# Quick safety scan – Slips, trips and falls in the Automotive Workshop

Use this quick safety scan to look at your safety systems and practices to manage hazards from slips, trips and falls. Those items where you tick ‘Sometimes’ or ‘Never’ will need action to fix or improve. The documents in italics are on the SafeWork SA website.

## FLOORS, WALKWAYS, STAIRS AND LANDINGS

|  |  |  |  |
| --- | --- | --- | --- |
|  | Always | Sometimes | Never |
| All areas are free of slip and trip hazards (e.g. air lines, hoses, electrical cables and leads, tools, spills, boxes, rubbish, uneven surfaces) |[ ] [ ] [ ]
| Fluid spills are cleaned up immediately |[ ] [ ] [ ]
| Walkways, ramps and steps are wide enough, clearly marked and free of obstructions |[ ] [ ] [ ]
| External areas (e.g. carparks, pathways) are free of slip and trip hazards (e.g. potholes, uneven paving) |[ ] [ ] [ ]
| Drains are covered |[ ] [ ] [ ]
| Floor surfaces and mats are in good condition to prevent slipping when wet or contaminated |[ ] [ ] [ ]
| Stairs and hand rails (where required) are in good condition (e.g. anti-slip treads) |[ ] [ ] [ ]
| Stairway landings are clear |[ ] [ ] [ ]
| Advisory/warning signage is in place (e.g. Slippery When Wet/Beware of Opening Door) |[ ] [ ] [ ]
| All areas are well lit |[ ] [ ] [ ]
| Workers are provided with/instructed to wear non-slip footwear |[ ] [ ] [ ]

## LADDERS

|  | Always | Sometimes | Never |
| --- | --- | --- | --- |
| Ladders used are stable and in good condition, and only used for their designed purpose |[ ] [ ] [ ]
| Non-conductive, insulated ladders are used for electrical work or near electrical hazards |[ ] [ ] [ ]
| Ladders are rated for industrial use (at least 120 kg) |[ ] [ ] [ ]
| Manufacturer’s load rating is complied with |[ ] [ ] [ ]
| Ladders meet Australian Standards |[ ] [ ] [ ]
| Workers are instructed in rules for ladder use |[ ] [ ] [ ]
| All ladders are regularly checked and periodically serviced |[ ] [ ] [ ]
| Step/trestle ladders are only used in fully open position |[ ] [ ] [ ]
| Non-slip rubber feet are fitted |[ ] [ ] [ ]
| Work platforms are used for access to work at height |[ ] [ ] [ ]

##  SERVICE PITS

|  | Always | Sometimes | Never |
| --- | --- | --- | --- |
| Multi-purpose hoists/elevated ramps are used (so work is done overhead, not in a service pit) |[ ] [ ] [ ]
| Pit interiors are painted white and the edges outlined in a conspicuous colour |[ ] [ ] [ ]
| Pits guarded/chained as fall protection |[ ] [ ] [ ]
| Pits are covered when not in use |[ ] [ ] [ ]
| Adequate ventilation is provided |[ ] [ ] [ ]
| Lighting is safe |[ ] [ ] [ ]
| Explosion/fire risks are assessed |[ ] [ ] [ ]
| Work involving welding and oxy cutting is avoided inside or adjacent to pits |[ ] [ ] [ ]

## STORAGE AND RACKING

|  |  |  |  |
| --- | --- | --- | --- |
|  | Always | Sometimes | Never |
| Materials are stored to minimise lifting and enable good manual handling practices |[ ] [ ] [ ]
| Parts are stored in appropriate areas with racking, shelves etc. |[ ] [ ] [ ]
| Limits are followed on layered/pyramid stacking |[ ] [ ] [ ]
| Tools and equipment are stored safely, and returned to storage when not in use |[ ] [ ] [ ]
| Shelving is in good condition, stable and securely fixed |[ ] [ ] [ ]
| Shelving is not overloaded or overstacked (as per certified load ratings) |[ ] [ ] [ ]
| Industrial use, A-frame platform ladders are used |[ ] [ ] [ ]
| Mobile access platforms are used to access stock above shoulder height |[ ] [ ] [ ]
| All materials are stored to prevent falling, are free from projections and sharp edges |[ ] [ ] [ ]
| Overhead/mezzanine storage has guard rails/kickboards and purpose-built stair access with hand rail |[ ] [ ] [ ]
| Overhead/mezzanine storage is designed for load-bearing purposes |[ ] [ ] [ ]
| Mechanical aids are used to lift stock to mezzanine levels or above-shoulder-height storage |[ ] [ ] [ ]
| Tyres and wheels are rolled, or mechanical aids are used |[ ] [ ] [ ]
| Tyres/parts are stored in stillages |[ ] [ ] [ ]