

Checklist for Health and Safety in Construction Plant & Equipment Hire Yards

Workplace

Checked by

Date:

Type of Hazard	What to look for <i>Tick</i>	Is there a risk?	Hazard removed or risk controlled
1. Manual handling	Force being applied repeatedly to try and move an object		
	People working in an awkward posture repeatedly or for a long time		
	The same movements performed repeatedly		
	People having difficulty applying force to do a task		
	Vibrating tools held and controlled by hand		
	Objects being handled could shift suddenly		
	Objects hard to handle due to their shape or texture		
2. Plant & Equipment storage	Storage frames in poor condition		
	No easy access for people and equipment around storage area		
	Poor housekeeping around storage yard e.g. obstacles on the ground		
3. Mobile plant	Operators not trained or certificated where required		
	Lack of regular maintenance		
	Operating near workers on foot		
	Operator's manual not readily available		
	Reversing alarms not fitted or not working		
4. Hazardous chemicals	MSDS not kept for all chemicals		
	Unlabelled containers		
	Advice in MSDSs on minimising risk of exposure not followed		
	Users are not trained in safe handling		
5. Electrical	Frayed or damaged leads		
	Power tools in poor condition		
	Leads on ground		
	No system of regular inspection and testing		
	RCDs not installed		
6. Plant & equipment	Lack of regular maintenance		
	Guards missing or danger areas on machinery not guarded		
	Operators not trained		
	Operator's manual or safe working instructions not readily available		
	Start/stop switches not clearly marked, and within reach		
	Inadequate lockout, tagout and isolation available		
	Inadequate PPE		
7. Noise	Inadequate isolation from others		
	Sources of excessive noise not controlled		
	Inadequate hearing protection		
	No periodic hearing tests		

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8. Lifting gear	Inadequate lifting gear in use		
	Lifting gear in unserviceable condition		
	No system of regular inspection		
	No clear marking of lifting points on equipment		
9. Work environment	Inadequate amenities		
	Work benches covered with rubbish or tools		
	Walkways not clearly marked		
	Water, oil or grease on walkways		
	Entry and exits not clear		
	Leads, hoses or cables across walkways		
	Powered vehicles and equipment not separated from walkways		
	Obstructed vision at intersections		
	Excessive dust levels		
	Inadequate breathing protection		
	Steps for stairs, ladders or platforms are not firm, do not have anti-slip treads or firm handrails		
	Ladder rungs and bolts are not firm		
	Portable ladders used unsafely		
	Evidence of loose or friable asbestos		
	Inadequate measures to prevent workers suffering heat stress		
	10. Emergencies	Inadequate natural/artificial lighting for each task	
Light fittings dirty/in poor condition			
Emergency lighting not operable			
Inadequate pointers to fire exits			
Fire alarm system not working			
Inadequate emergency evacuation procedures or lack of drills			
Inadequate fire protection equipment			
Emergency exits blocked			
Inadequate number/or contents of first aid kits			
No-one trained in first aid			
Kits not accessible and/or clearly marked			
Emergency numbers not displayed			
11. Certification	Accident register not maintained		
	Procedure to notify incidents to WorkSafe not evident		
	"If you are injured" poster not prominently displayed		
	No register of certificate holders kept		
12. Training, information and supervision	Scaffolders without correct certificates		
	Crane and hoist operators without correct certificates		
	Forklift operators without correct certificates		
12. Training, information and supervision	Workers not inducted or adequately trained		
	Workers are not adequately supervised		
	Critical OHS information is not readily available in the appropriate community language(s)		

Consultation is IMPORTANT!

When looking for hazards and risks and finding and implementing solutions, employers should consult with their employees, including any elected health and safety representatives.

Consultation. What to look for	YES/NO	If "NO", how and when will this be dealt with?
Do workers have an elected HSR?		
Is there a functioning workplace health and safety committee?		
Are the names of HSRs prominently displayed?		
Are the HSRs provided with adequate information?		
Does the workplace have a workable issue resolution process?		
Have HSRs received approved training?		