

## Workplace Health and Safety Queensland

## Workplace health and safety hazard Identification checklist: Road freight transport 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.

### Manual tasks

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

Are workers using minimal force/effort to perform the task?		Are workers necks in a comfortable position when viewing things?(i.e. not bent, tilted or twisted)	
Are the forces required to perform the task within the physical capacity of the worker?		Are workers able to vary their posture throughout the task? (i.e. don't have to stand, sit, kneel or squat for extended periods)	
If the task is performed for prolonged periods, can it be performed at an easy pace?		Are workers able to perform the task with their wrist and forearm in a comfortable position? (i.e. not bent or twisted)	
Are workers able to perform the task with their arms close to their body?(i.e. not reaching away from their body or overhead)		Are workers protected against vibration when using hand-held power tools or driving trucks/forklifts etc. for long periods?	
Are workers able to perform the task in an upright, forward facing position? (i.e. not bent over or twisting/turning their back)		Are workers encouraged to use mechanical aids to minimise lifting required (e.g. forklifts, tarp spreaders, trolleys, conveyors/rollers)?	

### Access to cabins

Are steps, treads depths and widths uniformed?		Do steps have contrasting colours and/or reflective tape to highlight the edge of the step tread?	
Are handrails coordinated with the location of footholds?		Are workers instructed to maintain three points of contact when climbing in or out of vehicle and to not jump from cabin and/or trailer?	
Do footholds have coarse grating to allow mud to be pushed through?			

### Falls from trucks

Are hazards associated with working at heights identified and controlled (risk assessment)?		If access to top of load is required, are there any fall prevention or fall arrest systems used? (e.g. guard rails, lanyard/harness, access platforms etc)	
Where possible, is tarping of loads done from the ground? (i.e. use forklifts to lift tarps to trucks and tarp secured from the ground)		Is jumping down from either the cabin or the trailer actively discouraged?	
Is climbing on top loads actively discouraged? (use bottom-fill/discharge and electronic measuring equipment for tankers, trailers with mechanical tarping systems)		If there are any openings in the decking, are they adequately protected against people falling through the deck?	

### Slips, trips and falls

Are controls in place to prevent floors from becoming slippery?		Are walkways/stairways/ramps kept clear of boxes, rubbish, leads, or other trip hazards?	
Are all floor surfaces even and undamaged?		Are controls in place to prevent people falling off mezzanine floors or other high areas (e.g. loading bays)?	
Are ramps and steps clearly marked?		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. Where possible use platform ladders in preference to step or other ladders)	
Do ramps/climbing surfaces (including ladders) have anti-slip surfaces?		Do workers always have 3 points of contact when climbing the ladder?	
Are items that can cause tripping placed out of the way after completion of the work task? (e.g. dunnage, timber, cables/cords, etc)		Are all areas lit appropriately according to the task being carried out?	

### Cabin seating

Does seating have adequate lumbar support in the backrest of seat?		Is the seat suspension adequate to prevent injury from vibration?	
Are seats easily adjustable to prevent poor seating posture and postural fatigue?		Are controls ergonomically positioned to prevent over reaching? Particularly long term.	

### Driver fatigue

Are Safe Work Procedures developed which deal with realistic trip schedule?		Are adequate arrangements made for rest and recovery at the depot or elsewhere?	
Are procedures developed which deal with driver rosters? (scheduling practices should not at any time put the delivery of a load before the safety of the driver)		Are procedures in place which allow for alternative courses of action for the driver to follow due to unexpected demands	

Are drivers given advanced notice, sufficient time for the trip and adequate rest prior to and during the trip if expected to drive significant distances?	
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Are drivers trained in fatigue management relevant to their work rosters?	
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#### Noise

Have areas where there is excessive noise (more than 85dB) been identified?	
Have steps been taken to minimise the amount of noise produced in noisy areas?	

Where it is not possible to reduce the noise levels, are employees provided with hearing protection and trained to use it?	
Are there signs indicating noisy areas and that hearing protection is required?	

#### Working alone / violence

Are procedures developed for workers to deal with working alone or in darkness – designed to minimise the risk of injury and violence?	
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#### Chemicals

Have you obtained a material safety data sheet (MSDA) for all the chemicals used in your workplace?	
Have you read each MSDS and identified which chemicals are 'hazardous substances'?	
Have you got a register which has a list of the hazardous substances used and a copy of each substance's MSDS?	
Is a copy of each hazardous substance's MSDS available near where it is used?	
Have you done a written risk assessment for each hazardous substance?	

Have you identified ways to prevent people being exposed to hazardous substances and put those controls in place?	
Have you identified any hazardous substances for which you have to provide health surveillance?	
Do ALL hazardous substance containers have a label showing what is in it?	
Have you given workers using hazardous substances training in how to use those hazardous substances safely?	

#### Machinery and equipment

Are your equipment and vehicles regularly serviced and maintained according to the manufacturer's instructions?	
Are there lockout, tag out or isolation procedures in place when maintenance is performed?	
Are all operators of equipment and vehicles trained in how to use them safely?	
Do operators of equipment have the appropriate 'ticket' where necessary? (e.g. forklifts)	

Does all equipment have guarding to prevent operators and others accessing hazardous parts?	
Is there adequate work space around equipment and is it on a stable foundation to prevent it moving during operation?	
If cranes/hoists are used, are operators skilled in determining the weight of load so as to not overload the crane (and work outside the safe working load marked on the crane)?	

### Electrical and maintenance

Is portable electrical equipment inspected and tested by a competent person (e.g. electrician) at least every 12 months (double insulated) or six monthly if not double insulated?		Are outlets and other electrical equipment used in wet areas suitable for that type of work?	
Is electrical equipment connected through a safety switch?		Are damaged plugs, leads and sockets immediately removed from service?	
Is the safety switch/s inbuilt test button tested at least every six months by a user and by a competent person at least every 12 months?		Are leads kept away from sources of damage? (e.g. water, heat, vehicles, trolleys.)	
		Are controls/procedures in place to ensure that overhead power lines are avoided by either trucks and/or cranes?	

### First aid

Is a first aid kit/s available at the workplace and in vehicles where required (risk assessment)?		Is the first aid kit regularly checked and items replaced if they are no longer usable?	
Are the first aid kits contents suitable for the types of injuries that may be sustained at your workplace?		Are there any trained first-aiders at the workplace?	

### Fire / emergency procedures

Have you identified emergencies that may require an evacuation of the workplace?		Are emergency exits clearly marked and kept free from obstructions?	
Is there an emergency evacuation procedure?		Are appropriate fire extinguishers available and regularly inspected?	
Is the evacuation procedure displayed in the workplace?		Is fire fighting equipment easily accessible (i.e. not blocked, covered etc)?	
Are workers, and anyone else who is going to be at the workplace for extended periods (e.g. contractors), trained in the evacuation procedure?		Is there a procedure for responding to and recording incidents/injuries?	

### Loading and unloading vehicles

Is communication between workers loading the truck clear and concise i.e. calling out "coming over" each time equipment is thrown?		Are straps, chains and other lifting and restraining equipment used and inspected and/or tested periodically?	
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### Forklifts

Are operators trained and assessed as competent (certificated) to operate forklift?		Is there a maintenance and inspection program in place for the forklift?	
Are those who are currently in training supervised adequately to prevent incidents?		Are steps taken at the depot to separate vehicles and pedestrians? (e.g. physical barricades, designated	

Do operators carry out a pre-operational safety check of the forklift at the beginning of the shift?		vehicle accessways etc)	
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### Lighting

Are work tasks able to be carried out without the need to squint or adopt an awkward position to work?		Are all areas well lit taking into account tasks being performed i.e. intricate work, access ways, toilet, general work?	
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### Customer access control

Are there signs, barriers and/or designated walkways defining the areas where visitors may have access?		Is customer control understood and applied on customer worksites?	
Is access to office areas arranged without the need to access high risk work areas?		Are workers aware of and able to redirect customers to the correct access areas?	

## More information

For more information, visit [www.worksafe.qld.gov.au](http://www.worksafe.qld.gov.au) or call the WHS Infoline on 1300 369 915.