



KEYS
HUMAN RESOURCES

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CLIENT WORKPLACE HEALTH & SAFETY CHECKLIST FOR LABOUR HIRE EMPLOYEES

Please return completed Client Workplace Health & Safety Checklist to Keys Human Resources, either by Fax, Email or Mail

Fax: (07) 3876 2090
Email: keys@keyshr.com
Mail: PO Box 5
NUNDAH QLD 4012

Client: _____

Address: _____

Client Contact Details: _____

Client Representative: _____

Position: _____

Signature: _____

Date: _____ / _____ / _____

Would you like to discuss our safety management with Keys Human Resources - Yes / No



Client Name: _____ Number of Employees: _____

Location: _____

Client Safety Checklist for Keys Human Resources Employees		
Is the workplace a construction site?	Yes	No
If 'Yes' – The Principal Contractor is:		

1. Identify Hazards and Assess Risks		
1.1 Written workplace safety policy	Yes	No
1.2 Written injury & rehabilitation management policy	Yes	No
1.3 Written workplace bullying and harassment policy	Yes	No
1.4 Does the client perform regular risk management assessments	Yes	No
1.5 Workplace Health & Safety Officer	Yes	No
1.6 Workplace Health & Safety Committee	Yes	No
Comments: _____ _____ _____		

2. Management of Labour Hire Workers		
2.1 Do the client and their Supervisors know to contact Keys Human Resources if they want to significantly change the original contracted job order <u>before</u> a Keys HR worker performs the new tasks?	Yes	No
2.2 Are Keys Human Resources contractors supervised at all times?	Yes	No
2.3 Do the client and their Supervisors know to contact Keys Human Resources as soon as possible when a Keys Human Resources employee has been injured or involved in safety incident?	Yes	No
2.4 For construction workplaces only are General Safety Induction cards, 'White Cards and Blue Cards' checked before work commences?	Yes	No
2.5 Are checks in place to ensure Labour Hire employees have correct PPE for example Steel capped boots, High visibility shirts/vest, hard hats, gloves, and eye and ear protection?	Yes	No
Comments: _____ _____ _____		

3. Work Environment		
3.1 Have risks in the workplace, workplace layout, materials, plant and equipment been identified?	Yes	No
3.2 Are there Procedures in place at the work site to manage these risks?	Yes	No
3.3 are Supervisors/Foreman aware of risk management procedures?	Yes	No
3.4 Is there adequate ventilation at the workplace?	Yes	No
3.5 Will the workers be exposed to confined spaces?	Yes	No
3.6 Is there adequate lighting?	Yes	No
3.7 Is there risk of falling objects?	Yes	No
3.8 Could the workers fall from heights?	Yes	No
3.9 Are there any excavations?	Yes	No
3.10 Will the workers be exposed to air borne contaminants?	Yes	No
3.11 Will the workers be exposed to Asbestos?	Yes	No
3.12 Will the workers be exposed to vibration?	Yes	No
3.13 Will the workers be exposed to UV radiation from sunlight?	Yes	No
3.14 Is drinking water available onsite?	Yes	No
3.15 Are full amenities (toilets, washrooms) on site for workers?	Yes	No
3.16 Are there First Aid facilities on site?	Yes	No
3.17 Are there trained First Aid officers on site?	Yes	No
3.18 Is there a procedure for getting medical help quickly?	Yes	No
Comments: <hr/> <hr/> <hr/>		

4. Noise		
4.1 Are risks from noise identified?	Yes	No
4.2 Does the client actively control noise hazards ear protection, noise reduction varies around plant and equipment, supervision?	Yes	No
4.3 Are there signs indicating hearing protection areas?	Yes	No
4.4 Are labour hire workers provided with hearing protection?	Yes	No
Comments: <hr/> <hr/> <hr/>		

5. Safe plant and equipment		
5.1 All plant and equipment used at the workplace is inspected regularly and maintenance undertaken as required	Yes	No
5.2 Evidence of daily pre-start checks on plant (forklift, bobcat)	Yes	No
5.3 Consideration has been given to control devices such as start/stop switches, lock out devices, guarding and alarm systems	Yes	No
5.4 Risks from conveyer belts and moving parts have been managed	Yes	No
5.5 Cutting machinery has guards in place to prevent injury	Yes	No
Comments: <hr/> <hr/> <hr/>		

6. Electrical		
6.1 Risks involved a person coming into direct contact with an electrical part have been identified and control measures taken	Yes	No
6.2 Is all electrical equipment tested, tagged and used with RCD's as required for the type of work to be done?	Yes	No
Comments: <hr/> <hr/> <hr/>		

7. Hazardous Substances		
7.1 Are chemicals used at the workplace?	Yes	No
7.2 Are dangerous goods used at the workplace?	Yes	No
7.3 Are employees trained in the safe handling of chemicals?	Yes	No
7.4 Are Material Safety Data Sheets (MSDS) available at point of use?	Yes	No
7.5 Are there any legislative requirements for health monitoring of employees exposed to hazardous substances?	Yes	No
7.6 Are chemical containers approximately labelled and stored?	Yes	No
Comments: <hr/> <hr/> <hr/>		

8. Manual Tasks		
8.1 Are controls in place to prevent or minimise musculoskeletal disorders caused by manual tasks?	Yes	No
8.2 Do Supervisors/Foeman actively encourage safe manual handling?	Yes	No
8.3 Have alternative ways to lift up and move objects wherever possible been identified, for example lifting equipment, trolleys?	Yes	No
8.4 Will labour hire employees be performing repetitive work involving hand, finger and wrist movements?	Yes	No
8.5 Will labour hire employees be performing repetitive work involving repetitive bending and twisting?	Yes	No
8.6 Are awkward postures involved?	Yes	No
8.7 Are there uneven surfaces?	Yes	No
8.8 Are workers exposed to hot and cold environments?	Yes	No
8.9 Are workers actively encouraged to take regular short breaks (2 mins) from work tasks o stretch and exercise?	Yes	No
Comments: <hr/> <hr/> <hr/>		

9. Induction, Training and Supervision		
9.1 Client has a Training and Induction Program for workers, contractors and visitors	Yes	No
9.2 All workers given a workplace specific induction before commencing work on sites?	Yes	No
9.3 Procedure exists for ensuring all workers given induction to new labour hire employees	Yes	No
9.4 Are workers given instructions in the use of plant and equipment at all work sites?	Yes	No
9.5 Works are trained in emergency procedures	Yes	No
9.6 Supervisors/Foeman are aware that they cannot use a labour hire employee for a task that they were not booked to perform without permission from Keys Human Resources	Yes	No
Comments: <hr/> <hr/> <hr/>		

General Comments/Follow Up Action:
