

Workplace Health and Safety Queensland

Takeaway food retailing industry – Workplace health and safety hazard identification checklist:

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?	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 or 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 hand-held power tools or driving trucks/forklifts 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	Do operators of equipment have the appropriate 'ticket' where necessary? (e.g. forklifts)	Yes No
Are there lockout, tag out or isolation procedures in place when maintenance is performed?	Yes No	Does all equipment have guarding to prevent operators and others accessing hazardous parts?	Yes No
Are all operators of equipment trained in how to use it safely?	Yes No	Is there adequate work space around equipment and is it on a stable foundation to prevent it moving during operation?	Yes No

Slips, trips and falls

Are controls in place to prevent floors from becoming slippery?	Yes No
Are all floor surfaces even and undamaged?	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 controls in place to prevent people falling off mezzanine floors or other high areas (e.g. loading bays)?	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
Are all areas well lit?	Yes No

Personal security

Is a security surveillance system being used?	Yes No
Are workers trained in dealing with aggressive or violent customers, robbery etc?	Yes No

Are support services available to staff who have been involved in an aggressive incident?	Yes No
Do cash handling procedures reduce the risk of robbery?	Yes No

Burns

Are hot parts of equipment guarded or insulated?	Yes No
Is oil manually filtered when it is cold?	Yes No

Is a gravity-fed chute or automatic oil filtration system used?	Yes No
Are fire extinguishers / blankets available?	Yes No

Heat stress

In hot areas, have steps been taken to minimise the amount of heat produced?	Yes No
Is cool water made available to employees?	Yes No

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

Electrical

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 outlets and other electrical equipment used in wet areas suitable for that type of work?	Yes No
Are leads kept away from sources of damage? (e.g. water, heat, vehicles, trolleys.)	Yes No

Young workers

Are young workers closely supervised?	Yes No
Are young workers “buddied up” with experienced workers?	Yes No

Are young workers trained how to perform tasks safely?	Yes No
Do young workers always work with other staff members?	Yes No

Chemicals

Have you obtained a Material Safety Data Sheet for all the chemicals used in your workplace?	Yes No
Have you read each MSDS and identified which chemicals are ‘hazardous substances’?	Yes No
Have you got a register which has a list of the hazardous substances used and a copy of each substance’s MSDS?	Yes No
Is a copy of each hazardous substance’s 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 hazardous substance containers have a label showing what is in it?	Yes No
Have you given workers using hazardous substances training in how to use those hazardous substances safely?	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?	Yes No
Are there any trained first-aiders at the workplace?	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, and anyone else who is going to be at the workplace for extended periods (e.g. contractors), 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 incidents/injuries?	Yes No

Workplace harassment

Is there a system for workers to report workplace harassment?	Yes No	Have managers/supervisors been trained in how to deal with workplace harassment?	Yes No
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