

## Workplace Health and Safety Queensland

## Workplace health and safety hazard identification checklist: Cleaning 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 the forces required to perform the task within the physical capacity of the worker?	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 arms close to their body? (i.e. not reaching away from their body or overhead).	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

Are workers necks in a comfortable position when viewing things? (i.e. not bent, tilted or twisted).	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
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 protected against vibration when using powered equipment (e.g. floor scrubbers or polishers) for long periods?	Yes No

### Machinery and equipment

Does your equipment meet Australian Standards?	Yes No
Is your equipment regularly serviced and maintained according to the manufacturer's instructions?	Yes No
Is equipment only used for its intended purpose?	Yes No

Are all users of equipment trained in how to use it safely?	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

Do practices prevent floors from becoming slippery?	Yes No
Is work organised so that wet floors don't need to be walked on?	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 all areas well lit?	Yes No

Are walkways/stairways/ramps kept clear of boxes, rubbish, leads, or other trip hazards?	Yes No
Do workers wear non-slip footwear?	Yes No
Are walkways, ramps and steps clearly marked?	Yes No
Are all ladders used stable and in good condition? (n.b. all ladders should be rated for industrial use and have a load rating of at least 120kg).	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

## Sharp objects and biological hazards

Do work practices minimise workers' exposure to biological hazards (e.g. blood, body fluids)?	Yes No
Do work practices reduce the risk of workers contacting sharps (e.g. discarded needles, broken glass)?	Yes No

Is there a process for reporting incidents of exposure to sharps or biological hazards?	Yes No
Are there established procedures for medical attention if a skin penetrating injury occurs?	Yes No

Are there procedures for the handling and disposal of sharp objects?	Yes No
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## 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) or connected through a safety switch?	Yes No
Are damaged plugs, leads and 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

## 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

## Heat stress

Do workers know how to recognise the signs of heat stress?	Yes No
Can workers control the amount of time spent in hot, humid areas?	Yes No
Is cool water made available to workers?	Yes No

Are cool, shaded rest areas available for workers?	Yes No
Are workers encouraged to wear light-weight, light-coloured and loose fitting clothing in hot areas?	Yes No

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