

Workplace Health and Safety Queensland

Workplace health and safety hazard identification checklist – Automotive service and repair industry

Use the checklist below to identify potential health and safety problems in your workplace. If you answer 'no' to any of the questions, you may need to make changes. Further info can be obtained from the practical guidance sheets for your industry.

Look at the tasks performed in your workplace and for each task ask yourself the following questions.

Manual tasks

Are workers using minimal force/effort to perform the task?	Yes No	Are workers necks in a comfortable position when viewing things? (i.e. not bent, tilted or twisted).	Yes No
Are the forces required to perform the task within the physical capacity of the worker?	Yes No	Are workers able to vary their posture throughout the task? (i.e. don't have to stand, sit, kneel or squat for extended periods).	Yes No
If the task is performed for prolonged periods, can it be performed at an easy pace?	Yes No	Are workers able to perform the task with their wrist and forearm in a comfortable position? (i.e. not bent/twisted).	Yes No
Are workers able to perform the task with their arms close to their body? (i.e. not reaching away from their body or overhead).	Yes No	Are workers protected against vibration when using powered equipment (e.g. grinders, etc.) for long periods?	Yes No
Are workers able to perform the task in an upright, forward facing position? (i.e. not bent over or twisting/turning their back).	Yes No		

Machinery and equipment

Is your equipment regularly serviced and maintained according to the manufacturer's instructions?	Yes No	Are all users of equipment trained in how to use it safely?	Yes No
Are there lockout/tag out/isolation procedures in place when maintenance is performed?	Yes No	Is there adequate work space around equipment and is it on a stable foundation to prevent it moving during operation?	Yes No
Is equipment only used for its intended purpose?	Yes No	Does all equipment have guarding on moving parts to prevent user contact?	Yes No

Chemicals

Have you obtained a Material Safety Data Sheet (MSDS) for all the substances and chemicals used in your workplace?	Yes No
Have you read each MSDS and identified which substances are classified as a 'hazardous substance'?	Yes No
Have you got a register which has a list of the 'hazardous substances' used and a copy of each 'hazardous substances' MSDS?	Yes No
Is a copy of each 'hazardous substances' MSDS available near where it is used?	Yes No
Have you done a written risk assessment for each 'hazardous substance'?	Yes No

Have you identified ways to prevent people being exposed to 'hazardous substances' and put those controls in place?	Yes No
Have you identified any 'hazardous substances' for which you have to provide health surveillance?	Yes No
Do ALL containers have a label showing exactly what substance is in it?	Yes No
Have you given workers using 'hazardous substances' training in how to use those 'hazardous substances' safely?	Yes No

Slips, trips and falls

Are controls in place to prevent floors from becoming slippery? (i.e. clean grease and oil spills off floor immediately etc.)	Yes No
Are all floor surfaces even and undamaged?	Yes No
Are there railings etc. to prevent people falling off mezzanine floors or other high areas (e.g. loading bays)?	Yes No
Are ramps and steps clearly marked?	Yes No

Are walkways/stairways/ramps kept clear of boxes, rubbish, leads, or other trip hazards?	Yes No
Are all work areas well lit?	Yes No
Are all ladders used stable and in good condition? (note: all ladders should be rated for industrial use and have a load rating of at least 120kg).	Yes No

Noise

Have areas where there is excessive noise (more than 85 dB) been identified?	Yes No
Have steps been taken to minimise the amount of noise produced in noisy areas?	Yes No

Where it is not possible to reduce the noise levels, are workers provided with hearing protection and trained to use it?	Yes No
Are there signs indicating noisy areas and that hearing protection is required?	Yes No

Electrical

Is all electrical equipment in good condition and free from damage?	Yes No
Is electrical equipment inspected and tested by a competent person (e.g. electrician) and/or connected through a safety switch?	Yes No
Is the safety switch regularly inspected and tested?	Yes No

Is damaged equipment, plugs, leads and/or sockets immediately removed from service?	Yes No
Are leads kept away from sources of damage? (e.g. water, heat, vehicles, trolleys etc.)	Yes No
Are outlets and other electrical equipment used in wet areas suitable for that type of work?	Yes No

Vehicle hoists

Are pre-operational inspections carried out?	Yes No
Are routine inspections and servicing carried out regularly?	Yes No
Are annual inspections carried out?	Yes No

Are major inspections carried out every ten years?	Yes No
Are records of these inspections available?	Yes No
Are workers who are required to use vehicle hoists trained in the operating and safety procedures?	Yes No

Compressed gases

Has supplier provided MSDS for relevant gases?	Yes No
Are all cylinders stored upright and restrained to prevent falling?	Yes No

Are regulators and valves maintained and kept away from oils and greases?	Yes No
Are workers trained in the use of equipment they are required to use?	Yes No

Compressors

Is the air receiver or air tank registered?	Yes No
Is the air tank drained each day to prevent rusting and pitting?	Yes No
Are visual inspections for rusting/pitting carried out at least every two years and internal inspections at least every four years?	Yes No

If PVC Air lines are used, are they rated for compressed gas?	Yes No
Is the compressor installed in an area which minimises noise levels?	Yes No

First aid

Is a first aid kit/s available at the workplace?	Yes No
Are the first aid kits contents suitable for the types of injuries that may be sustained at your workplace?	Yes No

Is the first aid kit regularly checked and items replaced if they are no longer usable (or out of date)?	Yes No
Do workers have access to people trained in first-aid?	Yes No

Fire and emergency procedures

Have you identified emergencies that may require an evacuation of the workplace?	Yes No
Is there an emergency evacuation procedure?	Yes No
Is the evacuation procedure displayed in the workplace?	Yes No
Are workers trained in the evacuation procedure?	Yes No

Are emergency exits clearly marked and kept free from obstructions?	Yes No
Are appropriate fire extinguishers available and regularly inspected?	Yes No
Is fire fighting equipment easily accessible (i.e. not blocked, covered etc.)?	Yes No
Is there a procedure for responding to and recording and/or reporting incidents/injuries?	Yes No

Lighting

Are work tasks able to be carried out without the need to squint or adopt awkward positions to work?	Yes No
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Are all areas well lit, taking into account tasks being performed? (e.g. intricate work, access ways, toilets, general work areas).	Yes No
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Hand tools

Is consideration given to tool weight (ideally no more than 2.3 kg power tools and 1.75 kg precision tools)?	Yes No
Is consideration given to the comfort of tools? (e.g. comfortable to hold and easy to use).	Yes No
Are correct tools used for the job?	Yes No

Is design/re-design considered for repetitive tasks?	Yes No
Are workers (users of tools) consulted before purchasing equipment to allow for their input?	Yes No

Customer access control

Are there signs, barriers and/or designated walkways defining the areas where visitors may have access?	Yes No
Can visitors access the office areas without having to access the high risk workshop areas?	Yes No

Are workers aware of and able to redirect customers to the correct access areas?	Yes No
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