air lines, electrical leads, chains and automotive parts?
- Do you have a register of injuries book and ensure every incident (even minor) is recorded in the book?
- Are physical barriers and guards in use to isolate people from machinery entanglement hazards?
- Are trolleys and other mechanical aids available to prevent manual handling injuries to staff?
- Where required is the wearing of personal protective equipment enforced and available to all staff?
- Is there a current 'If You Are Injured' poster displayed in your business that is visible to all staff?
- Do you have one first aid qualified officer for every 20 employees in your business?
- Do you have a visible and accessible first aid kit? And are all the items stored in the first aid kit in date?
- Is electrical equipment tested and tagged every 6 months in the workshop and annually in the kitchen area?
- Are air compressor serviced (annually) and maintained? And is the pressure vessel registered with WorkSafe?
- Are hoists serviced annually and daily pre operational checks conducted?
- Are jacks and all other lifting equipment inspected and have a Safe Working Load label?
- Are the fire extinguishers tested every 6 months, tags stamped and not obstructed?
- Is the racking suitable for the materials being stored on it, does it have the safe working load label/poster on it?
- Is there a process by which the employer consults the employees on health and safety issues? Is this recorded?
- Are chemicals appropriately used, stored and labelled? Do you have Material Safety Data Sheets for all your chemicals?
- Are forklifts serviced, daily pre operational checks conducted, seatbelts fitted and operators licensed?
- Do you have an up to date and effective safety evacuation plan and meeting point in case of an emergency?
- Are amenities and toilet facilities adequate?

Specific to panel beaters:

- Is your spray booth serviced annually?
- Is spray painter health surveillance checks conducted every 6 months?
- Do your spray painters wear the full face air fed respirator?
- Are airlines tested annually?

This list is by no means exhaustive though includes some of the major issues that a WorkSafe Inspector will look for in visiting your business. Remember, record keeping is an important part of all facets of OHS to prove that you are complying with relevant legislation. If you have any further questions please contact the VACC OHS unit on 9829 1125 or 9829 1138.