Department of **Local Government, Industry Regulation and Safety**

GOVERNMENT OF WESTERN AUSTRALIA

WorkSafe Western Australia



How to manage airborne contaminant risks in manufacturing: Checklist

The manufacturing industry uses products and materials that can release airborne contaminants such as dusts, gases, fumes, mists, and vapours into the air. These can cause harm to your workers.

As the person conducting a business or undertaking (PCBU), you should observe your workplace to identify hazards and assess the risks.

Once you have done this, it is important to control the risks and take actions to eliminate or minimise them as much as you reasonably can.

Use this checklist to help control the risks that cause harm to manufacturing workers.

Elimination

The most effective control measure is to eliminate the hazard and associated risk.

Description	Yes	No
Can you completely remove airborne contaminants such as dusts, gases, fumes, mists and vapours from your workplace? *For example, can you remove materials or processes that generate airbrone contaminants?* *It is not always possible to eliminate airborne contaminants at work. If this is the case, you must work through the hierarchy of control measures below.*	☐	☐

Substitution

Substitution controls rely on replacing the hazard with something that is safer for your workers.

Description	Yes	No
Can you replace materials with an option that is less hazardous? *For example, can you:* • *use ingredients that are less dusty?* • *use an alternative or modified work process or tool that doesn't generate as much dust?* • *use products that have a stabiliser to minimise fumes and vapour production?* • *replace high toxicity chemicals with lower toxicity chemicals?*	☐	☐

Isolation

Isolation controls rely on physically separating the hazard or source of harm from workers by distance or using barriers.

Description	Yes	No
Can you place barriers between a hazard and your workers? *For example, can you perform tasks that generate airborne contaminants in a fume cabinet or a room with local exhaust ventilation?*	☐	☐
Can you create distance between a hazardous work process and workers? *For example, can you use machinery that generates airborne contaminants in a restricted area, away from other workers?*	☐	☐
Do you have a breakout space for workers to get away from the workplace when they are not required on the floor? *For example, can you provide a room in a separate area for workers to eat lunch or get changed?*	☐	☐

Engineering

Engineering controls rely on introducing a physical control measure such as a mechanical device or process to reduce exposure to harm.

Description	Yes	No
Can you use physical devices to reduce the levels of airborne contaminants that are created and/or capture them or move them away from a worker? *For example, can you install on-tool dust extraction for tasks that generate dusts?*	☐	☐
Can you clean up dusts after they are created with an industrial vacuum cleaner with appropriate filtration?	☐	☐

For more information, read our *How to manage airborne contaminant risks in manufacturing: Information sheet*.

Administrative

Administrative controls rely on your workers' understanding and following workplace policies. They should only be used in combination with substitution, isolation and engineering controls.

Description	Yes	No
Do you have policies to support safe work practices and worker behaviour at your workplace?	☐	☐
Could you introduce a shift rotation policy, so workers don't spend too long in an exposure area?	☐	☐
Could you provide a laundering service for contaminated clothes?	☐	☐
Are there designated change areas for changing out of personal protective equipment (PPE)?	☐	☐
Does your workplace have policies for storing, cleaning and maintaining equipment?	☐	☐
Can you install signs to alert your workers to a hazard?	☐	☐
Do you keep your workplace clean?	☐	☐
Do you provide training for your workers on WHS measures and your workplace policies and procedures?	☐	☐

Personal protective equipment

PPE should be considered last after other control measures. It should not be relied on as the sole control measure for a risk. It is important your workers are trained in how to fit and properly wear PPE.

Description	Yes	No
Do you have policies to support safe work practices and worker behaviour at your workplace?	☐	☐
Could you introduce a shift rotation policy, so workers don't spend too long in an exposure area?	☐	☐
Could you provide a laundering service for contaminated clothes?	☐	☐
Are there designated change areas for changing out of personal protective equipment (PPE)?	☐	☐
Does your workplace have policies for storing, cleaning and maintaining equipment?	☐	☐
Can you install signs to alert your workers to a hazard?	☐	☐
Do you keep your workplace clean?	☐	☐
Do you provide training for your workers on WHS measures and your workplace policies and procedures?	☐	☐

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