


High Risk Occupations (Carpenters) Self-Assessment Tool

Use this self-assessment tool to ensure your workplace complies with legislation related to the High-Risk Occupations. This checklist contains questions like the ones on the audit tool used by our Inspectors when conducting site audits as part of the Construction Priority Harms Campaign.

Access/Egress and Housekeeping (entire site) 		Compliant	Comments	Legislative Reference
Does the layout of your workplace allow persons to safely enter and exit and carry out work under normal working conditions and in an emergency?		Yes	No	Regs: 40, 314
Are hazards related to ground surfaces or housekeeping reported immediately?		Yes	No	Regs: 36
Falling Objects 		Compliant	Comments	Legislative Reference
Are you managing the risk of falling objects appropriately? <i>(using fall prevention, or if not practicable, a fall arrest system)</i>		Yes	No	Regs: 54, 55, 314
Are materials and tools stored safely to prevent falling objects on site?		Yes	No	Regs: 54, 55, 314

Managing Risk of Falls 	Compliant	Comments	Legislative Reference
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<p>Are you managing the risk of falls by a worker that is likely to cause injury from one level to another?</p> <p><i>Are you using the following control measures (from least to most effective):</i></p> <ul style="list-style-type: none"> » working on a solid construction instead of at height » using fall prevention » using a work positioning system » using a fall arrest system, including establishing and communicating emergency procedures and rescue plans (Regs 80) 	Yes	No	Regs: 78, 79, 80, 314
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PPE 	Compliant	Comments	Legislative Reference
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Are you and your workers using PPE, and is it suitable for the task?	Yes	No	Regs: 44
Are you covering the cost for all PPE?	Yes	No	Act: S 273 Regs: 44
Are your workers trained in the correct use of PPE for the task?	Yes	No	Regs: 44
Do you conduct regular checks to ensure PPE is in good condition and replaced when necessary?	Yes	No	Regs: 44
Do you enforce and monitor PPE usage on the construction site?	Yes	No	Regs: 45

Safe Work Method Statement (SWMS) 	Compliant	Comments	Legislative Reference
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Are you conducting High Risk Construction Work?	Yes	No	Regs: 299
If yes, have you prepared a SWMS, in consultation with workers?	Yes	No	

Does your SWMS include adequate controls to eliminate or minimise the hazards and risks identified in your SWMS?	Yes	No	Regs: 299, 300, 302
Do you have a process in place to ensure workers are following the procedure as outlined in the SWMS?	Yes	No	Regs: 299, 300, 302
Have you provided training on the SWMS to all workers, considering language and knowledge barriers?	Yes	No	Regs: 299, 300, 302
Has the SWMS been given to the Principal Contractor? (if applicable)	Yes N/A	No	Regs: 301

Body Stressing / Musculoskeletal injuries

*These are often caused by **hazardous manual tasks** – tasks that involve: repetitive or sustained force; high or sudden force; repetitive movement; sustained and/or awkward postures; or vibration.*

Compliant

Comments

Legislative Reference

Have you identified hazards manual tasks that could lead to musculoskeletal injuries by:

- » Consulting with workers
- » Reviewing injury or claims data
- » Looking for trends

(tasks may include handling dressed timber, MDF panels, doors; working over shoulders height; prolonged kneeling; repetitive work)

Yes No

Regs: 34, 60

Have you put control measures in place to eliminate or minimise musculoskeletal injuries from hazardous manual tasks by considering:

- » *postures, movements, forces, or vibration*
- » *duration and frequency of the task*
- » *design of the work area and layout of the workplace*
- » *systems of work*
- » *nature, size, weight and number of things handled*
- » *workplace environmental conditions*

Yes No

Regs: 35, 60

Have you considered the hierarchy of controls when determining how to manage the risk?

- » *Given consideration of ways to eliminate, substitute, isolate, or engineer controls to manage the risk*
- » *E.g Using mechanical lifting aids where possible*
- » *If the above controls are not possible, consider the use of administrative controls or PPE to manage the risk.*

Note: Consider conducting a risk assessment to determine the severity of the risk.

Yes No

Regs: 36, 60

Have you maintained and reviewed its existing controls?

Yes No

Regs: 37-38, 60

Have you consulted other duty holders (e.g., sub-contractors) to identify hazards, assess risks, and, to identify, implement and review control measures?

Yes No




Act: S 47

Have you provided workers with suitable and adequate information, training and instruction about hazards that could cause musculoskeletal disorders related to hazardous manual task?

Yes No

Regs: 39

- » *Lifting technique (how to lift) training is not suitable or adequate training.*

Power Tools Training 		Compliant		Comments	Legislative Reference
Are your workers trained in the use of power tools?		Yes	No		Regs: 39
Do you and your workers have a procedure for checking power tools before use?		Yes	No		Regs: 39
Are you managing the risk of dust exposure (including silica)? » (by using PPE, dust suppression tools etc)		Yes	No		Regs: 37
Are all power tools being maintained / inspected in accordance with manufacturers specifications?		Yes	No		Regs: 213
Electrical Test and Tag 				Comments	Legislative Reference
Is all the electrical equipment in use, including temporary power boards, safe to use and tagged with inspection & testing date (3 monthly)?		Yes	No		Regs: 149-151
Does your worksite comply with AS/NZS 3012:2019 (Electrical installations—Construction and demolition sites) that includes mechanical protection?		Yes	No		AS: 3012:2019 Regs: 163
Are all RCDs used regularly tested?		Yes	No		Regs: 164, 165
Supervision (Apprentices/Young Workers) 				Comments	Legislative Reference
Are you adequately supervising your young workers and apprentices? » e.g. have you provided the correct ratio of Fully Qualified Carpenter to Apprentice/Young Worker?		Yes	No		Act: 19 Regs: 36, 39

For more information:

- [Slips, Trips and Falls – SafeWork SA](#)
- [Falling Objects – SafeWork SA](#)
- [Working at Heights – SafeWork SA](#)
- [Personal Protective Equipment \(PPE\) – SafeWork SA](#)
- [Safe Work Method Statements \(SWMS\) – SafeWork SA](#)
- [Hazardous Manual Tasks – SafeWork SA](#)
- [Hazardous Manual Tasks - Systems Self-Assessment tool – SafeWork SA](#)
- [Hand and Power Tools – SafeWork SA](#)
- [Inspection and testing of electrical equipment – SafeWork SA](#)
- [Apprentices and Trainees – SafeWork SA](#)



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