



BUILDINGS AND STRUCTURES



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

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

Description (structure type): _____ **GPS Ref./Location:** _____ **Asset ID # (if applicable):** _____

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)
SITE ENVIRONMENT					
1. Are all rainwater tanks that provide drinking water kept hygienic - free of vermin and animal contamination?					
2. Are all roofing surfaces and guttering regularly cleaned to allow for clean runoff water?					
3. Are all access roads to the property clearly signed?					
4. Have warning signs been placed on the main access road? e.g. creek crossings, grids, sharp bends, speed limits					
5. Are main access roads and their table drains, regularly maintained?					

IDENTIFIED HAZARDS	OK or NA	EXTREME (Act Now)	HIGH (Act ASAP)	MODERATE (Plan)	LOW (Review)
PROPERTY YARDS AND OPEN WORKPLACE AREAS					
6. Is the house yard fencing adequate to prevent unsupervised children from leaving the house yard into the workplace and the entry of animals into the house yard?					
7. Is the swimming pool surrounded by a childproof fence?					
8. Do fences have any loose or protruding wires, nails or bolts?					
9. Are there any exposed sharp edges on tank stands, sheds, pathways, etc?					
10. Is the yard and surrounds kept free from articles that could become missiles in high winds?					
11. Is the Lighting Plant or Main Generator, far enough away and sufficiently insulated to minimize the noise hazard to the living areas?					
12. Are rodents, spiders, mosquitoes and other pests managed in a regular control program?					
13. Are the buildings and their surrounds free of grass and rubbish that can shelter pests and vermin?					
FIRE CONTROL					
14. Are the buildings and their surrounds free of grass and or rubbish to prevent a fire hazard?					
15. Are roof gutters free of leaves, to prevent a fire hazard?					
16. Is there an adequate water supply available to fight a fire in the homestead or outbuilding area?					
17. Are there an adequate number of correctly signed, fire extinguishers in place?					
18. Has the annual inspection and service of fire extinguishers been conducted?					
19. Are there fire exit signs on buildings where evacuation maybe necessary in the event of fire?					
20. Have fire exit doors been checked that they open easily and are clear of obstructions?					
21. Have staffs been trained in appropriate fire fighting and emergency procedures?					
22. Are there written emergency procedures or policies in the case of fire or other emergencies?					

IDENTIFIED HAZARDS	OK or NA	EXTREME (Act Now)	HIGH (Act ASAP)	MODERATE (Plan)	LOW (Review)
23. Have smoke detectors been installed and tested in all dwellings?					
WELFARE MATTERS					
24. Are all toilets clean and are the required cleaning and disinfecting supplies available?					
25. Is the dining room kept clean with clean tea towels available?					
26. Is the dining room smoke free with the non-smoking area clearly posted?					
27. Is clean, cool drinking water available at various locations in the work area?					
28. Are washing facilities kept in clean, serviceable order with no electrical faults?					
29. Is hot water available in adequate quantities for bathing and washing purposes?					
30. Is bedding of a standard that allows for easy airing and cleaning?					
31. Are air conditioners and fans in a clean, serviceable condition?					
FIRST AID					
32. Is the First Aid cabinet and its' contents clean and serviceable?					
33. Are the First Aid kits clearly labelled?					
34. Is there a stock control list for the first-aid kit and are stock lines and levels checked regularly?					
35. Are First Aid cabinets in easily accessible locations?					
36. Are employees aware of the locations of the Kits?					
37. Are all incidents requiring first aid documented on an injury report form?					
38. Do you provide opportunities for staff to obtain a current first aid certificate?					

IDENTIFIED HAZARDS	OK or NA	EXTREME (Act Now)	HIGH (Act ASAP)	MODERATE (Plan)	LOW (Review)
KITCHEN ELECTRICAL AND GAS					
39. Are all electrical leads, plugs and outlets in good condition?					
40. Have all portable appliances been identified as double insulated or inspected for operable earth wires?					
41. Has a Residual Current Device (RCD) been fitted to protect all circuits where a <i>stated electrical risk exists</i> and is its serviceability regularly tested? <i>For information see "Code of Practice – Electrical Equipment in Rural Industry:</i>					
42. Are there an adequate number of power points available to service all electrical requirements?					
43. Are piggy-back double adaptors used in the workplace?					
44. Are gas installations currently certified by a competent person?					
45. Are gas bottles and lines fixed securely - protected from being accidentally dislodged or broken?					
46. Are gas ignition systems in good working order?					
47. Are all gas failsafe or cut-off valves operational?					
OFFICE					
48. Are desks and chairs ergonomically designed to minimise strain and long-term injury?					
49. Are workstations suitably laid out to minimise strain and long term injury?					
50. Is the lighting and ventilation adequate for the number of persons working at any one time in the office?					
51. Have Residual Current Devices been fitted on office electrical circuits and tested according to the <i>Queensland Electrical Safety Regulations</i> ?					
52. Are storage areas designed to minimise manual handling injuries?					
53. Has sufficient storage been provided and is it being utilised correctly?					
54. Are high storage areas provided with a stable platform to access these areas?					
55. Is the office tidy with waste removed regularly?					

IDENTIFIED HAZARDS	OK or NA	EXTREME (Act Now)	HIGH (Act ASAP)	MODERATE (Plan)	LOW (Review)
ADDITIONAL HAZARDS					
56.					
57.					
58.					
59.					
60.					
61.					
62.					
63.					
64.					
65.					

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