

Guidelines

Occupational Health and Safety

Guidelines for Managing Occupational Health and Safety During Working Bees and Fetes

I Introduction

Under the OHS Act 2000, Section 8 (2) the employer (Principal and School Leadership Team on behalf of the Catholic Education Office) must ensure that all people, including those who are not employees of the employer, for example volunteers and visitors to the school site are not exposed to health or safety hazards and risks arising from the conduct of the employer's undertaking while they are at the employer's place of work; that is the school premises or other areas visited by the school.

It is a requirement of the legislation that the hazards and risks associated with all activities are identified and assessed before the activity is undertaken. Following this risk assessment all reasonable and practical means need to be taken to either eliminate the hazards and risks or to minimise them to the lowest level possible (OHS Regulation 2001 clause 5).

II Planning

The most obvious hazards and risks to health and safety during working bees and fetes can include:

- Lack of planning and failure to identify and appoint a project manager/controller with authority to coordinate and control activities and people.
- Machinery, plant, equipment and tools used by amateurs who do not have the required certification and /or skills to operate plant correctly.
- Powered and hand tools, especially the use of grinders and other tools for purposes for which the equipment is not designed.
- Use of chemicals - paints, solvents, cleaning agents, fuels, gases etc.
- Vehicle and equipment movement.
- Noise and dust.
- Poorly maintained equipment.
- Electrical - cords, leads, power points, overloading and equipment that has not been tested and tagged.
- Equipment brought on site from home.
- Ladders and sets of steps not in good operating condition.
- Too many people on site.
- Rushing to finish - sometimes in the dark.
- Lack of First Aid.
- Children and onlookers on site.

III Risk Assessment

1. Identify the hazards and risks to health and safety before the working bee or fete takes place.
2. Assess the likelihood of the risks to health and safety. See attached Risk Assessment/Control Form. See pages 5 & 6. For further information visit:
<http://www.workcover.nsw.gov.au/Publications/OHS/RiskManagement/Hazpak.htm>.

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3. Plan and implement hazard and risk controls in accordance with the Hierarchy of Control (set out below).
 1. **Elimination.** Can the hazards and/or risks be eliminated?
 2. **Substitution.** Can something less hazardous or risky be substituted or used eg another method, safer materials, chemicals/substances or equipment. Is it safer to contract the job/task out?
 3. **Isolation.** Isolate and separate the hazards and risks from the people at risk.
 4. **Engineering Control.** Are proper engineering controls in place eg guards on equipment, fences or barriers, noise and dust controls, electrical cords, leads and power supplies that meet the correct Australian Standards <http://www.standards.com.au/>? Power sources that include residual current devices.
 5. **Administrative Control.**
 - Ensure that only properly qualified operators of plant (machines) tools and equipment use the equipment.
 - Ensure that there is someone who can plan the work to keep it safe and supervise the workers.
 - Develop and record safe work method statements before work starts. These do not have to be very elaborate but must be hazard and risk control measures. See Hazard Report Notification Form. See pages 7 & 8.
 6. **Personal Protective Equipment (PPE)** It is important when chemicals such as solvents, turps, paints, fuels, cleaning liquids etc, are to be used that gloves, appropriate masks and clothing are available and worn. **The information contained in the Material Safety Data Sheets** for each of the substances will assist you to determine what is needed and what precautions should be taken.

The use of hearing protection, hand protection, respiratory protection, safety boots and safe clothing that will not be caught in moving plant and equipment should all be considered when volunteers are undertaking higher risk tasks.

IV Documentation

Document/record all findings, information and decisions at each step of the planning and management process to:

- Assist in the planning and management of the working bee.
- Eliminate confusion.
- Ensure safe work methods are consistent and clear to everyone.
- Ensure that only authorised people are involved in the activity.
- Ensure food storage, cooking and food handling practices and procedures are compliant with the NSW Food Authority <http://www.foodauthority.nsw.gov.au/> requirements.
- Ensure security for personnel and money handling have been planned and implemented.
- Ensure fire prevention and control measures have been implemented.
- Ensure emergency response and evacuation procedures have been incorporated into the event.
- Enable effective review and evaluation.
- Have a record of hazard identification, risk assessment and risk control to demonstrate and prove Due Diligence.

The persons appointed to the role of Leader/Project Manager of the working bee or fete should arrange for each person to record the jobs/tasks they did and what equipment or plant they used. Leader/Project Manager should be given authority to manage the on-the-spot safety of the site in cooperation with the parish priest.

V Suggested Guidelines For Managing OHS During Working Bees

Have a planner or Leader/Project Manager who is able to:

- Identify the tasks and jobs to be done and the equipment needed for the jobs.
- Consult before and during with all involved in the working bee.
- Identify hazards and likely risks to health and safety and who is at risk.
- Plan and implement hazard and risk control.
- Identify (or can find out) what skills and qualifications people need to operate plant and equipment.
- Check or delegate the checking of equipment and tools.
- Supervise.
- Evaluate after the event.

Working Bees and Fetes

VI Children On Site

The presence of children on a working bee site is **high risk**;

- They can be unpredictable.
- It is difficult to provide appropriate supervision while doing other tasks.
- They may not be seen by operators of plant, equipment and vehicles.
- They can be exposed to noise, dust, fumes and chemicals.

No children on site policy during working bees

It will need to be remembered that children present on site during a working bee may be exposed to the same hazards and risks as the adults. Children are also likely to be unpredictable while on site especially when the circumstances are not as formal or controlled as the usual restraints that would be in place during a normal school day.

In some schools, while a policy of 'no children on site' is highly desirable, it may be very difficult to implement. Working bees are often seen in the school as an opportunity for families to come together in a community spirit that is positive and supportive. The adoption of this policy can also exclude single parent families from taking part in what are often very enjoyable experiences.

If it is not possible to adopt this policy then careful consideration needs to be given to how children will be supervised and clear communication provided to parents present at the working bee that they need to take responsibility for the supervision of their own children. The supervision of older siblings such as teenagers who may also attend should also be considered.

If a 'no children on site during working bees' policy is adopted this will require careful, diplomatic management.

Student Involvement at School Fetes

Many schools will seek to involve students in fete activities. When students are to be given a responsibility for a fete activity or to assist adults with an activity the same risk assessment needs to be conducted as would normally be conducted with other activities students undertake. This does not need to be an elaborate task but rather one that considers any risks from a common sense approach.

Child Protection Issues

Any associated child protection issues will also need to be considered when planning working bees and fetes.

Checklists

- **Fetes and Working Bees Checklist**
(attached pages 9 & 10)
- **Safety Inspection Checklist Ladders**
(attached pages 11 & 12)
- **Safety Inspection Checklist Working at Heights**
(attached pages 13, 14 & 15)
- **Safety Inspection Checklist Gas Cylinders**
(attached pages 16 & 17)

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Volunteers Checklist

Volunteers Checklist (all questions must be answered)	Yes	No
Is reasonable care taken to avoid exposing volunteers to reasonably foreseeable risks of injury?		
Are activities involving volunteers subject to the same process of risk assessment undertaken in relation to activities involving employees?		
Does the school take all reasonable steps to eliminate or reduce risks to which volunteers may be exposed?		
Is care taken to ensure that volunteers are not expected to take primary responsibility for activities with significant foreseeable risks?		
Has suitable insurance been arranged to cover volunteers in case of injury while assisting the school?		
Are volunteers given the information, training or supervision necessary to ensure their health and safety?		
Are volunteers expected to comply with systems and procedures put in place in the interest of health and safety?		

Other Information

The NSW OHS Regulation 2001 sets out requirements for certain operations and plant and equipment use; the margin notes in the regulation will direct you to specific Standards, Codes of Practice, WorkCover guidelines, Safety Alerts and other information sources.

WorkCover resource publications:

- The Subby Kit - useful information to assist in planning and identifying OHS hazards and risks.
- Risk Assessment Code of Practice.
- Risk Assessment Guide.
- NSW OHS Act 2000.
- NSW OHS Regulation 2001.
- Workplace Safety Kit - a step by step guide for business has some useful guidance information.
- Standards Australia Risk Management AS/NZS 4360:2004.

These are all available on line at www.workcover.nsw.gov.au/.

For further information please contact:

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RISK ASSESSMENT / CONTROL FORM

1 IDENTIFY THE HAZARD

(a) Location: _____

(b) Describe the hazard: _____

(c) Form the hazard takes: _____

2 ASSESS THE RISK

(a) Identify the risk: _____

(b) Occupations and tasks at risk: _____

(c) Number of people at risk: _____

3 RISK ASSESSMENT TOOL

		HOW SEVERELY COULD IT HURT SOMEONE?		
		Kill or disable	Several days off work	First aid
HOW LIKELY IS IT TO HURT SOMEONE?	Very likely <i>Could happen frequently</i>	H	H-M	M
	Likely <i>Could happen occasionally</i>	H	M	M-L
	Unlikely <i>Could happen, but only rarely</i>	H-M	M-L	L
	Very unlikely <i>Could happen, but probably never will</i>	M	L	L

4 RISK ASSESSMENT

H High Risk

M Medium

L Low

H-M High to Medium

M-L Medium to Low

RISK ASSESSMENT / CONTROL FORM

5 DETERMINE WHAT CONTROL MEASURES TO TAKE

(a) Short term/immediate control measures: _____

- Responsibility _____

- Proposed Finish Date _____

- Actual Finish Date _____

(b) Long term control measures: _____

- Responsibility _____

- Proposed Finish Date _____

- Actual Finish Date _____

6 DETERMINE WHAT CONTROL MEASURES TO TAKE

(a) Review the possible control measure: (i) Will the control measure introduce a new hazard? Yes / No
If no, continue (circle one)
If yes, undertake the risk management procedure again.

(ii) Is the revised control measure effective? Yes / No
If yes, continue (circle one)
If no, re-do step 3

(b) Control measure finally applied: _____

(c) Monitor the control measure (i) Does the control measure continue to be effective? Yes / No
If yes, continue to monitor. (circle one)
If no re-do the risk management procedure again.

School: _____

Prepared by: _____

Date: _____

Signature: _____

Print Name: _____

Diocese of Wollongong

HAZARD REPORT FORM

What is this form for?

You can use this form to notify the *principal occupational health and safety representative* of any hazardous condition, work practice or related issue at work.

Who is to complete this form?

The *occupational health and safety representative* and staff members.

General Note

The employer has obligations for the health and safety of *workers* at work.

Special Notes

1. As far as possible, all workplace health and safety issues should be resolved at work by discussions between the *principal, workplace health and safety representative* and *workers*.

Directions for completing this form

1. **Brief description of the hazard/health and safety issue.** Describe the health and safety hazard/issue observed. Include details of any immediate action taken to control the hazard/issue.
2. **Where is the hazard located in the workplace?** Location of the hazard within the workplace.
3. **Time and date the hazard** was observed or reported to the *representative*.
4. **Recommended action to fix hazard/issue.** The *representative* should give details of actions he/she feels would be helpful in dealing with the hazard/issue.
5. **Signatures.** Check the information is complete and correct. Sign and date the form. Ensure the *principal or workplace health and safety representative* also signs and dates the form.

Hand to the principal.
6. **How did the employer address the hazard/issue?** The *representative* should describe the measures introduced by the school to address the hazard/issue. If the *representative* believes that the hazard/issue has not been adequately dealt with within a reasonable period of time *he/she* should consider further action
7. **Employer details.** Full name of the *employer*. Include the address of the workplace and a contact phone number for the *employer*.

NOTE: This form should be kept on file.

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HAZARD REPORT NOTIFICATION FORM

SCHOOL: _____ COMPLETED BY: _____

1 Brief Description of Hazard/Health and Safety Issue including the likely or potential risks to health & safety from this hazard?

	Include details of interim action (if any) taken to ensure the safety of persons who may be affected.

2 Where is the Hazard located in the workplace?

3 Time/Date Hazard Identified

	Time	am/pm	/	/200_
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4 Recommended Action to Fix Hazard/Issue

	Recommended completion date: / /200_

5 PLEASE NOTE: This report does not imply that all other conditions and work practices are acceptable

Occupational Health and Safety Representative	Received by the Principal or Health and Safety Committee/ Representative
Name:	Name:
Signature:	Signature:
/ /200_	/ /200_

6 How did the School Address the Hazard/Issue?

	Do you consider the issue fixed? Completed on: / /200_
	Yes <input type="checkbox"/> OHSR Signature: _____ / /200_
	No <input type="checkbox"/>

TO BE COMPLETED IF REPRESENTATIVE OR COMMITTEE CHAIRPERSON CONSIDERS THE ISSUE NOT FIXED

7 Details of Further Action:

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SAFETY INSPECTION CHECKLIST FETES / WORKING BEES

	Yes	No
• Work Procedures		
1. Are there processes in place for working bees/fetes whereby duty of care to paid employees and volunteers is demonstrated (e.g. safe work procedures, instruction, supervision etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
2. Has an onsite person been appointed in charge of planning, organising and overseeing activities?.....	<input type="checkbox"/>	<input type="checkbox"/>
3. Have manual handling tasks been assessed?	<input type="checkbox"/>	<input type="checkbox"/>
4. Have any incidents from similar working bees been reviewed?	<input type="checkbox"/>	<input type="checkbox"/>
5. If amusement devices are used in fetes, is the checklist on amusement devices available and accessed?	<input type="checkbox"/>	<input type="checkbox"/>
6. Have names of volunteers been entered into the Volunteer Register?	<input type="checkbox"/>	<input type="checkbox"/>
7. Are first aid procedures in place?	<input type="checkbox"/>	<input type="checkbox"/>
• Safety		
8. Is all equipment in safe and serviceable condition?	<input type="checkbox"/>	<input type="checkbox"/>
9. Is all equipment regularly maintained?	<input type="checkbox"/>	<input type="checkbox"/>
• Training/Supervision		
10. Is training carried out as necessary and tools or apparatus used only by competent, trained operators?	<input type="checkbox"/>	<input type="checkbox"/>
11. Has a supervisor been allocated to be responsible for safe work practices?	<input type="checkbox"/>	<input type="checkbox"/>
12. Do all participants understand the task and their role?	<input type="checkbox"/>	<input type="checkbox"/>
13. Have all workers received manual handling training instruction as appropriate? ..	<input type="checkbox"/>	<input type="checkbox"/>
14. Is team lifting encouraged?	<input type="checkbox"/>	<input type="checkbox"/>
• Personal Protective Equipment (PPE)		
15. Is personal protective equipment (PPE) available for all work (e.g. safety glasses, clothing, masks, hearing protection, gloves, footwear and sunscreen)?	<input type="checkbox"/>	<input type="checkbox"/>
16. Are voluntary workers encouraged to provide their own personal protective equipment (PPE)?	<input type="checkbox"/>	<input type="checkbox"/>

Diocese of Wollongong

	Yes	No
<ul style="list-style-type: none"> • Risk Identification 		
17. Have the following potential risks been investigated, identified and actioned?	<input type="checkbox"/>	<input type="checkbox"/>
• Noise?	<input type="checkbox"/>	<input type="checkbox"/>
• Dust?	<input type="checkbox"/>	<input type="checkbox"/>
• Rough or uneven ground?	<input type="checkbox"/>	<input type="checkbox"/>
• Slippery or uneven floors?	<input type="checkbox"/>	<input type="checkbox"/>
• Cluttered areas?	<input type="checkbox"/>	<input type="checkbox"/>
• Unsafe or poorly maintained power tools?	<input type="checkbox"/>	<input type="checkbox"/>
• Unsafe or incorrect use of equipment and chemicals?	<input type="checkbox"/>	<input type="checkbox"/>
• Unsafe work procedures?	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments:

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Signature _____ **Date** _____

NB:
 In order to meet duty of care responsibilities and employee obligations under the NSW OHS Legislations it is essential that safe operating procedures are followed and where requirements for personal protective equipment (PPE) is indicated, it is worn and maintained.



SAFETY INSPECTION CHECKLIST LADDERS

	Yes	No
• General		
1. Are the joints between steps and side rails tight, all hardware and fittings securely attached, and moveable parts operating freely without binding or excessive play?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are non-slip safety feet on each single or multiple-section portable rung-type ladder?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are ladder rungs and steps free of grease and oil?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the ladder maintained in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
5. Has a staff member been designated responsible for ladders?	<input type="checkbox"/>	<input type="checkbox"/>
6. Has a ladder register been set up and is it maintained?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is there a means of identifying ladders (e.g. a numbering system)?	<input type="checkbox"/>	<input type="checkbox"/>
8. Are ladders inspected every term?		
9. Is the ladder:		
• Free from loose steps or rungs?	<input type="checkbox"/>	<input type="checkbox"/>
• Free from loose nails, screws, bolts or other metal parts?	<input type="checkbox"/>	<input type="checkbox"/>
• Free from cracked, split or broken upright braces, steps or rungs?	<input type="checkbox"/>	<input type="checkbox"/>
• Free from splinters on uprights, rungs or steps?	<input type="checkbox"/>	<input type="checkbox"/>
• Free from damaged or worn non-slip bases?	<input type="checkbox"/>	<input type="checkbox"/>
• Free from wobbles (from side strain)?	<input type="checkbox"/>	<input type="checkbox"/>
• Free from loose hinges?	<input type="checkbox"/>	<input type="checkbox"/>
• Free from broken stop on hinge spreaders?	<input type="checkbox"/>	<input type="checkbox"/>
• Free from broken split or worn steps?	<input type="checkbox"/>	<input type="checkbox"/>
10. Are all faults recorded and corrected promptly?	<input type="checkbox"/>	<input type="checkbox"/>
11. Are portable metal ladders legibly marked with signs reading ' CAUTION – Do Not Use Where Electrical Hazard Exists ' or equivalent wording?	<input type="checkbox"/>	<input type="checkbox"/>
12. Are portable ladders secured or lashed to prevent movement when they are used?	<input type="checkbox"/>	<input type="checkbox"/>
13. Before use, is the ladder set at a slope of approximately 4 in 1 (i.e. for every metre in height, the ladder should extend out from the vertical surface at the base by about 250mm)?	<input type="checkbox"/>	<input type="checkbox"/>

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	Yes	No
14. Is it prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked or guarded?	<input type="checkbox"/>	<input type="checkbox"/>
15. Have users been made aware that only one person should be on the ladder?	<input type="checkbox"/>	<input type="checkbox"/>
16. Are employees instructed to face the ladder when ascending or descending?	<input type="checkbox"/>	<input type="checkbox"/>
17. Are employees instructed not to use the top 2 steps of ordinary stepladders as a step (to prevent overbalancing)?	<input type="checkbox"/>	<input type="checkbox"/>
18. Is fully enclosed slip resistant footwear worn when using the ladder?	<input type="checkbox"/>	<input type="checkbox"/>
19. Are two people assigned to handle long ladders and/or heavy ladders?.....	<input type="checkbox"/>	<input type="checkbox"/>
20. When working from a ladder, does the user always work within easy arm's reach from the ladder (to minimise the possibility of overbalancing and falling off)?	<input type="checkbox"/>	<input type="checkbox"/>
21. Are ladders stored properly when not in use (i.e. under cover where there is good ventilation, away from excessive heat or dampness and with adequate support to prevent sagging)?	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments:

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Signature _____ **Date** _____

NB:
In order to meet duty of care responsibilities and employee obligations under the NSW OHS Legislations it is essential that safe operating procedures are followed and where requirements for personal protective equipment (PPE) is indicated, it is worn and maintained.

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SAFETY INSPECTION CHECKLIST WORKING AT HEIGHTS

	Yes	No
• Management Systems		
1. Is a safe Working at Heights Policy in place?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have sufficient resources been provided to ensure that the objectives of the policy are met?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are staff at all levels aware of and understand the policy?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is a purchasing specification in place which requires designers to eliminate so far as possible, the need for people to work at heights?	<input type="checkbox"/>	<input type="checkbox"/>
5. Where this is not a feasible option, is safe means of access and egress provided?	<input type="checkbox"/>	<input type="checkbox"/>
6. Where work at heights in relation to items of plant must be undertaken, have arrangements been established to ensure that the supplier forwards a copy of a designer's risk management processes to the school?	<input type="checkbox"/>	<input type="checkbox"/>
7. Has a register of tasks undertaken at heights been established, maintained and kept available for inspection by all employees and their representatives?	<input type="checkbox"/>	<input type="checkbox"/>
8. Has a register of plant and equipment used for working at heights (such as hoists, elevating work platforms, work-boxes and load-lifting gear) been established, is maintained and is kept available for inspection by all employees and their representatives?	<input type="checkbox"/>	<input type="checkbox"/>
9. Has a ladder register been set up and is it maintained?	<input type="checkbox"/>	<input type="checkbox"/>
10. Are work tasks where people may be subject to the risk of falling from a height subject to risk management processes in consultation with employees who perform these tasks?	<input type="checkbox"/>	<input type="checkbox"/>
11. Are the outcomes of these processes documented and appropriate work procedures statements prepared?	<input type="checkbox"/>	<input type="checkbox"/>
12. Are generic tasks conducted at heights listed and risk assessments completed in respect of these generic tasks?	<input type="checkbox"/>	<input type="checkbox"/>
13. Has training in the working at heights procedures been given to everybody who:		
• Performs work at heights?.....	<input type="checkbox"/>	<input type="checkbox"/>
• Designs and lays out the workplace (including those who plan and implement modifications to any part of the workplace)?	<input type="checkbox"/>	<input type="checkbox"/>
• Manages and/or supervises people working at heights (including any contractors)?	<input type="checkbox"/>	<input type="checkbox"/>
• Maintains equipment used for, and during, working at height?.....	<input type="checkbox"/>	<input type="checkbox"/>



SAFETY INSPECTION CHECKLIST WORKING AT HEIGHTS

	Yes	No
• Management Systems		
• Purchases, distributes, fits, wears and/or maintains personal protective equipment (PPE) used to protect people from the risks related to work conducted at heights?	<input type="checkbox"/>	<input type="checkbox"/>
14. Are relevant employees and their supervisors regularly consulted on health and safety issues related to people working at heights?	<input type="checkbox"/>	<input type="checkbox"/>
15. Do all relevant employees and their supervisors receive appropriate information, training and supervision to ensure the safety of personnel involved in working at heights?	<input type="checkbox"/>	<input type="checkbox"/>
16. Is a system in place to ensure that all accidents, incidents and near misses involving tasks conducted at heights are reported, investigated and recorded and that appropriate corrective measures are implemented?	<input type="checkbox"/>	<input type="checkbox"/>
17. Are records of risk management processes for work at heights, testing and maintenance records for plant and equipment (including ladders) and training records kept for the duration required by local regulations?	<input type="checkbox"/>	<input type="checkbox"/>
• Risk Control Measures		
18. Are stairs clear of hazards such as obstructions?	<input type="checkbox"/>	<input type="checkbox"/>
19. Are stair safety rails secure?	<input type="checkbox"/>	<input type="checkbox"/>
20. Are steps well maintained?	<input type="checkbox"/>	<input type="checkbox"/>
21. Are walkways free from obstruction?	<input type="checkbox"/>	<input type="checkbox"/>
22. Are ladders secure and fixed firmly in place?	<input type="checkbox"/>	<input type="checkbox"/>
23. Are ladders in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
24. Do high ladders have fallback protection?	<input type="checkbox"/>	<input type="checkbox"/>
25. Are mechanical lifts safe?	<input type="checkbox"/>	<input type="checkbox"/>
26. Do mezzanine floors have safe access and fall protections such as handrails? ..	<input type="checkbox"/>	<input type="checkbox"/>
27. Are work areas and corridors free of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>
28. Is the area free from the danger of falling objects?	<input type="checkbox"/>	<input type="checkbox"/>
29. Is adequate safe access to the work area provided (e.g. window cleaning from the outside)?	<input type="checkbox"/>	<input type="checkbox"/>
30. Is there provision for safe means of movement between different levels at the work place?	<input type="checkbox"/>	<input type="checkbox"/>
31. Have practical steps been taken to prevent falls?	<input type="checkbox"/>	<input type="checkbox"/>



SAFETY INSPECTION CHECKLIST WORKING AT HEIGHTS

	Yes	No
• Risk Control Measures		
32. Are fall arrest systems such as a harness or safety line, in place?	<input type="checkbox"/>	<input type="checkbox"/>
33. Are all fall arrest safety devices inspected regularly and maintained in good order?	<input type="checkbox"/>	<input type="checkbox"/>
34. Have safer, alternative ways to do the work been considered?	<input type="checkbox"/>	<input type="checkbox"/>
35. Have all employee concerns been addressed?	<input type="checkbox"/>	<input type="checkbox"/>
36. Is appropriate personal protective equipment (PPE) worn to protect people from the risks related to work conducted at height?	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments:

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Signature _____ **Date** _____

NB:
 In order to meet duty of care responsibilities and employee obligations under the NSW OHS Legislations it is essential that safe operating procedures are followed and where requirements for personal protective equipment (PPE) is indicated, it is worn and maintained.

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SAFETY INSPECTION CHECKLIST GAS CYLINDERS

	Yes	No
• General		
1. Are Material Safety Data sheets (MSDS) available for all classes of compressed gases used in the workshops?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are cylinders legibly marked to identify clearly the gas contained?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the gas name label clearly legible on the shoulder of each cylinder?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are gas cylinders stored in areas that are protected from external heat sources such as flame impingement, intense radiant heat, electric arcs, or high temperature lines?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are cylinders secured to walls or trolleys by brackets or chains?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are cylinders located or stored in areas where they will not be damaged by passing or falling objects?	<input type="checkbox"/>	<input type="checkbox"/>
7. Are cylinders located or stored where they will not be subject to tampering by unauthorised persons?	<input type="checkbox"/>	<input type="checkbox"/>
8. Are fuel gas cylinders and oxygen cylinders separated by distance, and fire-resistant barriers, while in storage?	<input type="checkbox"/>	<input type="checkbox"/>
9. Are attachments used with the cylinder disconnected before transportation?	<input type="checkbox"/>	<input type="checkbox"/>
10. Are cylinders stored or transported in an upright position?	<input type="checkbox"/>	<input type="checkbox"/>
11. Are cylinders stored or transported in a manner to prevent them creating a hazard by tipping, falling or rolling?.....	<input type="checkbox"/>	<input type="checkbox"/>
12. Are cylinders always transported in a vehicle with adequate cross ventilation? ...	<input type="checkbox"/>	<input type="checkbox"/>
13. Are cylinders with a water weight capacity over 13.5 kilograms equipped with means for connecting a valve protector device, or with a collar or recess to protect the valve?	<input type="checkbox"/>	<input type="checkbox"/>
14. Are valve protectors always placed on cylinders when the cylinders are not in use or connected for use?	<input type="checkbox"/>	<input type="checkbox"/>
15. Are all valves closed off before a cylinder is moved, when the cylinder is empty, and at the completion of each job?	<input type="checkbox"/>	<input type="checkbox"/>
16. Are gas cylinders checked periodically for corrosion, general distortion, cracks, or any other defect that might indicate a weakness or render it unfit for service? .	<input type="checkbox"/>	<input type="checkbox"/>
17. Are staff (and students) aware of testing procedures for gas leaks?	<input type="checkbox"/>	<input type="checkbox"/>
18. Does the periodic check of cylinders include a close inspection of the cylinder base?	<input type="checkbox"/>	<input type="checkbox"/>
19. Are empty cylinders kept separate from full cylinders and clearly identified?.....	<input type="checkbox"/>	<input type="checkbox"/>

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SAFETY INSPECTION CHECKLIST WORKING AT HEIGHTS

Yes No

20. Is there adequate ventilation in the workshops where gas cylinders are located?

Additional Comments:

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Signature _____ Date _____

NB:
In order to meet duty of care responsibilities and employee obligations under the NSW OHS Legislations it is essential that safe operating procedures are followed and where requirements for personal protective equipment (PPE) is indicated, it is worn and maintained.