

**GUIDE-01.**

**Safety Audit Guide**



**Prepared By :**

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| Potential Hazard | Hazard Description | Is the hazard present? (Yes/No) | Hazard Priority (Circle Response) | Suggested Control Measures |
| Lifting grates | Lifting grates, particularly larger or hard-to-get-at grates, can cause muscle strains or other injuries. | .. | HighModLow | * Have a lifting tool made to fit the grate, allowing it to be inserted through the bars to grip and lift the grate.
* Seek assistance from another worker.

Other Controls:  |
| Photo 014.jpg |
| Accessing lights, spiders, overhead hoses, etc | Carrying out repair or maintenance work at heights creates a fall risk. Potentially wet and slippery surfaces worsen this risk. | .......... | HighModLow | * Only use ‘**Industrial**’ rated ladders (check labels) that meet Australian Standards.
* If necessary, paint or fix an abrasive surface to the steps.
* Wear a safety harness that can be attached to the cross beam or other suitable anchor point(\*do not work alone when wearing a safety harness or accessing heights)
* Always wear non-slip footwear
* Carry out work in the appropriate light.

Other Controls: - |
| Photo 017.jpg |

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| Potential Hazard | Hazard Description | Is the hazard present? (Yes/No) | Hazard Priority (Circle Response) | Suggested Control Measures |
| Working outdoors | Car wash workers can be required to work in the sun for lengthy periods. | .......... | HighModLow | * Have shade sails erected in areas where staff are required to operate/work?
* Ensure staff wear correct PPE for outdoor work, e.g., sunscreen, hat, appropriate clothing (long sleeve shirts)

Other Controls: - |
| Photo 020.jpg |
| Accessing the roof of the car wash | The risk of a fall exists when working on roofs and/or accessing guttering | .......... | HighModLow | * Always stabilise the ladder at the top with an appropriate anchor ([www.laddersmart.com.au](http://www.laddersmart.com.au))
* Ensure the feet of the ladder are non-slip and in good order.
* Ensure work at heights is carried out with the assistance of a 2nd person.
* Where necessary, install anchor points on the roof for a safety harness and lanyard to be attached.
* Engage a skilled and experienced contractor using the correct equipment.

Other Controls: - |
| Photo 022.jpg |

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| Potential Hazard | Hazard Description | Is the hazard present? (Yes/No) | Hazard Priority (Circle Response) | Suggested Control Measures |
| Electrical equipment | The use of electrical equipment, particularly in wet areas, can be hazardous. | .......... | HighModLow | * Fit Residual Current device (RCD) safety switch to your electrical switchboard.
* Have all electrical equipment periodically tested and tagged by a trained technician in compliance with Australian Standards (this can be 3, 6 or 12 monthly, depending on its use and the environment in which it is used)

Other Controls: - |
| Photo 033.jpg |
| Staff working amongst vehicles or in traffic areas | Inconspicuous staff can be hit by vehicles (this is worsened in dark, overcast, and foggy conditions or other times of reduced visibility) | .......... | HighModLow | * Staff must always wear high-visibility clothing during their work.

Other Controls: - |
| Photo 037.jpg |

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| Potential Hazard | Hazard Description | Is the hazard present? (Yes/No) | Hazard Priority (Circle Response) | Suggested Control Measures |
| Insufficient lighting | The likelihood of a hazard causing injury increases if staff work in poor lighting. | .......... | HighModLow | * Ensure lighting illuminates all work areas from all directions for staff to work efficiently and safely.

Other Controls: - |
| Photo 077.jpg |
| Working in the plant room | Plant rooms often have a low ceiling with overhead light globes/tubes close to the work area.Noise created by equipment starting up and running. | .......... | HighModLow | * Ensure fluorescent tubes are covered to prevent contact or install shatterproof tubes.
* Install a Hearing Protection Must be Worn Sign (or similar) on the plant room door. Supply hearing protection for use in plant room (ear plugs or earmuffs)

Other Controls: - |
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| Potential Hazard | Hazard Description | Is the hazard present? (Yes/No) | Hazard Priority (Circle Response) | Suggested Control Measures |
| Cords and/or hoses running across work areas | Electrical cords and/or hoses running across work or walk areas can pose a trip hazard. Electrical cords can be damaged from continual wear and pose an electrocution hazard. | .......... | HighModLow | * Where there is the need for cords and hoses to run across work/walk areas, always cover them with a permanent protective cover.

Other Controls: - |
| Photo 041.jpg |
| Cash handling | Handling large amounts of cash can attract thieves. Coins can be heavy, particularly when handling large amounts. | .......... | HighModLow | * Have staff handle/count cash away from public view. A separate locked room is ideal (this room can have CCTV if necessary or a peephole).
* Count cash in quiet times. Vary these times to avoid predictability.
* Avoid keeping large amounts of cash at the premises.
* Collect coins regularly or use trolleys to transfer heavy coins if required.

Other Controls: - |
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| Potential Hazard | Hazard Description | Is the hazard present? (Yes/No) | Hazard Priority (Circle Response) | Suggested Control Measures |
| Handling/mixing chemicals | Handling or mixing hazardous chemicals can be dangerous if ingested, inhaled, absorbed through the skin, or splashed into the eyes. | .......... | HighModLow | * Use the MSDS for each hazardous chemical to determine the risks. Display safe use information and supply staff with the necessary PPE.
* Where possible, use the least harmful chemical for the task.
* Staff to wear safety glasses and chemical gloves when decanting or mixing chemicals.

Other Controls: - |
| Photo 049.jpg |
| Tanks, e.g., recycling | Tanks must have safe access for staff to avoid falls | .......... | HighModLow | * Construct anchor points for ladders to enable safe access.
* Fit access platform with handrail to support staff when on top of tanks.

Other Controls: - |
| Photo 062.jpg |

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| Potential Hazard | Hazard Description | Is the hazard present? (Yes/No) | Hazard Priority (Circle Response) | Suggested Control Measures |
| Plant and equipment, e.g., recycling | Unauthorised access to recycling equipment. People can be exposed to hazardous chemicals and operating plant.  | .......... | HighModLow | * Enclose tanks and plant to prevent access by anyone other than staff.

Other Controls: - |
| \\Eastmen-d32cceb\el server\Active Files\CurrentBusinesses\Immediate Businesses\ACWA\Apco Photos\Photo 063.jpg |
| Vehicle movement | Vehicles travelling in different/opposite directions, at excessive speed for the area and amongst people | .......... | HighModLow | * http://s114940310.websitehome.co.uk/MOHSG/Images/Clipart/SPEED%20LIMIT%2015.gifhttp://s114940310.websitehome.co.uk/MOHSG/Images/Clipart/SPEED%20LIMIT%2015.gifFit speed limit signage at entrances to car wash
* Where possible, clearly define directions of travel into bays/vacuums.
* Where possible, have an entry and an exit (clearly marked/signed) to the car wash.
* Where practical, construct bollards and chains to control traffic directions and flow.
* Install warning signage at known blind spots (convex traffic mirrors may also help).

Other Controls: - |
| Photo 072.jpg |

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| Potential Hazard | Hazard Description | Is the hazard present? (Yes/No) | Hazard Priority (Circle Response) | Suggested Control Measures |
| Spray drift from automated car wash | Operators can be constantly exposed to spray drift during the operation of an automated wash. This exposes operators to chemicals and moisture in the air (can contact the skin and eyes and be inhaled/ingested) | .......... | HighModLow | * Construct a cubicle for operators to stand in to prevent exposure to the spray.
* Implement the use of a hinged glass panel to protect staff from spray.
* Issue staff with waterproof jackets for protection from cold and moisture

Other Controls: - |
| Photo 007.jpg |
| Slippery work areas | Car washes are predominantly wet areas and can be very slippery for staff and customers. | .......... | HighModLow | * Ensure surfaces in areas frequented by staff and customers are non-slip.
* Display warning signage in a prominent location warning of slippery surfaces (‘No Running – Slippery Surfaces’)
* Display signage advising customers to wear non-slip footwear.
* Have high-risk areas treated with a non-slip coating to prevent slips?
* Implement the use of rubber mats in hazardous locations.

Other Controls: - |
| Photo 008.jpg |

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| Potential Hazard | Hazard Description | Is the hazard present? (Yes/No) | Hazard Priority (Circle Response) | Suggested Control Measures |
| Unlocked doors | Potential unauthorised access to plant, cash handling and work processes | .......... | HighModLow | * Ensure doors to staff-only areas are self-locking (particularly those out of view of staff/operators, e.g., rear doors)

Other Controls: - |
| Photo 030.jpg |
| Tunnel/auto wash exit | Drivers may have an obstructed view as they leave the wash and could be driving near vehicles or pedestrians using other areas of the wash, e.g., bays vacuums. | .......... | HighModLow | * Install signage at the exit of the wash to warn drivers to proceed slowly and carefully and for others to keep the exit clear.

Photo 040.jpgOther Controls: - |
| Photo 031.jpg |

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| Potential Hazard | Hazard Description | Is the hazard present? (Yes/No) | Hazard Priority (Circle Response) | Suggested Control Measures |
| Raised edges and lips throughout the site | Concrete edges pose a trip hazard to staff and customers | .......... | HighModLow | * Highlight all raised edges and lips with bright paint (white or yellow) throughout the site. The paint needs to be abrasive to avoid creating a slippery surface.
* Have small lips ground off to a level surface?

Other Controls: - |
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| Chemical use | Potentially unknown chemical in unlabelled bottle | .......... | HighModLow | * Always decant chemicals into a clearly labelled bottle for easy identification.

Other Controls: - |
| Photo 058.jpg |

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| Potential Hazard | Hazard Description | Is the hazard present? (Yes/No) | Hazard Priority (Circle Response) | Suggested Control Measures |
| Hand washing is in an enclosed/restricted space | Staff working amongst moving vehicles in a confined area is potentially hazardous. | .......... | HighModLow | * Ensure the area for each work stage/work task is clearly defined with lines/barriers/arrows to avoid confusion for workers.
* Ensure traffic flow is in one direction.
* ONLY use experienced and skilled staff as designated drivers

Other Controls: - |
| Photo 070.jpg |
| Metal plates/surfaces in wet areas | Metal plates and smooth surfaces become slippery when wet or if footwear is wet.  | .......... | HighModLow | * Have these metal and/or smooth surfaces painted with an abrasive substance to prevent slips. These surfaces will need to be monitored regularly.
* Cover surfaces with rubber matting (matting needs to be flat to prevent posing a trip hazard).

Other Controls: - |
| Photo 074.jpg |

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| Potential Hazard | Hazard Description | Is the hazard present? (Yes/No) | Hazard Priority (Circle Response) | Suggested Control Measures |
| Use of electrical equipment in wet areas | Electrical equipment can be in contact with water, posing an electrocution hazard.  | .......... | HighModLow | * Install overhead power outlets to minimise electrical leads and equipment on the floor.
* Install overhead swinging arms to accommodate electrical leads, power outlets, equipment, and vacuum hoses

Other Controls:  |
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| Steps/stairs to mezzanines/lofts | Falls or slips can happen when using steps to mezzanines and/or lofts.  | .......... | HighModLow | * Ensure steps are supported with handrails (both sides if steps are more than 1000mm wide). Handrails must be parallel to the slope of the steps and be between 800 and 1000mm above the nosing of the steps. A hand clearance must be at least 60mm above and beside the handrail.
* Steps should have an abrasive surface to prevent slips. Highlight edges of steps if required - use a non-slip paint or stick-on strip.
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| Photo 038.jpg |

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| Potential Hazard | Hazard Description | Is the hazard present? (Yes/No) | Hazard Priority (Circle Response) | Suggested Control Measures |
| Mezzanine | Mezzanines may be above work areas. If the mezzanine has no kickboard, loose items can fall, causing injury to anyone below. Workers can fall from mezzanines if the guard railing is not fitted.**\*\*\*** Refer to the following Australian Standard for more detail on mezzanine construction and access:**AS 1657 - 2018 -** Fixed platforms, walkways, stairways, and ladders — Design, construction, and installation | .......... | HighModLow | * Fit guard railing around the mezzanine to comply with the following requirements:
* A top rail, supported by posts, parallel to the floor or slope of a walkway at a vertical height of not less than 900 mm nor more than 1100 mm above the standing level of the mezzanine.
* One or more intermediate rails parallel with the top rail and the floor having a maximum distance of 450 mm between rails or between the lowest rail and the top of the toe-board where fitted. Where a toe-board is not fitted, the maximum distance between the lowest rail and the floor shall not exceed 560 mm.
* Alternatively, the space between the top rail and the floor may be provided with suitable infill fixed to the top rail and the floor, toe-board, or a bottom rail not more than 80 mm above the floor. Infill may be fabricated from pipe, bar, solid or perforated plate, expanded metal, metal mesh, or any other material. If using metal mesh, it must be constructed of 3.5mm diameter or greater wire with openings not exceeding 300 x 80mm or 200 x 200mm.
* Install toe boards around the edges of a mezzanine where an object could fall more than 2000 mm. The toe-board must be firmly attached to the floor or posts, and any gap between the toe-board and the floor must not exceed 10 mm. The top of the toe-board must be at least 100 mm above the top of the floor.
* Flooring **-** The following openings in flooring apply:
* Expanded metal - the minor axis shall not exceed 10 mm.
* Grid/wire mesh - the openings in square mesh shall not exceed 12 mm X 12 mm.
* Punched plate - the hole diameter shall not exceed 20 mm.
* Grated floors - the smaller dimension of any opening shall not exceed 40 mm, and the area of any opening shall not exceed 5000 mm2.
* If people must work under a mezzanine frequently, the floor should be designed to prevent objects from falling through to the floor below. Protection typically involves a false floor suspended under the mezzanine.
* Timber/Metal Plate and Concrete floors- the flooring must be non-slip, and any gaps exceed 10mm.
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| Potential Hazard | Hazard Description | Is the hazard present? (Yes/No) | Hazard Priority (Circle Response) | Suggested Control Measures |
| Handling needles | Staff may be subjected to handling needles during rubbish removal/pit cleaning. | .......... | HighModLow | * Purchase a sharps container for disposal of needles.
* Train staff in the correct disposal and handling of needles (Safe Work Method – Workplace Safety)

Other Controls: - |
| http://ecx.images-amazon.com/images/I/31YAHTAF2QL._SL500_AA280_.jpg |