



Checklist for Health and Safety in Construction Plant & Equipment Hire Yards

Workplace	Checked By	Date

Type of Hazard	What to look for	Tick	Is there a risk?	Hazard removed or risk controlled?
1. Manual handling	Force being applied repeatedly to try and move an object	<input type="checkbox"/>		
	People working in an awkward posture repeatedly or for a long time	<input type="checkbox"/>		
	The same movements performed repeatedly	<input type="checkbox"/>		
	People having difficulty applying force to do a task	<input type="checkbox"/>		
	Vibrating tools held and controlled by hand	<input type="checkbox"/>		
	Objects being handled could shift suddenly	<input type="checkbox"/>		
	Objects hard to handle due to their shape or texture	<input type="checkbox"/>		
2. Plant & Equipment storage	Storage frames in poor condition	<input type="checkbox"/>		
	No easy access for people and equipment around storage area	<input type="checkbox"/>		
	Poor housekeeping around storage yard e.g. obstacles on ground	<input type="checkbox"/>		
3. Mobile plant	Operators not trained or certificated where required	<input type="checkbox"/>		
	Lack of regular maintenance	<input type="checkbox"/>		
	Operating near workers on foot	<input type="checkbox"/>		
	Operator's manual not readily available	<input type="checkbox"/>		
	Reversing alarms not fitted or not working	<input type="checkbox"/>		
4. Hazardous chemicals	MSDS not kept for all chemicals	<input type="checkbox"/>		
	Unlabelled containers	<input type="checkbox"/>		
	Advice in MSDS on minimising risk of exposure not followed	<input type="checkbox"/>		
	Users are not trained in safe handling	<input type="checkbox"/>		
5. Electrical	Frayed or damaged leads	<input type="checkbox"/>		
	Power tools in poor condition	<input type="checkbox"/>		
	Leads on ground	<input type="checkbox"/>		
	No system of regular inspection and testing	<input type="checkbox"/>		
	RCDs not installed	<input type="checkbox"/>		
6. Plant & equipment	Lack of regular maintenance	<input type="checkbox"/>		
	Guards missing or danger areas on machinery not guarded	<input type="checkbox"/>		
	Operators not trained	<input type="checkbox"/>		
	Operator's manual or safe working instructions not readily available	<input type="checkbox"/>		
	Start/stop switches not clearly marked, and within reach	<input type="checkbox"/>		
	Inadequate lockout, tagout and isolation available	<input type="checkbox"/>		
	Inadequate PPE	<input type="checkbox"/>		
	Inadequate isolation from others	<input type="checkbox"/>		
7. Noise	Sources of excessive noise not controlled	<input type="checkbox"/>		
	Inadequate hearing protection	<input type="checkbox"/>		
	No periodic hearing tests	<input type="checkbox"/>		
8. Lifting gear	Inadequate lifting gear in use	<input type="checkbox"/>		
	Lifting gear in unserviceable condition	<input type="checkbox"/>		
	No system of regular inspection	<input type="checkbox"/>		
	No clear marking of lifting points on equipment	<input type="checkbox"/>		

Type of Hazard	What to look for	Tick	Is there a risk?	Hazard removed or risk controlled?
9. Work environment	Inadequate amenities			
	Work benches covered with rubbish or tools			
	Walkways not clearly marked			
	Water, oil or grease on walkways			
	Entry and exits not clear			
	Leads, hoses or cables across walkways			
	Powered vehicles and equipment not separated from walkways			
	Obstructed vision at intersections			
	Excessive dust levels			
	Inadequate breathing protection			
	Steps for stairs, ladders or platforms are not firm, do not have anti-slip treads or firm handrails			
	Evidence of loose or friable asbestos			
	Inadequate measures to prevent workers suffering heat stress			
	Inadequate natural/artificial lighting for each task			
Light fittings dirty/in poor condition				
10. Emergencies	Emergency lighting not operable			
	Inadequate pointers to fire exits			
	Fire alarm system not working			
	Inadequate emergency evacuation procedures or lack of drills			
	Inadequate fire protection equipment			
	Emergency exits blocked			
	Inadequate number/or contents of first aid kits			
	No-one trained in first aid			
	Kits not accessible and/or clearly marked			
	Emergency numbers not displayed			
	Accident register not maintained			
	Procedure to notify incidents to WorkSafe not evident			
"If you are injured" poster not prominently displayed				
11. Certification	No register of certificate holders kept			
	Scaffolders without correct certificates			
	Crane and hoist operators without correct certificates			
	Forklift operators without correct certificates			
12. Training, information and supervision	Workers not inducted or adequately trained			
	Workers are not adequately supervised			
	OHS information is not readily available in the appropriate language(s)			

Consultation is IMPORTANT!

When looking for hazards and risks and finding and implementing solutions, employers should consult with their employees, including any elected health and safety representatives.

Consultation. What to look for	Y/N?	If "NO", how and when will this be dealt with?
Do workers have an elected HSR?		
Is there a functioning workplace H&S committee?		
Are the names of HSRs prominently displayed?		
Are the HSRs provided with adequate information?		
Is there a workable issue resolution process?		
Have HSRs received approved training?		