



PACKING SHEDS



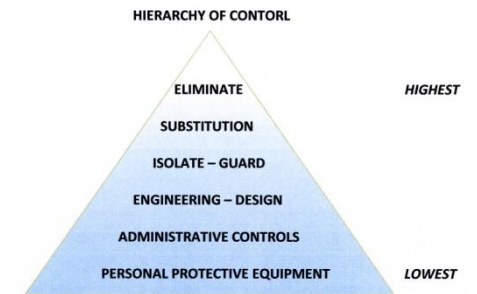
Business Name & Address: _____ **Property Name/PIC:** _____

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
INSIGNIFIANT <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 providing drinking water kept hygienic and 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. Are there policies and procedures requiring staffs not to wear loose fitting clothing and to ensure that shirt tails etc are tucked-in at all times to prevent entanglement with machinery?					
5. Is there a known policy requiring zero drug and alcohol levels for employees in the workplace?					

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6. Are Dangerous Goods and Hazchem signs, if required, clearly displayed?					
7. Are appropriate signs displayed to direct visitors to a contact point such as the office?					
8. Is there a 'Warning' sign at the entrance to the property that identifies the property as a workplace?					
9. Are the main access roads and their table drains, regularly maintained?					
10. Are underground electrical cables entering the shed clearly marked?					
11. Are overhead powerlines clearly marked and located clear of equipment / machinery pathways (particularly forklift operations around sheds)?					
12. Have warning signs been placed on the main access road. (Creek crossings, grids, sharp bends, speed limits)?					
13. Are vehicle parking areas signed and have sufficient parking capacity for workers vehicles to park safely without posing a pedestrian hazard?					
14. Are the buildings and their surrounds free of grass and rubbish that can shelter pests and vermin?					
15. Are rodents, spiders, mosquitoes and other pests managed in a regular control program?					
PRODUCE - INTAKE AREA					
16. Is the size and design of the area adequate for the movement of trucks and other produce delivery machinery?					
17. Is the surface of the intake area kept clean, well drained and free of rubbish and spilt produce?					
18. Is there a known policy that requires the wearing of closed, non-slip footwear when operating in work areas that may have slippery surfaces or other trip/slip/fall hazards?					
19. Have noise levels been assessed in this work area?					
20. Have appropriate control measures been applied to manage noise?					
21. Are wet floor areas adequately signed and supervised in relation to slips, trips and falls?					
22. Are all catwalks and storage areas, situated at height, adequately guarded to prevent falls?					

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23. Are there appropriate signs displayed in this work area that indicate the type of PPE to be worn and also designates this as a restricted area?					
24. Are stairs, handrails and loading ramps in good condition?					
25. Are step-rises and tread widths uniform?					
26. Are all produce storage bins stacked in a safe manner?					
27. Are entry and exit points to and from work areas free from obstructions?					
GRADING AND PACKING LINE					
28. Are emergency stop buttons operational, correctly positioned, labelled and colour coded?					
29. Is there a line or other emergency activation device fitted, which will allow any worker on the packing line to stop the machinery in an emergency situation?					
30. Can operating controls be locked out when not in use or when maintenance is taking place?					
31. Is there a positive lock-out system that provides a means to reduce the system/equipment to a zero energy state? E.g. air, steam, electrical, hydraulic etc.					
32. Are there documented lock-out procedures and the use of colour coded tags to indicate the user of the lock-out system?					
33. Are all operating controls guarded against inadvertent actuation?					
34. Is there sufficient lighting provided and are all light tubes and bulbs guarded so that if they shatter, broken glass will not contaminate the packing line?					
35. Are there appropriate warning signs displayed throughout the packing shed?					
36. Are all catwalks and storage areas, situated at height, adequately guarded to prevent falls?					
37. Are step-rises and tread widths uniform?					
38. Are stairs, handrails and loading ramps in good condition and unobstructed?					

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39. Are aisle ways and pedestrian passageways marked, clear and unobstructed and sufficiently wide for normal movement?					
40. Is there provision of appropriately situated and guarded crossing points to enable pedestrian traffic to cross safely over or under the packing line?					
41. Are all machines well maintained in good general condition with no evidence of damage?					
42. Are machine limit stops operational?					
43. Are the chemical treatment units ventilated externally to the atmosphere outside the shed?					
44. Are the chemical treatment units sufficiently shielded to prevent the escape of chemical droplets and vapour to the surrounding work area?					
45. Are the chemical treatment units fitted with systems to drain unused chemical waste out of the work area so as to prevent exposure to workers?					
46. Are “Nitrile’ chemical resistant gloves issued to workers who handle fruit that has been chemically treated?					
47. Are all pinch points, in-running nip points and points of operation guarded?					
ERGONOMIC FACTORS - GRADING AND PACKING LINE					
48. Does the design allow normal body positions when seated or standing?					
49. Do operating controls permit full, unrestricted operation by workers wearing appropriate clothing and equipment?					
50. Is there a policy and procedure in place that allows workers to be rotated through various work stations to prevent repetitive-strain injury?					
51. Is lifting and twisting in combination, limited by the design of the packing and produce handling systems?					
52. Do controls follow normal response patterns (down for off etc)?					
53. Do hand tools that are used on the line permit normal body positions?					
54. Are workers trained in manual handling techniques and correct lifting procedures?					

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STACKING AND CARTON HANDLING					
55. Is there appropriate safety signage displayed?					
56. Is there adequate floor space between carton carousels, pallets etc to allow machine (fork-lift), hand trolleys and pedestrian access?					
57. Are there adjustable height benches and stacking tables?					
58. Are gloves supplied to prevent paper cuts to workers handling boxes and box lids?					
59. Is there a policy and procedure in place that allows workers to be rotated through various work stations to prevent repetitive-strain injury?					
60. Is the carton making machine appropriately guarded and sited so that its operation will not pose a hazard to workers?					
61. Are pallet stacking systems adjustable for carton stacking on pallets to prevent overreaching or other manual handling injuries?					
FORKLIFT OPERATION					
62. Are reversing lights and warning horns fitted and in working order?					
63. Are all forklift operators trained and hold current WHS operators accreditation for the machine they operate?					
64. Is the Safe Working Load (SWL) clearly marked on the machine?					
65. Are chains, slings and ropes appropriate for the loads to be moved and rated to the SWL of the machine?					
66. Is the SWL clearly marked on hand-operated or electric pallet stackers and are they used within their rated capacity?					
67. Are hooks not deformed or damaged and with safety latches intact?					
68. Are all workers adequately instructed and trained in forklift operations in the shed, particularly in relation to the interaction with pedestrian traffic?					
69. Is there a procedure in place for the maintenance of pallets in a sound condition with no protruding nails or broken boards?					

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COLD STORAGE AREAS					
70. Are there known procedures and policies for entry into cold storage areas?					
71. Are staff adequately trained and instructed in cold weather operations?					
72. Is there a door lock disabling system fitted to the doors of all cold stores to enable a person to escape the cold-store if they are inadvertently locked in?					
73. Are there known procedures for the evacuation and ventilation of fruit ripening storages after treatment with products such as ethylene oxide?					
74. Has a risk assessment been conducted to ascertain if a system and procedure for the atmospheric monitoring of storage areas is required?					
ELECTRICAL TOOLS AND POWER SUPPLY					
75. Is the electrical circuit board situated indoors or protected by a weatherproof cabinet if it is situated in a position where it is exposed to moisture?					
76. Are the General Power Outlets protected by installation of residual current devices (RCD) to prevent electrical shock?					
77. Are electrical circuit boards and other electrical switch equipment situated in positions where they can't be struck by vehicular or pedestrian traffic?					
78. Are Residual Current Devices tested according to the <i>Queensland Electrical Safety Regulations</i> ?					
79. Are portable RCD units available for use with electrical equipment when such equipment is not being used on a protected circuit?					
80. Are electrical switches, General Power Outlets and switch-boxes maintained in proper working order and kept clean from a build up of rubbish and spider-webs etc?					
81. Have all electrical appliances and power tools used in the workshop been inspected, tested and tagged by a 'competent person' in accordance with regulatory requirements?					
82. Is it a known policy that power leads are to be uncoiled when in use to prevent heat build-up and the possibility of a fire?					
83. Are electrical wires that are at risk of being accidentally struck by a person, cut or entangled in machinery or struck by an object, protected by conduit or other means?					
84. Are all extension leads suspended clear of work situations where they cross any passageway/access-way or where					

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fluids may affect them?					
85. Are there any wet or damp areas that may pose an electrical hazard in or around the work area?					
FIRE CONTROL					
86. Are the buildings and their surrounds free of grass and or rubbish to prevent a fire hazard and cover for snakes and other pests?					
87. Are roof gutters free of leaves, so as to prevent a fire hazard?					
88. Is there an adequate water supply available to fight a fire in the packing shed area?					
89. Are there an adequate number of correctly signed and positioned fire extinguishers in place?					
90. Is an annual inspection and service of fire extinguishers conducted and a maintenance record kept?					
91. Are there fire exit signs on buildings where evacuation maybe necessary in the event of fire?					
92. Have fire exit doors been checked, to verify, that they open easily and are clear of obstructions?					
93. Have staffs been trained in appropriate fire fighting and emergency procedures?					
94. Are there written emergency procedures or policies in the case of fire or other emergencies?					
AMENITIES					
95. Are there adequate numbers of toilets available in relation to the number of staff?					
96. Are all toilets cleaned regularly and are the required cleaning and disinfecting supplies available?					
97. Is the dining area kept clean with washing and ablution facilities available to staff?					
98. Is the dining area smoke free with the non-smoking areas clearly posted?					
99. Is clean, cool potable drinking water available at various locations in the work area?					

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100. Are drinking water taps marked for potable water?					
101. Are washing facilities kept in clean, serviceable order with no electrical faults?					
102. Is hot water available in adequate quantities for washing purposes?					
FIRST AID					
103. Is the First Aid cabinet and its' contents clean and serviceable?					
104. Are the First Aid kits clearly labelled?					
105. Is there a stock control list for the first-aid kit and are stock lines and levels checked regularly?					
106. Are First Aid cabinets in easily accessible locations?					
107. Are employees aware of the locations of the Kits?					
108. Are all incidents requiring first aid documented on an injury report form?					
109. Is there a known policy that a person with first-aid training is to be present in the workplace and are workers aware of who that person is?					
110. Do you provide opportunities for staff to obtain a current first aid certificate?					
OFFICE					
111. Are desks and chairs ergonomically designed so as to minimise strain and long-term injury?					
112. Are workstations suitably laid out so as minimise strain and long term injury?					
113. Is the lighting and ventilation adequate for the number of persons working at any one time in the office?					
114. Have Residual Current Devices been fitted on office electrical circuits and tested according to regulations?					
115. Are storage areas designed to minimise manual handling injuries?					

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116. Has sufficient storage been provided and is it being utilised correctly?					
117. If high areas of storage are required, is a stable platform to access these areas, provided?					
118. Is the office tidy with waste removed regularly?					
PERSONAL PROTECTIVE EQUIPMENT (PPE)					
119. Is there a known policy that instruction and training will be supplied for all PPE that is required in the workplace?					
120. Is PPE available for all work tasks that have been identified by a Risk Assessment as requiring PPE?					
121. Is the PPE maintained in a safe working condition and checked in a regular maintenance program for its continuing effectiveness?					
122. Is the PPE cleaned and stored in accordance with the instructions for its use or other maintenance requirements?					
INCIDENT RESPONSE AND EMERGENCY PROCEDURE					
123. Is there a known policy and procedure in place for actions to be undertaken by all workers in the event of an emergency situation occurring?					
124. Are all workers aware of the EXIT points and the EMERGENCY ASSEMBLY AREA?					
125. Is there a known procedure to identify all VISITORS to the workplace, so that they can be informed of known hazards and restricted areas and accounted for if an incident occurs?					
126. Is there an incident management plan in place that includes an emergency communications strategy? (I.e. who notifies the ambulance)					
127. Are key personnel who would be involved in an incident situation regularly briefed and trained on the response strategy					
128. Are emergency phone and / or radio call lists displayed throughout the workplace and accessible by all workers?					
129. Are there regular training sessions on basic incident procedures, victim stabilisation and extraction from common injury situations that may occur in the workplace?					
130. Are incident management procedures incorporated into induction training programmes for all new staff?					

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131. Is there unrestricted access for emergency service vehicles and personnel to the workplace					
132. Are maps and plans of the workplace ready accessible to emergency services if they have to attend an incident?					
133. Are workers who handle dangerous goods, familiar with the Qld <i>WHS Reg 2011 and ADG Code</i> ?					
134. If 'Dangerous Goods' are stored in the workplace are there procedure and plans in place to deal with an emergency situation relating to dangerous goods?					
135. Are workers who handle, store or apply hazardous substances and / or dangerous goods, AusChem Accredited?					
INDUCTION AND RECORD KEEPING					
136. Is there a policy and procedures system in place to enable the induction of all staff on engagement?					
137. Are all workers required to undertake an Induction on engagement?					
138. Is there a record of all induction and training kept that may be provided to an employee?					
139. Is there an injury recording system and register in place?					
140. Is there an incident investigation system in place?					
141. Is there a record of First-aid treatment that is provided in the workplace?					
142. Is there a maintenance log kept of all repairs to machinery, particularly if the maintenance relates to a safety issue?					
ADDITIONAL HAZARDS					
143.					
144.					
145.					

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