

RETAIL MOTOR INDUSTRY OHS WORKING PARTY

OHS SUPPORT FOR SMALL BUSINESS

AN OHS HAZARD INSPECTION CHECKLIST FOR SMALL BUSINESS EMPLOYERS IN THE RETAIL MOTOR INDUSTRY



THIS PUBLICATION WAS DEVELOPED AS A RESULT OF A TRIAL WITH
THE COLLISION REPAIR INDUSTRY, SOME NEW VEHICLE DEALERSHIPS AND
INDIVIDUAL SMALL BUSINESS MOTOR INDUSTRY EMPLOYERS IN SOUTH
AUSTRALIA WHO VOLUNTEERED THEIR ASSISTANCE

THE OHS WORKING PARTY IS GRATEFUL FOR THEIR ENTHUSIASM AND
GUIDANCE

January 14 2002

INTRODUCTION

This product has been tested in a sample of motor workshops in South Australia to make sure it works.

It is made up of 3 parts:

- Information in sections 1-7
- Short Hazard Inspection Checklist
- Quarterly Hazard Inspection Checklist

Simply go to the Section you want.

For help & advice or to suggest changes for the next print run, see Section 6 where there are people you can ring and who are happy to talk to you.

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PARTS 2 & 3:

1. Short walk through workplace inspection checklist
2. Quarterly workplace inspection checklist

1. WHY CONDUCT A WORKPLACE HAZARD INSPECTION?

- ✓ As the manager, you need control of tasks & activities in the workplace so that you can make business decisions.
- ✓ Control is another name for **planning and choosing to act** instead of reacting when something goes wrong.
- ✓ A hazard inspection gives you the **prevention** information to control OH&S problems before they become injuries and emergencies.
- ✓ The inspection checklist is a simple **step-by-step** pathway around your business
- ✓ The information you collect provides the **decision making power** about what needs to be fixed or improved in the workplace in order of priority.
- ✓ Identifying workplace hazards and taking action to control them, is a regulatory requirement under the South Australian Occupational Health Safety and Welfare Regulations 1995 (page 37).

2. GETTING STARTED

“IS HEALTH & SAFETY COMMON SENSE?”

It is when everyone has common knowledge about:
How people are getting hurt in the industry.
How they can work more safely.

To plan injury prevention in your workplace -
Identify your workplace hazards; then fix them!

YOU CAN use the Checklists to:

- Do a general inspection or;
- Do an inspection which targets the common injuries in the industry
- TO DO A GENERAL WORKPLACE INSPECTION
 - Pick up the Checklist and walk through your workplace
 - List the hazards with the highest risk of causing injury for immediate action
 - Fix them
- TO DO A “COMMON INJURIES” INSPECTION
 - Read the list of the common injuries on page 3
 - Look for the places, the jobs & tasks in your workshop where these injuries can happen
 - Give each a priority number for fixing them
 - Fix them
 - HINT: *you may need to change the way employees carry out a JOB TASK to fix the problem*

EXAMPLE:

Change any process where employees are trying to lift, lower or carry objects in cramped postures – it causes muscular injuries (strains & back problems).

- Ring for help or advice
8370 9453 Dino Hedley
8241 1066 Ian Law
8303 0426 Jean Foster

3. WHAT AM I LOOKING FOR & WHY?

6 Common Injuries In the Retail Motor Industry

1. Being hit by moving objects
Example: <ul style="list-style-type: none">• Flying particles in eyes when using grinders• Tools falling from hoists, high shelves & mezzanines• Dust, grease and oil particles dropping into eyes when under car
2. Hitting against moving objects
Example: <ul style="list-style-type: none">• Injuries from use of hammers, pliers, electric drills, forklifts, vehicles etc and especially where workplace is cluttered, cramped or poorly lit
3. (Manual Handling) Muscular stress while handling objects other than lifting, carrying or putting down
Example: <ul style="list-style-type: none">• Working on vehicles in cramped postures for long periods of time• Bending over low engine bay for extended periods• Using force to break large components free eg trucks, tractors
4. Hitting stationary objects
Example: <ul style="list-style-type: none">• Knocking or slipping against vehicles, benches and fixed equipment, particularly in cluttered work areas
5. (Manual Handling) Muscular stress while lifting carrying or putting down objects
Example: Fitting/removing doors & windows, wheels & tyres.
6. Chemicals
Example: <ul style="list-style-type: none">• Inhaling carbon monoxide, welding fumes, paint fumes etc• Skin contact with used oils, battery acid, solvents etc

4. Costs of some common injuries in your industry

Hidden costs: Accidents cost you money because your levy increases & you have to cover “days lost”.

Cause of injury	Some examples from Retail Motor Industry Claims Data	Average cost per claim over 12 months	Average days lost time for each injury of this type	Some ways to fix this in your workshop
Falls	Slipping off slippery parts of high vehicle while working on it. Slipping on oily floor & steps Tripping over tools, equipment, parts lying on floor	\$ 1 838	2 days	<ul style="list-style-type: none"> • Use steps to access high vehicles • Wear non-slip shoes • Clean up grease, oil & spills • Fit non-slip strips to stairs • Clean up parts & equipment from floor
<u>Manual Handling:</u> Using force to push, pull hold, restrain, lift etc	Bending kneeling or twisting while fitting, removing, heavy parts Holding fixed postures for long periods eg bending over engine bay Working in cramped positions Using excessive force with hand tools	\$ 7 834	36 days	<ul style="list-style-type: none"> • Use mechanical aids and or, team lifts • Use hoists, jacks to adjust vehicle to comfortable height eg raise or lower vehicle so you can rest on stomach while bending over engine • Reduce work reaching above shoulders for long periods • Take breaks to vary postures • Use extension handles or drives to minimise upper limb forces
Hitting or being hit by objects	Particles in eyes from grinding, working under vehicles, cleaning parts with chemicals or compressed air	\$ 2 590	17 days	<ul style="list-style-type: none"> • Put guards on grinders & similar machinery • ALWAYS USE EYE PROTECTION in workshop

Cause of injury	Some examples from Retail Motor Industry Claims Data	Average cost per claim over 12 months	Average days lost time for each injury of this type	Some ways to fix this in your workshop
	Parts & equipment falling during fit/removal – especially in under vehicle work			<ul style="list-style-type: none"> • Use stands, jacks, chain blocks etc to hold heavy items • Store heavy items between knee & shoulder height
Being trapped between objects	<p>Parts, tools & equipment slip or move during job</p> <p>Doors, bonnets boot lids closing on workers</p> <p>Working on vehicles with engine running</p>	\$2 592	10 days	<ul style="list-style-type: none"> • Use mechanical aids to hold & support parts during fit/removal • Check jacks, axle-stands, hoists are secure before elevating vehicle • Keep feet clear of descending hoists, jacks • Switch engine off if not required while working in engine bay • Do NOT wear loose fitting sleeves etc • Check for “TRAP” points when working on engine or using powered & hand held tools

REMEMBER: You can reduce many risks of injury by

- Discussing these common injuries with workers
- Make your shop an *“Eye Protection MUST be Worn”* shop
- Develop Safe Operating Procedures for jobs associated with the above injuries
- Take time to supervise your workers
- Change risky work procedures/habits for safer methods of getting the job done

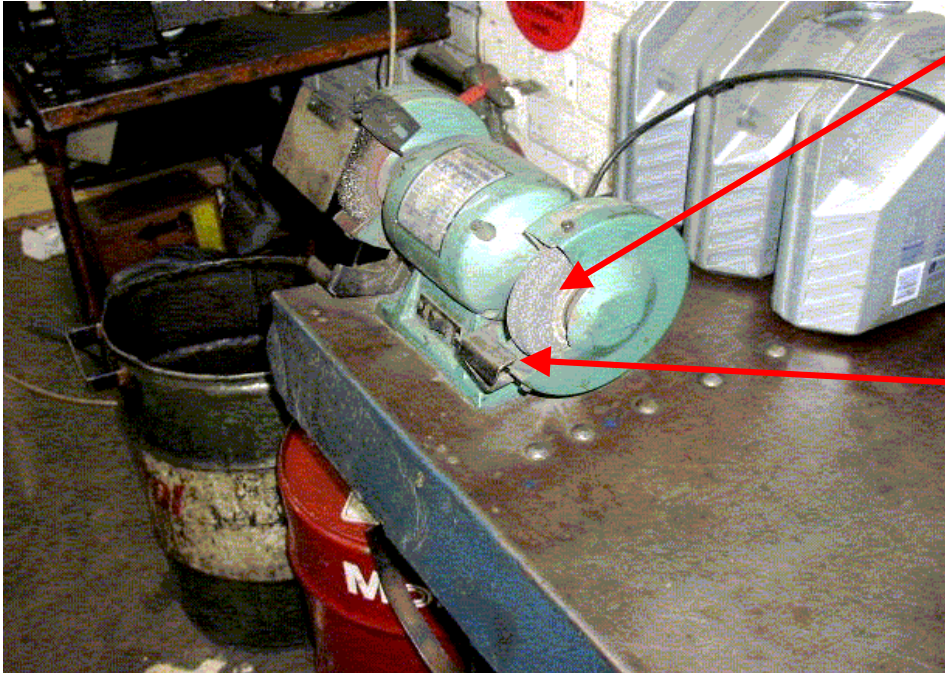
DOES THIS GENERAL CHECKLIST LIST ALL HAZARDS I NEED TO LOOK FOR?

- No. You know your workplace problem spots better than a checklist but the checklist is a systematic guide to get you started.
- This general checklist will start you MANAGING INJURY PREVENTION and REDUCING the associated injury costs by PLANNING ahead
- Don't wait for the injuries – under the OHSW Act 1986 you must identify workplace risks to health and safety of workers & eliminate or reduce them.

5. ADDITIONAL INFORMATION – examples of terms

What is a hazard? Anything that may cause injury or harm to a person.

Example: A typical pedestal grinder.



No spark guard fitted (ref. AS 1788.1) all equipment fitted with abrasive wheels must have appropriate guards

Work rest incorrectly adjusted (ref. AS 1788.1) adjust as close as possible to workface- 1.5mm maximum

What is a risk? Expose a person to a hazard & you've got a risk.

The risk to this man's safety from a fall is low because the right equipment is being used and correct procedures are being followed in ladder use. Is there some risk of electrical shock?



Hazards include:

1. Electrical equipment
2. Working at height

Risks to health & safety include:

1. Electric shock
2. Falls

Typical risk controls:

1. Follow written safe operating procedures for hoist maintenance eg.
 - Isolate electrical supply & any other operating mechanisms
 - Select correct ladder
 - Feet no higher than 2nd step from top of ladder
 - NOTE: - Check ladder meets Portable Ladder Standard AS 1892.1
 - Metal ladders should not be used for electrical work

Assess your risks as **high, medium or low.**

FIX the HIGH risks IMMEDIATELY. Then fix the others promptly in order of level of risk.

What is a control?

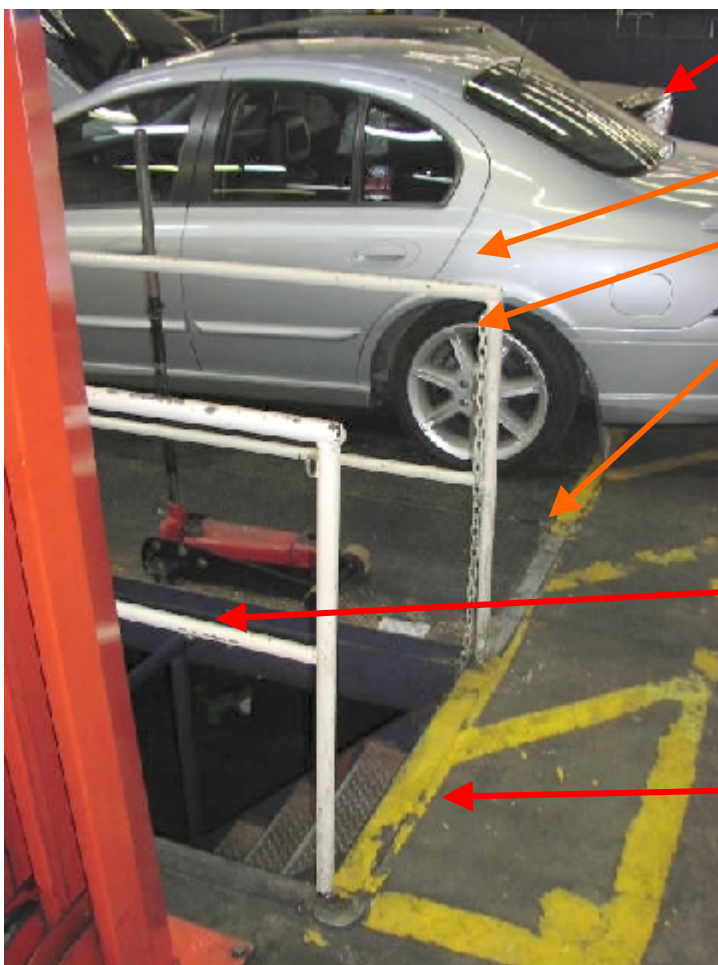
Actions you take to eliminate or reduce the risk to the person.

ELIMINATE the hazard and you eliminate THE RISK – if reasonable & practical, this is the best control.

RISK ELIMINATION examples: Ditch the old chemicals in your workshop that you never use; clean up oil spills immediately; repair frayed electrical cords

RISK REDUCTION examples: Guards on fixed grinders, regular hoist maintenance schedules, warning signs, using the correct eye protection glasses for the task

EXAMPLE of measure taken to control a fall hazard by reducing risk of fall



What Control Measures Are Selected To Reduce The Risk Of A Fall?

- *Engineering control* – handrail guarding
- *Engineering control* – chain access
- *Administrative controls* – yellow warning markings to highlight stair opening
- *Administrative controls* – “customers not permitted in workshop” sign

What is the Hazard?
Open inspection pit

What is the Risk of injury?

A customer or worker might fall into an unguarded pit.

Likelihood of injury? Very Likely

Severity of injury? Serious consequences – potential for fatality, paraplegia, fractures etc.

Risk Rating? - HIGH

6. WHERE TO GET HELP & ADVICE

Need more information on identifying and managing hazards in your industry?

Here is the Retail Motor Industry OHS website address:

http://www.workcover.com/safer/motor_resources.html

Prefer to speak to people?

The following are some of the members of the Retail Motor Trades SAfer Industries Working Party. They are ready to help you and answer your questions.

IAN LAW	Motor Trades Association	8241 1066
ALAN SIBBONS	Australian Manufacturing Workers Union (Vehicle Div.)	0417 699 328
JEAN FOSTER	Workplace Services Attorney-Generals Dept.	8303 0426
DINO HEDLEY	WorkCover Corporation	8238 5740

Dino's e-mail address is: dhedley@workcover.com

7. SAMPLE DOCUMENTS FOR USE

The following documents (see following pages) have been developed for use by Small Business employers in the Retail Motor Industry.

1. INDUCTION PROGRAM – GREEN

- Induction to new work is a legal requirement (SA OHSW Regulations 1995, 1.3.5)
- This is a simplified induction page to ensure you cover the main issues with a new worker
- You must provide follow up assistance and supervision, for example with a young (inexperienced) and new worker
- The amount of assistance and supervision depends on the nature of the risks involved with a new or unfamiliar task carried out by the new worker
- Make sure your new worker has the qualifications and skills to carry out a task before leaving them by themselves.
- Encourage your worker to ask questions during the induction.

2. WORKPLACE OHS RESPONSIBILITIES (The OHSW Law And Its Requirements)

- This page has been included because many employers have asked us for simple information on their legal health and safety duties.

EMPLOYEE INDUCTION CHECKLIST FOR.....

**EMPLOYEE
NAME**

POSITION

TOUR OF WORKSHOP & INTRO TO TEAM

Date :

USING TELEPHONE SYSTEM

Date :

JOB CARDS

- * **Signing off**
- * **Completing all work**

Date :

HOUSEKEEPING

- * **Spills**
- * **Cords**
- * **Rubbish**

Date :

CUSTOMER COMPLAINTS

- * **What to do when some one complains**

Date :

EYE SAFETY

- * **Safety glasses-when to wear them**
- * **Replacement**

Date :

HEARING CONSERVATION

- * **Hearing protection - when to wear it**
- * **Replacements**

Date :

OTHER PERSONAL PROTECTIVE EQUIPMENT

- * **Shoes**
- * **Welding protection**
- * **Respiratory protection**

Date :

FIRE WARDENS & EMERGENCY
EVACUATION

- * **Fire Extinguishers**
- * **Fire Warden & Exits**
- * **Assembly area**

Date :

EMPLOYMENT START DATE:

MANAGER

TOILETS / LUNCHROOM / BREAKS / LOCKER
WHERE TO PARK

Date :

KEYS, PASSWORDS & ALARM CODES, CASH

- * **Confidentiality & security**

Date :

ORDERING PARTS/ SUPPLIES

- * **How to**

Date :

TOOLS

- * **Tool allowance**
- * **What to do with damaged / broken tools**

Date:

SMOKING POLICY

- * **At work & in customer cars**

Date:

MANUAL HANDLING

- * **What is it?**
- * **Using mechanical aids supplied**
- * **General principles of manual lifting**

Date :

HAZARDOUS SUBSTANCES

- * **What are they ?**
- * **Labels**
- * **Material Safety Data Sheets**
- * **Using gloves, safety glasses etc**

Date :

PLANT & EQUIPMENT SAFETY

- * **Fixed plant,**
- * **Powered hand held**
- * **Maintenance & repair**
- * **Instructions for safe use**

Date :

FIRST AID & INCIDENT REPORTING

- * **Medical contact phone & procedures**
- * **First Aid staff if applicable**
- * **First Aid box location & recoding book**
- * **Reporting of accidents & incidents**

Date :

WORKPLACE OHS RESPONSIBILITIES

An employer has a legal ‘duty of care’ to protect the health and safety of people in the workplace. This includes people who work for you casually, part-time, full-time, permanently, as volunteers or as outworkers, plus members of the public while they are in your workplace.

An employee has a “duty of care” to follow instructions that an employer establishes to protect their health and safety at work. For example – wear safety glasses provided.

Product manufacturers, suppliers, designers and building owners also have a “duty of care” towards people in your workplace. Example – it is a legal requirement that the supplier of the chemicals you use, **MUST** supply you on request, with an up-to-date copy of an MSDS for each product

As an employer you must provide:.

- a safe workplace and safe ways of working
- equipment, tools and machinery in a safe condition
- safe and hygienic facilities, including toilets, eating areas and first aid
- information, supervision and training to all workers
- a process to keep workers informed and involved in decisions that may affect their health and safety
- processes for identifying hazards, assessing risks and controlling risks
- methods to record and monitor work-related injuries and illness

Occupational health, safety and welfare legislation

The legal roles and responsibilities in relation to occupational health, safety and welfare (OHSW) in all South Australian workplaces are specified in the:

- SA OHSW Act (1986)
- SA OHSW Regulations (1995)
- Approved Codes of Practice and Australian Standards.

The Regulations have been designed to help employers identify their legal responsibilities in the workplace.

The Regulations are available in a folder - **Call WorkCover Corporation 13 18 55 for a copy**

OR you can download a copy from <http://www.workcover.com/resources/resources.html>

OCCUPATIONAL HEALTH & SAFETY SMALL BUSINESS MANAGEMENT

“THE SHORT WALK-THROUGH INSPECTION”

A SIMPLE MAINTENANCE INSPECTION CHECKLIST

FOR A RETAIL MOTOR BUSINESS

FOR HELP CONTACT ANY OF THE FOLLOWING MEMBERS OF THE RETAIL
MOTOR OHS WORKING PARTY

Ian Law	Motor Trades Association	8241 1066
Dino Hedley	WorkCover OHS Industry Consultant	8238 5740
Jean Foster	Attorney General's Dept Workplace Services	8303 0426
Allan Sibbons	AMWU	0417 699 328

CHECKLIST 1: THE SHORT WALK-THROUGH

Designed as a short walk-through maintenance inspection of standard items to look for. To be carried out at least fortnightly or monthly – this is not sufficient to identify all hazards in your workshop.

Place ✓ in the appropriate column

No.	Item	Not Applicable	No (Fix)	Yes
1.	Approved First Aid Kit with eye wash equipment?			
2.	First Aid Book to record date, items and person to whom items were given from the First Aid kit?			
3.	Emergency Doctor phone number, name & address prominently displayed?			
4.	All employees shown where items 1, 2 & 3 are?			
5.	Floors clear of slip, trip & fall hazards?			
6.	Tools & equipment replaced in storage after use?			
7.	Toilets/rest rooms clean & hygienic?			
8.	Exits unblocked?			
9.	Handrails/chains around pits, stairs, mezzanines?			

No.	Item	Not Applicable	No (Fix)	Yes
10.	Guards or spark shields in place on: <ul style="list-style-type: none"> ○ Fixed Grinder – including correct tool rest adjustment of 1.5mm or less & upper tongue guard in place? ○ Air compressor 			
11.	Parts stored safely away from walkways?			
12.	Fire extinguishers full, tagged, in correct position with clear access.			
13.	Correct safety glasses/goggles for all cutting, grinding & cleaning tasks?			
14.	Gloves available?			
15.	Ear-plugs/ear protection?			
16.	Hoists & lifting equipment operating correctly & maintenance inspections up-to-date?			
17.	Oxy-Gas bottles chained or secured?			
18.	Residual Current Device (RCD) available & used for all hand-held electrical equipment & equipment with electrical cords in danger of damage (eg. Often moved from place to place?)			
19.	All chemicals listed and list filed in office?			
20.	All chemicals properly labelled with risk & safety information?			

No.	Item	Not Applicable	No (Fix)	Yes
21.	Material Safety Data Sheets (MSDS) on file for every chemical?			
22.	Chemicals & flammables stored correctly?			
23.	Mechanical assistance for manual handling available & used?			
24.	Manual lifting kept to absolute minimum?			
25.	Employees trained accordingly in manual handling practices?			
26.	Ladders in good condition & being used safely?			
27.	New employees & contactors Induction Program up to date & on file?			
28.	Regular health & safety discussions/meetings held with employees?			
29.	Injury reporting system established?			
30.	Name & number of Injury Claims Agent listed?			

NAME OF PERSON/S CARRYING OUT INSPECTION:

Date:

OCCUPATIONAL HEALTH & SAFETY SMALL BUSINESS MANAGEMENT

" THE QUARTERLY "

A SIMPLE HAZARD INSPECTION CHECKLIST FOR A RETAIL MOTOR BUSINESS

FOR HELP CONTACT ANY OF THE FOLLOWING MEMBERS OF THE RETAIL
MOTOR OHS WORKING PARTY

Ian Law	Motor Trades Association	8241 1066
Dino Hedley	WorkCover OHS Industry Consultant	8238 5740
Jean Foster	Attorney General's Dept. Workplace Services	8303 0426
Allan Sibbons	AMWU	0417 699 328

CHECKLIST 2: THE QUARTERLY

The Quarterly is a short inspection of standard items to be carried out at least 3 to 4 times per year. It is sufficient to identify a range of hazards in your workshop. Place ✓ in the appropriate column, plus details of actions.

OHS WORKPLACE INSPECTION CHECKLIST FOR AUTOMOTIVE SMALL BUSINESS			
CHECKLIST ITEM	RESULT OF INSPECTION		Person Inspecting:
	✓	✗	ACTION REQUIRED-what, who, when?
SAFETY RULES: OHS Responsibilities Ref. SA OHSW Act 1986 Section 20			
OHS Policy is written & displayed in office eg. fill out the MTA OHS Policy document Contact MTA for an OHS Policy Ph. 8241 1066			
Safety rules written & displayed for the most risky tasks & equipment Eg. Using fixed grinders, drills & cut-off wheels, spray painting, removing heavy components such as transmissions, tasks involving brake dust removal, storage of or work with flammables & solvents, use of hoists, tasks involving continuous loud noise, removal of large & awkwardly shaped body panels & components, test driving vehicles, repetitive tasks such as car detailing for long periods NOTE: See sample Safe Operating Procedure for a Bench Grinder provided at the end of checklist			
Supervision of employees enforced by management			

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OHS WORKPLACE INSPECTION CHECKLIST FOR AUTOMOTIVE SMALL BUSINESS

CHECKLIST ITEM	RESULT OF INSPECTION		Person Inspecting:
	✓	✗	ACTION REQUIRED-what, who, when?
CONSULTATION Ref. SA OHSW Regulation 1.3.1			
Employees & manager discuss OHS problems regularly - eg daily informal on-job chats and monthly meetings including OHS			
FIRE / EMERGENCIES Ref. SA OHSW Regulation 2.6.2 & 2.6.3 Ref. Retail Motor Industry Calendar -Sept.			
Extinguishers in place, correctly positioned & clearly marked for type of fire, kept clear of obstructions and recently serviced			
Exits signposted & clear			
Exit doors opened from inside			
If installed, fire alarm system operating			
Emergency plan displayed & discussed with employees			
Evacuation drills carried out in large complex premises such as New Vehicle Dealerships, ie. have an assembly point for people including customers to gather & check all staff are present			
HOUSEKEEPING Ref. SA OHSW Regulation 1.3.2& 2.3.2			
Benches reasonably clear of clutter			

OHS WORKPLACE INSPECTION CHECKLIST FOR AUTOMOTIVE SMALL BUSINESS

CHECKLIST ITEM	RESULT OF INSPECTION		Person Inspecting:
	✓	✗	ACTION REQUIRED-what, who, when?
Metal rubbish bins available & emptied regularly			
Rubbish not stored near flammable substances			
Drains covered			
Floor free of trip & slip hazards			
Fluid spills cleaned up immediately			
Sumps emptied regularly & no overflow			
GENERAL STORAGE Ref. SA OHSW Regulation 1.3.2 & 2.15.1			
Storage designed to minimize lifting i.e. stored between knee and shoulder height			
All shelving secure and stable			
Overhead storage able to carry load			
WALKWAYS, STAIRS AND LADDERS Ref. SA OHSW Regulation 2.3.2 & 2.13.1			
Mezzanine floor guarded (rails)			
All ladders in good condition and right for job			
Rubber feet fitted to ladders			
Stairs have handrails and anti slip tread			

OHS WORKPLACE INSPECTION CHECKLIST FOR AUTOMOTIVE SMALL BUSINESS

CHECKLIST ITEM	RESULT OF INSPECTION		Person Inspecting:
	✓	✗	ACTION REQUIRED-what, who, when?
PLANT, EQUIPMENT AND TOOLS Ref. SA OHSW Regulation 3.3.1; 3.3.2 & 3.3.3 Ref: Retail Motor Industry Calendar – May & MTA hoist checklist			
Battery charger/batteries in clear well ventilated area			
All guards in place NOTE: Guards – are an OHSW requirement to keep fingers and body parts away from pinch points, rotating parts and pressure points Auto repair shops have a variety of machines that require Guarding. Examples are: <ul style="list-style-type: none"> o Bench Grinders (spark shield, side guards upper tongue guards & tool rests adjusted 1.5mm or less) o Lathes o Old compressors with exposed pulley wheels 			
Hoists / lifting equipment inspected including Jacks, axle stands & tow truck cranes & marked with Safe Working Limit (SWL) which must not be exceeded			
Inspection/test records filed & kept up to date for essential equipment such as hoists, cranes, chain blocks & fire extinguishers.			
NOTE: Portable Fire extinguishers - Information			

OHS WORKPLACE INSPECTION CHECKLIST FOR AUTOMOTIVE SMALL BUSINESS

CHECKLIST ITEM	RESULT OF INSPECTION		Person Inspecting:
	✓	✗	ACTION REQUIRED-what, who, when?
available from Aust Standard 1851.1 <i>HINT: ring your local fire brigade for free advice & service on extinguishers – they'll be delighted to help.</i>			
SPRAY PAINTERS Ref. SA OHSW Regulations Division 5.8			
Correct safety gear worn in booth and mixing Eg Respiratory protection complies with AS 1715 & AS 1716			
Respiratory protection records kept, equipment maintained. Eg. filter replacement			
Spray booths clear of residues & over spray			
Breathing air supplied			
Painters know how to correctly fit face masks			
Booth provided, maintained and calibrated & records kept Eg. Exhaust ventilation systems operating at correct flow rates. NOTE: Maintenance requirements in AS 4114 Part 2			
Booth exit clear and free from obstructions			
Mixing room has adequate ventilation			

OHS WORKPLACE INSPECTION CHECKLIST FOR AUTOMOTIVE SMALL BUSINESS

CHECKLIST ITEM	RESULT OF INSPECTION		Person Inspecting:
	✓	✗	ACTION REQUIRED-what, who, when?
CHEMICALS IN WORKPLACE Ref. SA OHSW Regulations Division 4.1 Ref: Retail Motor Industry Calendar April			
All chemicals listed & file kept on site			
All chemical containers clearly labelled			
Material Safety Data Sheets (MSDS) for all chemicals used			
Legal requirements met for storage, disposal & licensing			
ELECTRICAL SAFETY Ref. SA OHSW Regulations Division 2.5 & Information Sheet 5 Ref: Retail Motor Industry Calendar-March			
No broken plugs, sockets, switches			
No frayed or damaged cords			
Residual Current Device in place & tested			
Electrical equipment inspected & tested			
WELDING Ref. SA OHSW Regulations Division 5.9 Ref: Retail Motor Industry Calendar-Sept			
Screens available and used			
Personal protective equipment available & used i.e.			

OHS WORKPLACE INSPECTION CHECKLIST FOR AUTOMOTIVE SMALL BUSINESS

CHECKLIST ITEM	RESULT OF INSPECTION		Person Inspecting:
	✓	✗	ACTION REQUIRED-what, who, when?
masks, aprons, gauntlets			
All gas cylinders secured to prevent falling			
MANUAL HANDLING (MH) Ref. SA OHSW Regulations Division 2.9 Ref: Retail Motor Industry Calendar-October			
Common MH claims to industry/business identified			
Unnecessary manual handling eliminated through: 1. Job redesign (change way its done) 2. Mechanical aids			
Adequate mechanical aids available			
Employees trained in solving Manual Handling problems [see Reg. 2.9.4 (a)]			
EYE PROTECTION Ref. SA OHSW Regulation 2.12.1(3)(a) Ref: Retail Motor Industry Calendar-February NOTE: this is a high rate of injury item in auto shops. Recommended that you make your shop a permanent eye wear protection shop 8 hours a day every day			
Tasks with eye injury potential identified			
Correct eye protection for tasks available			
Employees trained in use and care of eye protection			

OHS WORKPLACE INSPECTION CHECKLIST FOR AUTOMOTIVE SMALL BUSINESS

CHECKLIST ITEM	RESULT OF INSPECTION		Person Inspecting:
	✓	✗	ACTION REQUIRED-what, who, when?
NOISE Ref. SA OHSW Regulations Division 2.10 Ref: Retail Motor Industry Calendar-November			
Noisy tasks identified - Existing equipment more than 90 dB(A)			
Correct hearing protection for tasks available			
Employees instructed in use and care of hearing protection			
LIGHTING Ref. SA OHSW Regulation 2.8.1			
Lighting functioning & adequate for job or tasks			
Lead lights available & working			
FIRST AID Ref. SA OHSW Regulation 2.11.1 Ref: Retail Motor Industry Calendar-September			
Emergency telephone numbers displayed			
First Aid box has adequate stocks available			
Eye kit available in First Aid box			
Employees know location of box			
First Aid Records kept (including stock use)			

OHS WORKPLACE INSPECTION CHECKLIST FOR AUTOMOTIVE SMALL BUSINESS

CHECKLIST ITEM	RESULT OF INSPECTION		Person Inspecting:
	✓	✗	ACTION REQUIRED-what, who, when?
INJURY MANAGEMENT Ref: Ring your Claims Agent			
Manager understands rights and responsibilities			
Employees understand rights and responsibilities			
Employer knows who Claims Agent is (2001): ie <ul style="list-style-type: none"> o Royal & Sun Alliance Workers Compensation (SA) Ltd 8205 5260 o QBE Workers Compensation (SA) Ltd 8213 5300 o Allianz Australia Workers Compensation (SA) Ltd 08 7420 8111 o NRMA Workers Compensation (SA) Ltd 8468 7777 o CGU Workers Compensation (SA) Pty Ltd 8405 6200 			
Manager liaises with Claims Agent			
All efforts aimed at return to work			