Safety essentials checklist

1. **Is it as safe as it should be?**
2. **Compare like with like.**
   Are standards of safety consistent across all areas?
3. **Is there a place for everything and is everything in its place?**
   Ensure safe storage places for all items.
4. **Is there an incident waiting to happen?**
   Identify and rectify uncontrolled foreseeable hazards, e.g. slips or trips, falls from height, falling objects, being struck or caught by or between objects.
5. **Is there an approved safe system of work that covers the hazards? Are there controls to maintain a safe workplace?**
   These must be documented as part of the mine safety management system, e.g. policies, systems and procedures, health and safety management plans etc.
6. **Has a supervisor inspected the workplace and issued clear instructions on how work is done?**
7. **Are there any manufacturers' manuals, product safety information, company safety alerts, significant incident reports or safety bulletins relevant to the task?**
8. **Have the necessary permits been completed for the task being undertaken?**
   Confined space, hot work, digging, power line corridor access.
9. **Is monitoring equipment available to monitor oxygen levels and applicable contaminants where flammable, toxic or suffocating gases or contaminants are present?**
10. **Have the workers been trained and assessed as competent for the task being performed?**

11. **Is the system of work being followed by workers?**
    Check the rule versus the practices, i.e. are workers task-driven or risk-focused?
12. **Is there adequate supervision on the job?**
13. **Are management, supervisors and workers identifying and rectifying foreseeable hazards and defects?**
    Conduct shift or daily inspections, auditing, task observations and hazard reports.
14. **Has the correct risk control been selected for the hazard identified?**
    Apply the hierarchy of control: elimination, substitution, isolation, engineering, procedural, PPE.
15. **Is the risk as low as possible or could it be lowered by slight modification?**
16. **Does the work comply with the WHS Act and regulations, codes of practice, applicable standards, guidelines and company rules?**
17. **Does the mine have an equipment maintenance and defect identification process?**
    Pre-start books, hazard ID reports, preventative maintenance program etc.
18. **Are isolation procedures used on equipment being worked on, repaired or identified as defective?**
    Lock out devices, personal danger tags, out of service tags.
19. **Is all registered plant on the mine registered, approved, stamped and inspected in accordance with the statutory schedule?**
20. **Are all statutory licences and expiry dates current and within storage capacity?**

For more information, visit:
www.worksafe.wa.gov.au or contact
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WSMar26_1576