**WHS First Quarter Inspection – Attended Stations**

**Housekeeping**

All surplus materials, tools and equipment not required for immediate use are returned to storages

There are no packaging, containers wrapping or pallets left in the workplace.

Surplus or redundant tools, equipment and materials are disposed of

Aisles and walkways are clear of equipment and materials. minimum walkway clearance – 600mm.

**Storage**

Stacks of large or bulk items are stable

There are no sharp edges, corners, or potential impaling points on storages.

There is adequate space for manoeuvring stored materials

Storage areas and shelves are free from waste and wind-blown litter

Heavy items or bulky items that will be manoeuvred manually are stored within 1200 metres of floor level.

Stored items are accessible from no higher than 1200mm using an appropriate step or ladder

Storage bins, shelves and racking are not overloaded

**Waste Management**

Waste collection points are clean and tidy

Wheelie bins are regularly emptied

Wheelie bins lids are kept closed to prevent litter by wind or birds and rain water entry

Wheelie bins are not overfilled

Fuel and combustible storages are identified with Class 3 Flammable signage and a 9kg Dry Chemical fire extinguisher is located within 10 metres

Biohazard waste is managed and disposed of in compliance with South Australian WHS and EPA laws. Biohazard waste includes:

* Used face masks
* PPE contaminated in the cleaning of toilets
* PPE contaminated in the removal and cleaning of body fluids, (Vomit etc.)

**Chemical Management including Hazardous and Dangerous Substances**

Chemicals are storage correctly according to their Dangerous Goods Classification

Chemical substances are correctly labelled.

Dangerous Goods storage areas are identified with correct Dangerous Goods diamond signage and segregated as directed by Safety Data Sheets

Fuel containers (jerry cans etc) are clearly labelled, serviceable and compliant.

A register of all chemical substances in commercial quantities is kept on site and immediately available for Emergency Services in the event of an emergency.

Safety Data Sheets (SDS) are available for all chemicals in commercial quantities used and/or stored on site. These SDS are immediately available to workers for reference

Workers are trained in the correct use, handling and disposal of the chemicals that they use.

PPE appropriate for tasks using chemicals is provided by SHR and workers are trained in its use.

A 9kg Dry Chemical fire extinguisher is located within 10 metres of any Class 2.1 (flammable Gases), and Class 3 (flammable liquids) storage

All products are stored in their original containers unless decanting is required for immediate use.

Decanted liquids are used immediately then disposed of.

Class 2.1 Flammable Gases (e.g. LPG and acetylene) are stored in dedicated, ventilated storage containers or areas, at least 15 metres from ignition sources.

Gas cylinders are secured to prevent them from falling.

Class 2.1 storage containers or areas must display Class 2.1 Flammable Gases diamond signage.

Class 3 Flammable Liquids are stored in dedicated, ventilated storage containers or areas, at least 15 metres from ignition sources.

Class 3 storage containers or areas must display Class 2.1 Flammable Gases diamond signage.

A Dangerous Goods Segregation Chart (Storage compatibility) and a Globally Harmonised Reference chart are displayed in a conspicuous position at chemical storages

Class 8 Corrosive Goods storages and lead acid battery servicing stations display a DG Class 8 diamond sign.

**Electrical Safety**

All electrical items are test tagged and current

Plugs, cords, sockets and switches are serviceable and undamaged.

Unserviceable electrical equipment is tagged ‘UNSERVICABLE – DO NOT USE’ and removed from the workplace to prevent unauthorised use. Equipment should be disabled if practicable.

The weight of cords does not place undue strain on plugs of sockets

Switches and power outlets are situated or protected from water or dust ingress.

Cords and equipment are kept clear of heat, water sources and physical damage.

Electrical appliances equipment cords and plugs are installed and maintained by qualified electricians

Electrical appliances equipment cords and plugs are unmodified – including10 amp to 15 amp extension leads

Electrical distribution and control cabinets are unobstructed – 500mm clearance around and 1200mm in front

Electrical systems are protected with Residual Current Devices

**Slips Trips and Falls**

Ladders, steps and stairs are serviceable and appropriate for the purpose

Ladders and steps display the Capacity / Load rating

Pits, voids, platforms and other sub floor hazards are protected with barriers or compliance floor markings

Floor and work surfaces are in good condition and are free of trip or slip hazards.

Guard rails, steps and ramps are in good condition

Liquid spills are promptly cleaned up

**Manual Tasks**

Appropriate manual handling equipment and systems are available in the workplace

Manual handling equipment is maintained and serviceable

Work tasks are assessed for manual hazards