



AQUACULTURE



Business Name & Address: _____ Property Name/PIC: _____

Audit Team: _____ Audit Date: ____/____/____

RISK CALCULATOR	LIKELIHOOD – The likelihood of the exposure causing injury to a person given the frequency of exposure				
	ALMOST CERTAIN <i>Is expected to occur in most circumstances</i>	LIKELY <i>Will probably occur in most circumstances</i>	POSSIBLE <i>Might occur at sometime</i>	UNLIKELY <i>Could occur at sometime</i>	RARE <i>May occur in exceptional circumstances</i>
CATASTROPHIC <i>Death or permanent disability</i>	EXTREME	EXTREME	EXTREME	EXTREME	HIGH
MAJOR <i>Serious bodily injury</i>	EXTREME	EXTREME	EXTREME	HIGH	HIGH
MODERATE <i>Casualty Treatment</i>	EXTREME	HIGH	HIGH	MODERATE	MODERATE
MINOR <i>First aid only, no lost time</i>	HIGH	HIGH	MODERATE	LOW	LOW
INSIGNIFICANT <i>No injuries</i>	HIGH	MODERATE	LOW	LOW	LOW

RISK CLASS	ACTION REQUIRED
OK or Not Applicable	No Foreseeable Risk - OK for now; Review if any equipment/people/materials/work methods or procedures change. Or this particular inspection item is Not Applicable to this workplace
EXTREME	Extreme Risk - Act Now Do something about these risks immediately. Stop the task until the hazard is controlled and the risk managed.
HIGH	High Risk - Act As Soon As Possible. Do something to manage these risks as soon as possible. Consultant with Management
MODERATE	Moderate Risk - Develop a PLAN to manage these risks / note any suggestions on how the risk might be managed.
LOW	OK for now Review if any equipment/people/materials/work methods or procedures change.



IDENTIFIED HAZARDS	OK or NA	EXTREME (Act Now)	HIGH (Act ASAP)	MODERATE (Plan)	LOW (Review)
ADMINISTRATION AND CONSULTATION					
1. Are customers or members of the public (i.e. Visitors) permitted to enter the workplace? If yes: a) Are they supervised in the work area? b) Do they receive any formal induction before entering the work area?					
2. Are there any safety signs/restricted area signs displayed?					
3. Has there been a documented risk assessment undertaken of the workplace?					
4. Are children protected from identified hazards in the workplace? e.g. water					
5. Is there a documented induction for workers?					

IDENTIFIED HAZARDS	OK or NA	EXTREME (Act Now)	HIGH (Act ASAP)	MODERATE (Plan)	LOW (Review)
6. Is there a system for recording - <ul style="list-style-type: none"> a) Risk assessments b) Safe work procedures c) Induction/Training d) Maintenance of plant e) Fault reporting f) Incident investigation g) Emergency evacuation h) First aid response 					
ELECTRICAL					
7. Has a 12 monthly visual inspection of electrical equipment been conducted to identify damage? (e.g. cable supports, switch boards, switches and socket outlets, etc.) (records?)					
8. Are all electric cables secured and not exposed damage?					
9. Are power poles checked periodically (5 years) for rot and white ants, etc?					
10. Switchboards: <ul style="list-style-type: none"> a) Are switchboard fuses, switches and breakers identified clearly and correctly? b) Are switchboards stable, weatherproof, adequately constructed and maintained? c) Is the switchboard free of open holes from missing equipment, rust, or other damage? 					
11. Is there sufficient room in front of the switchboards for access? e.g. 600mm clearance.					
12. Are overhead powerlines clear of work activities (exclusion zones), and/or vegetation?					
13. Is specified electrical equipment used where there is a stated electrical risk factor? If yes, is specified electrical equipment inspected and tested or connected to a safety switch as required? (See Code of Practice (COP))					
14. Is there a documented maintenance program for the safe use of specified electrical equipment where there are stated electrical risk factors?					
15. Is handheld equipment (i.e. power tools, etc.) visually inspected for obvious defects or damage before it is connected to the power supply?					
16. Are socket outlets located near water or other fluids of a suitable design, intact and in good condition? (Note IP rating written on housing.)					

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17. Are pond agitators and pumps safety switch protected? (including 3 Phase motors)					
18. Are cords, plugs, cables and extension cords protected from chemical damage, water, entanglement in equipment, damage by traffic, worker entanglement and in good condition not frayed or damaged? (e.g. pond agitators.)					
19. Are there documented safe work procedures for the safe use of electrical equipment? (e.g. welding next to a pond.)					
20. Is a visual inspection of welding equipment carried out prior to use?					
21. Does the employer have a copy of the COP on electrical safety?					
22. Is there a “Lock-out” procedure in place for all plant and equipment?					
MOBILE PLANT					
23. Is there documented safe work procedures/operator manual for each forklift?					
24. Is there a documented pre start checklist for forklifts?					
25. Forklift operation - a) Licensed operator or operator under training b) Tyres c) Hydraulic hoses d) Brakes/handbrake e) Tines or forks f) Safe working load g) FOPS (i.e. Falling Object Protection Structure) h) Safety devices (e.g. reversing sirens, flashing lights, etc.)					
26. LP gas powered forklifts - a) Refuelled at safe, well ventilated locations b) Cylinders changed by trained people c) Cylinders stored safely d) No smoking signs					

IDENTIFIED HAZARDS	OK or NA	EXTREME (Act Now)	HIGH (Act ASAP)	MODERATE (Plan)	LOW (Review)
27. Charging battery powered forklifts and electrolyte maintenance - a) Wear appropriate PPE b) Ventilation c) No smoking					
28. Petrol/diesel powered forklifts a) Refuelled in safe well ventilated location b) No smoking					
29. Tractor operation - a) Competent operator as per manufacturer’s manual. Supervision and/or training documented. b) Lights c) Tyres/rims d) Brakes/handbrake e) Hydraulic hoses f) Stepping plates g) Steering/linkages h) ROPS i) Seatbelt j) Master shield guard					
30. Mobile implements - a) Structural integrity not compromised by rust b) Hydraulic hoses c) Guards in place d) PTO shaft guarded.					
31. All Terrain Vehicles (i.e. quad-bikes) - a) Competent operator as per manufacturer’s manual. Supervision and/or training documented. b) Safe operating conditions c) Lights d) Tyres/rims e) Footplates f) Brakes/handbrake					

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g) Steering h) Front and rear load specifications i) Trailed load specifications					
32. Vehicles (e.g. utes, etc.) a) Driver’s Licence. b) Steering c) Brakes d) Tyres e) Rust f) Seats g) Doors h) Floors					
33. Boats - a) competent operators (i.e. Boat Licence) b) Safe work methods c) Safety equipment d) Emergency plans					
34. General vehicle operation (e.g. Tractors, Utes, Bikes, Boats). a) Maximum speed limits b) Loading and unloading c) Night time operation d) Speed restrictions on pond walls e) Driver training f) Driver competence					
35. There are documented procedures for safe use of plant and these procedures are implemented on the job?					
FIXED PLANT AND WORKSHOP					
36. Is the plant/machinery guarded to comply with the COP? (i.e. is there a risk of injury?)					
37. Are maintenance and service records kept?					

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38. Are emergency stop buttons/systems present and in suitable positions?					
39. Are there any noise related issues?					
40. Are workers provided with appropriate PPE and instructed in its safe use?					
41. Are workshop maintenance areas safe? Free from trip hazards, housekeeping etc.					
HAZARDOUS SUBSTANCES AND DANGEROUS GOODS - acetylene gas, LPG, unleaded petrol, pesticides, hypochlorite solution					
42. Is a chemical Use Register kept?					
43. Safety Data Sheets (SDS) - a) Less than five years old b) Kept in a register c) Kept as close as possible to the work area where used d) Workers using chemicals have read the SDS					
44. Container labels - a) All containers labelled b) Labels in good condition					
45. Has risk assessments of hazardous substances been carried out?					
46. Is Worker training provided for chemical use? (e.g. AusChem)					
47. Placarding on tanks that hold more than 1000L Flammable or Combustible Liquid?					
48. Are there emergency washing facilities? (e.g. safety shower)					
49. Risk assessment for the mixing of chemicals?					
50. There is a safe operating procedure for the use of hydrated lime in ponds?					
51. There are safe operating procedures for handling bulk (1 tonne) fertilizer bags?					
52. If two-pack spray painting is being undertaken, is a spray booth used?					

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AMENITIES					
53. Toilets a) Reasonable access b) Clean c) Sanitary disposal (females)					
ACCESS, HOUSEKEEPING AND LOAD BEARING					
54. Clear of obstructions including produce, equipment, rubbish, non-slip surfaces?					
55. Storage of bins/pallets stacked safely?					
56. Storage of bins/pallets in good order?					
57. Load bearing of mezzanine floors, internal roof of office, objects hanging from joists, and lifting chains, etc?					
HEIGHTS					
58. All platforms, continuous walkways, mezzanine floors - a) In good repair b) Access gates able to be secured shut c) Toe board (100mm high)					
59. Stairways - a) Good repair b) Tread going (width) 150mm minimum? c) Tread rising (step height) 250mm max, 200mm min?					
60. Handrails - a) 900 – 1000 mm high, mid rail 450 mm b) Parallel to slope c) Good repair d) Rails past landing floor					
61. Fixed ladders - a) Hand rail at top of landing b) Good repair c) Rung size (Ø20mm min.) and spacing (250mm min. – 300mm max.)					

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62. Portable ladders - a) Good repair b) Safe procedures					
COLD ROOM					
63. Carbon monoxide risk from LPG and petrol driven forklifts					
64. Forklift operator has clear visual access					
65. Entrapment, rescue procedures, e.g. Working bell, door able to be unlocked from inside coldroom.					
66. Lighting adequate					
67. Workers clothing adequate					
ADMINISTRATIVE & EMERGENCY					
68. Serious bodily injuries, illnesses & dangerous incidents reported to WHS					
69. Work injuries, illnesses & incidents recorded					
70. Emergency a) Access to first aid b) Evacuation procedures c) Fire fighting equipment					
FIREARMS (advisory)					
71. Locked cabinet					
72. Firing mechanism stored separate if possible – otherwise ammunition stored separate					
73. Personal Protective equipment					
74. Appropriate license for users of fire arms.					
ERGONOMICS					
75. Force exertion (take photos – list tasks)					

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76. Repetition (take photos – list tasks)					
77. Postural awkwardness (take photos – list tasks)					
SUN SAFETY					
78. Hat with a broad brim 10-12cm					
79. Clothing - a) Long sleeve shirts b) Tight weave of material					
80. Sunscreen					
ZOONOTIC DISEASES (Diseases transmitted from animals to humans)					
81. Are workers informed of the potential of zoonotic diseases being transmitted from animals to humans?					
82. Are there procedures in place to prevent zoonotic disease contamination from handling dead animals i.e. dead birds etc.					
83. Have there been any cases of infection from zoonosis in workers e.g. <i>Mycobacterium Marinum</i>					
CONSTRUCTION WORK					
84. Are any of the following Types of work being undertaken? a) Excavation b) Construction c) Demolition d) Asbestos removal					
85. Is there any construction work greater than \$80,000					
86. Has a Principal Contractor been appointed for any construction work?					
87. Are there Work Method Statements for construction work?					
DIVING WORK The Occupational Diving Code of Practice 2005 (COP) applies to rural workplaces. Relevant parts of the WHS Regulation 2011, Sections 167 to 184 may be referred to for diving obligations.					
88. Does dive work meet the requirements of the COP and Regs?					

IDENTIFIED HAZARDS	OK or NA	EXTREME (Act Now)	HIGH (Act ASAP)	MODERATE (Plan)	LOW (Review)
a) Medical fitness of workers b) Diver competence (ADAS diving certificate) c) Risk assessment for dive work					
89. Risk assessment process completed as per Regulation, Sections 176 to 182?					
90. Does the dive work risk assessment address – a) WHS Regulation Section 176 requirements b) AS/NZS 2299 requirements c) Working under structures. d) Working in structures e) Working near pressure differentials (i.e. valves, sluices) f) Dangerous animals- predators and envenomation g) Working on nets h) Use of tools					
91. Training provided including: a) Induction b) Site/task specific c) Ongoing review d) Rescue drills e) Risk assessment (COP section 6)					
92. Risk to divers from vessels (COP 4.1)					
93. Dive equipment appropriate and well maintained. (COP 4.2)					
94. Air quality monitored (6mths) (COP 4.3)					
95. Decompression system followed (COP 4.4)					
96. Documented emergency plans and training: a) First aid b) Rescue c) Evacuation d) Missing person (COP 4.5)					

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97. Rescue procedures effective and efficient (COP section 4.6)					
98. First aid equipment including oxygen administration on site with currently trained persons (COP 4.7)					
HARVESTING					
99. Are harvest collection cages used to remove livestock from the ponds?					
100. Is there a safe operating procedure in place for the use of harvest cages and the removal of produce from the out-flow drains?					
101. Are there portable steps or other means to allow safe access and egress from the harvest cage work site?					
102. Is there appropriate PPE provided for harvest crew workers?					
103. Is there adequate lighting provided at the harvest site (night operations only)?					
PROCESSING PLANT (If relevant)					
104. Have noise levels been monitored in the processing shed?					
105. Has a procedure been implemented for cold weather work in the processing shed?					
106. Are floor areas kept clean, dry and free of trip hazards?					
107. Has a Risk Assessment been undertaken on the packing/sorting line been for any unguarded, moving parts?					
ADDITIONAL HAZARDS					
108.					
109.					
110.					

RISK ASSESSMENT AND MANAGEMENT RECORD

HIERARCHY OF CONTROLS PLANNED OR IMPLEMENTED

Item #	Date	Identified Hazard	Assessed Risk Level	Control 1 Eliminate	Control 2 Substitute	Control 3 Isolate or Guard	Control 4 Redesign or Engineering	Control 5 Administration	Control 6 PPE

IMPLEMENTATION AND CONTROL SHEET

Item #	RISK MANAGEMENT ACTION REQUIRED	Responsible Person	Cost \$	Target Date	Date Actioned	Revised Risk Level after Action