

Workplace Health and Safety Queensland

Workplace health and safety hazard identification checklist: smash 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.

Manual tasks

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

Are work areas appropriately set up for worker?	Yes No	Are parts, materials, consumables etc. stored at good heights?	Yes No
Is the need to move heavy loads eliminated or minimised?	Yes No	Is there enough being done to minimise repetitive movements?	Yes No
Are there mechanical aids (such as trolleys, hoists) available and used ?	Yes No	Can workers perform the task in an upright, forward facing and comfortable position? (i.e. not bent over or twisting/turning their back)	Yes No
Are two or more people used to lift heavy / awkward objects?	Yes No	Can workers vary their posture throughout the task? (i.e. don't have to stand, sit, kneel or squat for extended periods)?	Yes No

Slips, trips and falls

Are floors regularly cleaned to prevent them becoming slippery?	Yes No	Are all areas well lit?	Yes No
Are all floor surfaces even and undamaged?	Yes No	Are ladders sturdy, stable and in good condition? (ladders should be rated for industrial use and have a load rating of at least 120kg)	Yes No
Are ramps and steps clearly marked?	Yes No	Are workers provided with, or instructed to wear footwear that is suitable for the work environment?	Yes No
Are walkways/stairways/ramps etc. kept clear of boxes, rubbish, leads and other trip hazards?	Yes No		

Dust

Are workers prevented from inhaling dust from sanding or is the amount of dust inhaled minimised?	Yes No	If body fillers or polishes contain crystalline silica, are workers receiving health surveillance by a designated doctor?	Yes No
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Chemicals

Are material safety data sheets (MSDS) readily available to workers who use chemicals?	Yes No	Are containers labelled?	Yes No
Have workers been trained in safe substance(s) use?	Yes No	Are suitable skin cleaners used (non-solvent based skin cleaners - not thinners)?	Yes No
Are the substances safely used?	Yes No	Is solvent evaporation minimised (e.g. solvent soaked rags are kept under water, an automatic gun-wash system used for cleaning spray guns)?	Yes No
Is personal protective equipment appropriate, used and maintained?	Yes No		

Storage of flammable liquids

Is the flammable liquid storage area free of sources of ignition?	Yes No	Are spills quickly cleaned up?	Yes No
Are fire extinguishers near by (CO ₂ or dry chemical fire extinguisher)?	Yes No	Is there spill catchment for the flammable liquids storage area (e.g. steel drip tray or concrete bund)?	Yes No
Are containers of paints and solvents earthed during decanting to stop the build-up of static electricity?	Yes No	Are flammable liquids only stored with compatible dangerous goods (no gas cylinders, class 5.1 or 5.2 dangerous goods/toxic materials)?	Yes No

Spray painting

Is there enough ventilation for the paint mixing area and spray painting booth?	Yes No	Is personal protective equipment used when spraying isocyanate containing paint appropriate? The spray painter must be properly using: <ul style="list-style-type: none"> • full coverall type overalls • gloves and closed in shoes • positive pressure air supplied breathing apparatus. 	Yes No
Do workers spray painting isocyanate containing paints receive health surveillance by a designated doctor?	Yes No		

Electrical

Is there a safety switch and is electrical equipment regularly inspected and tested?	Yes No	Is damaged electrical equipment immediately removed from service?	Yes No
Are electric leads positioned where they will not be damaged?	Yes No	Is electrical equipment kept at least two metres from hazardous areas (spray booth, flammable liquid storage and paint mixing areas) unless it is specifically designed to be safe for these areas?	Yes No
Do workers check their electrical equipment regularly?	Yes No		

Welding

Are workers prevented from inhaling fumes from welding or is the amount of fume inhaled minimised (ventilation, respirators etc.)?	Yes No	Are oxy acetylene welders safe? (i.e. flashback arrestors/non-return valves are fitted and extra cylinders of oxygen / fuel gasses are stored separately)	Yes No
Are flammable and combustible liquids and solids kept well away?	Yes No	Are fuel tanks/other drums made safe before cutting or welding?	Yes No
Is the person welding protected from welding flashes and heat?	Yes No	Are electrical welders (MIG/TIG / stick) safe? (i.e. voltage reduction units used, leads not knotted, twisted or tacked to a wall etc.)	Yes No
Are other workers/clients / public protected from welding flashes?	Yes No		

Machinery and equipment

Are all items of machinery and equipment regularly serviced and maintained according to the manufacturer's instructions?	Yes No	Are workers supervised to make sure they are using machinery and equipment safely and properly?	Yes No
Are there lockout, tag out or isolation procedures in place when maintenance is performed?	Yes No	Is there enough space around equipment and is it on a stable foundation to prevent it moving during operation?	Yes No
Are workers trained in how to use machinery and equipment safely?	Yes No		

Noise and vibration

Have sources of noise been identified and has the noise being generated been eliminated or at least minimised?	Yes No	If hearing protection is used, have the workers been trained to use it?	Yes No
Where it is not possible to reduce the noise levels, are workers protected from excessive noise?	Yes No	Is vibration minimised? (i.e. vibration free hand tools or hand tools incorporating damping are used, tools are well-maintained to minimise vibration due wear or faults etc.)	Yes No

First aid

Is a first aid kit easily accessible at the workplace?	Yes No	Is the first aid kit regularly checked and items replaced if they are no longer usable or have expired?	Yes No
Are the first aid kit's contents suitable for the types of injuries that may happen at your workplace?	Yes No	Are there any trained first-aiders at the workplace?	Yes No

Emergency response

Is there an emergency response plan to cover possible emergencies for your business?	Yes No
Is the plan and site map on display in suitable places in the workplace?	Yes No
Are workers, and anyone else who is at the workplace for extended periods, (e.g. contractors) trained in the plan?	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

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