WHS Workplace Risks and Hazards Checklists

Note:

- These checklists can be used by local WHS Committees, Health & Safety Reps (HSR) and Managers to identify hazards and potential hazards that exist in the workplace that relate to the physical environment, work practices or psychosocial so that these risks can be managed through corrective actions.

Workplace/Area inspected	Date of inspection / / 20
Checklist completed – A B C	Checklist completed by -

Physical Environment – Checklist A

1 Floors, walkways, stairs and ceilings	Yes	No
a) Are floor surfaces even, non-slip and in good condition?	☐	☐
b) Are office floors, walkways, storerooms and stairways clear of obstacles?	☐	☐
c) Are stairs non-slip, in good condition, and fitted with a handrail?	☐	☐
d) Are walkways free of electrical, telephone and computer cables?	☐	☐
e) Are all ceiling tiles in place?	☐	☐
f) Are fire stairs lit, clean and non-slip?	☐	☐
g) Are directional notices and arrows for the fire stairs and exits clearly understood?	☐	☐
2 Environment	**Yes**	**No**
2.1 Ventilation a) Is the ventilation in the work area adequate? (no draughts, or extremes of temperature)	☐	☐

2.2   Lighting
    a)   Is the lighting adequate? (not dull, no flickering or shadows)
    b)   Is the work surface free from overhead shadow or reflections caused from artificial lighting?
    c)   Are light fittings, light bulbs and fluorescent tubes clean and in good working order?
	☐
	☐
	☐
		☐
		☐
		☐

2.3 Noise a) Are distracting or disruptive noises in the work area minimised eg photocopiers not too close to workstations?	☐	☐

2.4   Space
    a)   Is there sufficient space for work tasks to be carried out?
    b)   Is the work area clean and tidy?
	☐
	☐
		☐
		☐

3 Staff room/kitchen area and amenities	**Yes**	**No**
a) Are the amenities clean and tidy?	☐	☐
b) Are sufficient rubbish bins provided and emptied regularly?	☐	☐
c) Are there appropriate hazard notices for appliances? (eg laminated notices and manuals for use)	☐	☐
4 Electrical	**Yes**	**No**
a) Is the wiring of electrical appliances in good order? (eg no damaged cords or exposed wires)	☐	☐
b) Are plugs and switches in good working condition?	☐	☐
c) Are power sockets and computer connections easily accessible?	☐	☐

		Yes	No
d)	Are power boards being used? Note: If power boards are being regularly used select no	☐	☐

5	**Emergency procedures**	**Yes**	**No**
a)	Are all employees aware of emergency procedures? (eg evacuation, bomb threat) – *take sample*	☐	☐
b)	Are fire extinguishers available?	☐	☐
c)	Are all exits and fire fighting equipment kept clear from obstructions?	☐	☐
d)	Have the fire extinguishers been serviced at least once in the past six months? (check metal tag)	☐	☐
e)	Are the locations of fire equipment clearly marked?	☐	☐
f)	Has there been an emergency/fire drill in the past 6 months?	☐	☐
g)	Are illuminated exit signs working correctly?	☐	☐

6	**First aid**	**Yes**	**No**
a)	Is a First Aid notice displayed near the staff room/kitchen area/amenities?	☐	☐
b)	Is there a First Aid Kit on the floor?	☐	☐
c)	Does the First Aid Kit have all the contents required? (A list inside the kit should indicate what is required)	☐	☐
d)	Is there a First Aid room (for offices of 200 staff or more) with signage explaining how to contact the First Aid Officer? For offices with less than 200 staff, is there a sign explaining how to contact a First Aid Officer?	☐	☐
e)	Is the First Aid room clean and tidy, and has regular cleaning of the room been arranged?	☐	☐

7	**Additional hazards**	**Yes**	**No**
a)	Do all work areas provide sufficient access space for people with mobility restrictions or who are in a wheelchair, and appropriate modifications or processes implemented?	☐	☐

Work Practices Checklist – B

8	**Workplace layout**	**Yes**	**No**
a)	Does the workplace layout make it difficult for people to maintain correct posture? (Should be able to adopt upright and forward facing posture, have good visibility of the task and be able to perform majority of tasks at about waist height and within easy reach)	☐	☐
b)	Are working heights adjustable or matched to the size of the employees and the tasks?	☐	☐
c)	Is there adequate clear space for moving legs and feet?	☐	☐
d)	Are loads moved or carried over long distances? (Distances over which loads are manually handled should be as short as possible – the longer the distance the lighter the load should be)	☐	☐
e)	Are there any objects which weigh more than 4.5kg and need to be manual handled – are the appropriate staff aware of safe workign procedures?	☐	☐
f)	Are there any objects which weigh more than 16kg and need to be manual handled – are the appropriate staff aware of safe working procedures?	☐	☐
g)	Are there any objects that weigh more than 55 kg that need to be manual handled?	☐	☐
h)	Is there sufficient storage space in the work area?	☐	☐
i)	Are any items stored higher than 1800mm? (there is s shelf height limit of 1800mm)	☐	☐
j)	Are heavy or regularly used items stored between mid thigh and shoulder height?	☐	☐
k)	Are items stored securely and not in danger of falling?	☐	☐

		Yes	No
l)	Are storage areas kept clean and tidy?	☐	☐
m)	Are filing cabinets stable when more than one drawer is open?	☐	☐
n)	Is there sufficient space around storage areas to enable easy and safe access?	☐	☐
o)	Are drawers and cupboards closed when not in use?	☐	☐
p)	Is there a step ladder/stool available to reach items from shelves that are located above shoulder height?	☐	☐
q)	Is a suitable trolley available for transporting heavy/bulky items?	☐	☐
r)	Are compactus units easy to move, tidy and with nothing stored on top of them?	☐	☐
9	**Work organisation – *take sample***	**Yes**	**No**
a)	Is work organised so that employees are able to vary their work posture and activity at least once every hour?	☐	☐
b)	Where jobs are repetitive, are posture changes and pause stretches encouraged?	☐	☐
c)	Are working heights adjustable or matched to size of the employees and the tasks?	☐	☐
d)	Are procedures in place for employees working after hours? (eg travel home)	☐	☐
e)	Has a risk assessment been completed for any new equipment or work practices?	☐	☐
10	**Workstations – *take sample***	**Yes**	**No**
a)	Are employees reminded to complete a Workstation Checklist to ensure their workstations are set up correctly?	☐	☐
11	**General – *take sample***	**Yes**	**No**
a)	Are employees aware of the OSR WHS and Return-to-Work Program?	☐	☐
b)	Are employees aware of the WHS Injury/Incident reporting procedures and how to access the online portal?	☐	☐
c)	Are employees aware of the reporting procedures for Managing WHS Hazards in the Workplace and for assessing and controlling risks and how to access the online portal?	☐	☐
d)	Have employees been properly inducted into the job practices and safety requirements in the workplace?	☐	☐
e)	Have employees received appropriate training/education in manual handling hazards and/or techniques?	☐	☐
f)	Are there age-related factors, disabilities or other special factors that may affect task performance? (eg young employees under that age of 18 years should not be required to lift, lower or carry objects weighting more than 16kg without mechanical assistance, the risk for older employees, pregnant employees and others with special needs should also be taken into account).	☐	☐
g)	Do employees know who their WHS Committee member is?	☐	☐
h)	Do employees understand the role of the WHS Committee?	☐	☐

Psychosocial Risks Checklist – C

All workplaces have the potential for a psycho-social hazard to exist, psycho-social hazards are those aspects of the design, organisation and management of work and its social and environmental context that may cause harm.

Factors that contribute to psycho-social injuries are many and as such different prevention strategies will be required depending on the factors prevailing in the workplace or work team.

An annual survey will be conducted across OSR to provide an avenue for staff to raise potential psycho-social hazards so they can be risk assessed and appropriate strategies implemented.

This checklist may also be used by Managers to identify risks, it is recommended to conduct small focus groups or discuss in team meetings and use the checklist to promote discussion.

12 Organisational Structure	Yes	No
a) Are there clear organisational pathways to follow with responsibilities clearly outlined?	☐	☐
b) Restructure occurs openly with effective communication & consultation with workers?	☐	☐
c) Do you feel consulted about change at work?	☐	☐
d) Do you feel properly trained on new systems?	☐	☐
e) Do you actively report incidents/accidents/hazards?	☐	☐
f) Are workers supported through the injury management process?	☐	☐
g) Is there pressure to return to work before a full recovery from injury is complete?	☐	☐
13 Organisational Culture – Do you feel?	**Yes**	**No**
a) There a culture of blame or denial when things go wrong?	☐	☐
b) There a lack of communication or consultation between you and management?	☐	☐
c) There is evidence of a strict, task focused or directive management style in use?	☐	☐
d) Does management consult with workers on decision making?	☐	☐
e) Inequitable use for performance management or disciplinary procedures are evident?	☐	☐
f) Is there an absence of role clarity in certain roles?	☐	☐
g) Is there a lack of interpersonal skills within management levels?	☐	☐
h) Do management act like 'gate keepers' of information, consultation or resources?	☐	☐
14 Work Organisation	**Yes**	**No**
a) Are workloads allocated equitably amongst all workers?	☐	☐
b) Is adequate job training provided for all roles?	☐	☐
c) Evidence of boring or repetitive tasks with no rotation of tasks?	☐	☐
d) Work is regularly allocated 'late' with little opportunity to achieve satisfactory performance?	☐	☐
e) Deadlines are flexible to allow for unexpected or urgent tasks to be completed on time?	☐	☐
f) Rosters are set with adequate notice to allow for flexible working arrangements?	☐	☐
g) Are staff unable to take sufficient breaks?	☐	☐
4 Worker Role	**Yes**	**No**
a) Workers are sometimes asked to perform non work-related tasks?	☐	☐
b) Workers roles are unclear with confusion surrounding tasks?	☐	☐
c) Feedback provided is negative, infrequent or non-existent?	☐	☐

		Yes	No
d)	Appreciation of worker's skills and knowledge is shown?	☐	☐
e)	Training and instruction is provided for all worker roles?	☐	☐
f)	There is a defined pathway to job progression for workers?	☐	☐
g)	Workers often feel overloaded or struggle to meet workloads?	☐	☐
h)	Is job security an issue due to high numbers of temporary appointments?	☐	☐
5	**Relationships**	**Yes**	**No**
a)	Are there fraction groups within the branch?	☐	☐
b)	Staff are aware of acceptable and non acceptable standards of behaviour?	☐	☐
c)	Interpersonal conflicts are identified and managed in a timely manner?	☐	☐
d)	Poor relationships between co-workers and/or management?	☐	☐
e)	Opportunities for workers to contribute ideas with respect to planning and organising their own role?	☐	☐
f)	Do workers feel encouraged in their role?	☐	☐
g)	Do collegues help one another if their work becomes too difficult?	☐	☐
h)	Is there any friction or conflict between workers?	☐	☐
6	**Specific Events**	**Yes**	**No**
a)	Work environement is crowded, noisy or polluted at times?	☐	☐
b)	Poor ergonomic practices in use?	☐	☐
c)	Exposure to violence or the threat of violence from clients or coworkers?	☐	☐
d)	Culture that dismisses violence/truamatic incidents as just another part of the job?	☐	☐
e)	Support procedures in place for staff exposed to violence or truamatic incidents?	☐	☐
f)	Staff are trained to deal with difficult situations?	☐	☐