

Worksite Hazard Identification Checklist

Transport & Logistics

DOCUMENTATION

Is the previous audit filed?

Yes

No

Na

Is the membership valid?

Yes

No

Na

ELECTRICAL

Are all electrical equipment tagged and tested?

Yes

No

Na

Are all plugs, sockets, and switches in good condition?

Yes

No

Na

Are there any loose wires on the floor?

Yes

No

Na

Are all electrical equipment tagged and tested?

Yes

No

Na

Are all plugs, sockets, and switches in good condition?

Yes

No

Na

Are there any loose wires on the floor?

Yes

No

Na

EMERGENCY AND FIRE PROTECTION

Are emergency egress and access points clearly marked?

Yes

No

Na

Are fire extinguishers in place and adequate?

Yes

No

Na

Are all fire extinguishers on date?

Yes

No

Na

Is there a dedicated emergency officer?

Yes

No

Na

Are emergency evacuation plans clearly visible?

Yes

No

Na

Has a fire drill been conducted recently?

Yes

No

Na

Are fire exits obstruction-free?

Yes

No

Na

Are all workers aware of assembly points?

☐ Yes☐ No☐ Na

Are emergency egress and access points clearly marked?

☐ Yes☐ No☐ Na

Are fire extinguishers in place and adequate?

☐ Yes☐ No☐ Na

Are all fire extinguishers on date?

☐ Yes☐ No☐ Na

Is there a dedicated emergency officer?

☐ Yes☐ No☐ Na

Are emergency evacuation plans clearly visible?

☐ Yes☐ No☐ Na

Has a fire drill been conducted recently?

☐ Yes☐ No☐ Na

Are fire exits obstruction-free?

☐ Yes☐ No☐ Na

Are all workers aware of assembly points?

☐ Yes☐ No☐ Na

ENVIRONMENTAL CONTROLS

Are environmental controls addressed in site induction?

Yes

No

Na

Are there relevant controls in SWMS?

Yes

No

Na

Are spill kits available on site?

Yes

No

Na

Are there any high-risk activities on-site?

Yes

No

Na

Are environmental controls addressed in site induction?

Yes

No

Na

Are there relevant controls in SWMS?

Yes

No

Na

Are spill kits available on site?

Yes

No

Na

Are there any high-risk activities on-site?

Yes

No

Na

Signature

SIGNATURE

EQUIPMENT AND MACHINERY

Are emergency stop switches easily accessible?

Yes

No

Na

Are equipment well guarded?

Yes

No

Na

Are all hand tools in good condition?

Yes

No

Na

Is there sufficient space between machinery and equipment?

Yes

No

Na

Are there any nip points that may cause injury?

Yes

No

Na

Are PPE requirements displayed?

Yes

No

Na

Do workers have access to adequate PPE?

Yes

No

Na

Are isolation procedures marked and evident?

Yes

No

Na

Are emergency stop switches easily accessible?

☐ Yes☐ No☐ Na

Are equipment well guarded?

☐ Yes☐ No☐ Na

Are all hand tools in good condition?

☐ Yes☐ No☐ Na

Is there sufficient space between machinery and equipment?

☐ Yes☐ No☐ Na

Are there any nip points that may cause injury?

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Are PPE requirements displayed?

☐ Yes☐ No☐ Na

Do workers have access to adequate PPE?

☐ Yes☐ No☐ Na

Are isolation procedures marked and evident?

☐ Yes☐ No☐ Na

FIRST AID

Are eyewash stations available?

☐ Yes☐ No☐ Na

Are all first aid kits stocked?

Yes

No

Na

Are workers aware of first aid locations?

Yes

No

Na

Is a first aider available on site?

Yes

No

Na

Are emergency numbers clearly displayed?

Yes

No

Na

Are eyewash stations available?

Yes

No

Na

Are all first aid kits stocked?

Yes

No

Na

Are workers aware of first aid locations?

Yes

No

Na

Is a first aider available on site?

Yes

No

Na

Are emergency numbers clearly displayed?

Yes

No

Na

GENERAL

Is prework briefing conducted?

Yes

No

Na

Has the job safety analysis been completed?

Yes

No

Na

Has an SWMS been prepared?

Yes

No

Na

Has the protection and safety officer briefed all workers on work hazards?

Yes

No

Na

Do all workers have the required expertise and qualifications?

Yes

No

Na

Is prework briefing conducted?

Yes

No

Na

Has the job safety analysis been completed?

Yes

No

Na

Has an SWMS been prepared?

Yes

No

Na

Has the protection and safety officer briefed all workers on work hazards?

☐ Yes☐ No☐ Na

Do all workers have the required expertise and qualifications?

☐ Yes☐ No☐ Na

Is the load labeled correctly?

☐ Yes☐ No☐ Na

Is the driver wearing the correct PPE?

☐ Yes☐ No☐ Na

Is the assistant having correct PPE?

☐ Yes☐ No☐ Na

Is a secured fire extinguisher available on site?

☐ Yes☐ No☐ Na

Is a dangerous goods operator card available in vehicles?

☐ Yes☐ No☐ Na

Does the driver have a valid license?

☐ Yes☐ No☐ Na

Is the vehicle carrying hazardous waste?

☐ Yes☐ No☐ Na

Is the vehicle registered for the same?

☐ Yes☐ No☐ Na

Are lights functional in vehicles?

☐ Yes☐ No☐ Na

Is the windscreen in good condition?

☐ Yes☐ No☐ Na

Are tires in good condition?

☐ Yes☐ No☐ Na

Are side and rear mirrors working well?

☐ Yes☐ No☐ Na

Is the vehicle insured?

☐ Yes☐ No☐ Na

Does the insurance cover oil spills?

☐ Yes☐ No☐ Na

Is the waste manifest signed correctly?

☐ Yes☐ No☐ Na

Is the vehicle inspected daily?

☐ Yes☐ No☐ Na

Are tanks and containers in good condition?

Yes

No

Na

Is there a valid trim card for load?

Yes

No

Na

Are drivers and assistants trained to operate the vehicle?

Yes

No

Na

GENERAL COMPLIANCE

Is the vehicle compliant?

Yes

No

Na

Additional comments

Signature

SIGNATURE

GENERAL HOUSEKEEPING

Is there adequate lighting?

Yes

No

Na

Are walkways obstruction-free?

Yes

No

Na

Are emergency lights working?

☐

Yes

☐

No

☐

Na

Are noise levels controlled?

☐

Yes

☐

No

☐

Na

Is ventilation controlled?

☐

Yes

☐

No

☐

Na

Are waste bins located in suitable areas?

☐

Yes

☐

No

☐

Na

Is there adequate lighting?

☐

Yes

☐

No

☐

Na

Are walkways obstruction-free?

☐

Yes

☐

No

☐

Na

Are emergency lights working?

☐

Yes

☐

No

☐

Na

Are noise levels controlled?

☐

Yes

☐

No

☐

Na

Is ventilation controlled?

☐

Yes

☐

No

☐

Na

Are waste bins located in suitable areas?

Yes

No

Na

HAZARDOUS SUBSTANCES AND DANGEROUS GOODS

Have you done a risk assessment for hazardous goods?

Yes

No

Na

Are there sufficient controls in place?

Yes

No

Na

Are all hazardous substances clearly marked?

Yes

No

Na

Are chemical register and safety data sheets available?

Yes

No

Na

Are appropriate storage signs posted?

Yes

No

Na

Have you done a risk assessment for hazardous goods?

Yes

No

Na

Are there sufficient controls in place?

Yes

No

Na

Are all hazardous substances clearly marked?

Yes

No

Na

Are chemical register and safety data sheets available?

Yes

No

Na

Are appropriate storage signs posted?

Yes

No

Na

MOBILE EQUIPMENT

Does mobile equipment undergo adequate risk assessment?

Yes

No

Na

Is a traffic management system in place?

Yes

No

Na

Do you have a pre-start checklist for all mobile equipment?

Yes

No

Na

Does mobile equipment undergo adequate risk assessment?

Yes

No

Na

Is a traffic management system in place?

Yes

No

Na

Do you have a pre-start checklist for all mobile equipment?

Yes

No

Na

OPERATIONAL REQUIREMENTS

Is the vehicle clean to be operated safely?

☐ Yes☐ No☐ Na

Is the drip tray in good condition?

☐ Yes☐ No☐ Na

Does the operator manual have all procedures?

☐ Yes☐ No☐ Na

Is the hose in good condition?

☐ Yes☐ No☐ Na

Is the pump secured?

☐ Yes☐ No☐ Na

Is the pump neat?

☐ Yes☐ No☐ Na

Is the spill kit complete?

☐ Yes☐ No☐ Na

Is the spill kit in good condition?

☐ Yes☐ No☐ Na

Is a fully stocked first aid kit available?

☐ Yes☐ No☐ Na

Are oily rags and filters contained using the proper method?

☐ Yes☐ No☐ Na

PROCESS APPLICATION

Is spill procedure followed?

☐ Yes☐ No☐ Na

Are fire safety procedures followed?

☐ Yes☐ No☐ Na

Are health and safety procedures followed?

☐ Yes☐ No☐ Na