

Inspector checklist for wood products manufacturing – kitchens and joinery

Date of visit (DD/MM/YYYY)

Inspector

COMPANY DETAILS

Registered business name

Trading name (if applicable)

Unit number/Street number/Property number

Street name

Suburb

State

Postcode

ABN

Number of workplaces in company

Number of workers on site

Contact name

Daytime contact number

Fax number

Email

Nature of your business

 Kitchen manufacturing
 Joinery
 Other (please state)

COMPANY REPRESENTATIVES AT THE INSPECTION

PCBU representative

Daytime contact number

Worker representative

WORKERS COMPENSATION DETAILS

Insurer

Policy number

Source

 Certificate of currency
 OMS

Date of policy (DD/MM/YYYY)

How to use this document

- Confused about your safety obligations?
- Not sure if you comply?
- Want to make your workplace safer?
- Not sure where to start?

WorkCover is making safety easier for you – use this checklist to see how your workplace rates and what you need to do to make it safer for everyone.

ABOUT THE TABLES

This column identifies the activities taking place.

Content in this column lists practises that are inefficient, and have a high risk of injury. They require immediate attention.

Content in this column lists practises that could have productivity improvements and pose some safety risks. Modifications need to be made.

Content in this column lists practises which reduce risk, lower injury and are highly productive. They should be monitored and reviewed.

This column references materials that will give advice on best practice. You will also find the references for legislation.

GUARDING

Adequate and suitable guards in place for machinery
Guard correctly adjusted to the height of the blade.

- Workers are operating unguarded machinery eg beam saw or panel saw
- Workers removing off-cuts while saw is still running

- Machinery is guarded, but not maintained or inspected
- Workers have not been trained in the use of the guards

- Guards are in good working condition and adjustable
- Workers know how to correctly adjust the guard
- Guards follow the principles of risk management
- Guards are designed to prevent by-passing or disabling
- Workers use a push stick to guide wood through the machinery
- Riving knife included on panel saws to prevent kick backs

For further guidance see:

1. Hazard identification form
2. The correct machinery checklist
3. *A guide to safety in the wood products manufacturing industry*
These are available on the *Safety in the wood products industry CD* (catalogue no. WC03972)

References: WHS Act section 21, WHS Regulations clauses 205 – 213, *Managing the risks of plant in the workplace: Code of practice* (catalogue no. WC03838), AS 1473: *Guarding and safe use of woodworking machinery*

Evidence/comments:

Actions taken by inspector:

WORKSHOP LAYOUT / WORKFLOW			
Unloading material from trucks	<input type="checkbox"/> Manually unloaded by one person <input type="checkbox"/> No trolleys or other methods for moving the boards	<input type="checkbox"/> Two workers unload raw materials from truck <input type="checkbox"/> Lowered to the ground using tail gate lifter	<p>For further guidance see:</p> <ol style="list-style-type: none"> <i>Safety guide kitchen manufacturing and joinery</i> <i>A guide to safety in the wood products manufacturing industry</i> Manual handling video <p>These are available on the Safety in the wood products industry CD (catalogue no. WC03972)</p> <p>References: WHS Act section 19, WHS Regulations clauses 60, <i>Hazardous manual tasks: Code of practice</i> (catalogue no. WC03559),</p>
Evidence/comments:	<p>Actions taken by inspector:</p>		<input type="checkbox"/> Materials are unloaded by forklift or electric walkie stacker <input type="checkbox"/> Loading dock at truck deck height allows mechanical aids to load onto vehicles <input type="checkbox"/> Production process has been assessed to determine efficient layout <input type="checkbox"/> Delivery vehicle includes hiab jib <input type="checkbox"/> Business has documented procedures and training records
Material is transferred to the storage area	<input type="checkbox"/> Workers manually move the material to the storage area sheet by sheet <input type="checkbox"/> Storage area is inadequate in size and layout <input type="checkbox"/> No trolleys available to move the board or materials	<input type="checkbox"/> Materials are moved using pallet jack, workers still need to bend to place the materials on and off the pallet jack <input type="checkbox"/> Materials are stacked on top of each other <input type="checkbox"/> Workplace has adequate storage area but is located too far from the loading dock and machinery	<p>For further guidance see:</p> <ol style="list-style-type: none"> <i>Safety guide kitchen manufacturing and joinery</i> <i>A guide to safety in the wood products manufacturing industry</i> Manual handling video <p>These are available on the Safety in the wood products industry CD (catalogue no. WC03972)</p> <p>References: WHS Act section 19, WHS Regulations clauses 60, <i>Hazardous manual tasks: Code of practice</i> (catalogue no. WC03559),</p>
Evidence/comments:	<p>Actions taken by inspector:</p>		<input type="checkbox"/> Materials are moved by forklift or walkie stacker into fit for purpose racking <input type="checkbox"/> Materials are moved into storage area on an A-frame trolley <input type="checkbox"/> Work flow and workshop layout is designed to reduce distance travelled

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<p>Movement of material to machinery</p>	<p><input type="checkbox"/> Material is moved to machinery manually by one worker</p> <p><input type="checkbox"/> No trolleys available to move the material</p>	<p><input type="checkbox"/> Two workers manually move the material to the machinery</p> <p><input type="checkbox"/> Materials are moved using flat-bed trolleys or pallet jack</p> <p><input type="checkbox"/> Minimal workshop layout in place</p>	<p><input type="checkbox"/> Materials are moved using roller/conveyor</p> <p><input type="checkbox"/> Materials are moved using an overhead jib or vacuum-lifter</p> <p><input type="checkbox"/> Forklift truck or walkie stacker used for moving material</p> <p><input type="checkbox"/> Height adjustable trolleys are adjusted to waist-height to minimise bending</p> <p><input type="checkbox"/> Fit for purpose trolley such as an A-frame</p> <p><input type="checkbox"/> Scissor lift is used to maintain height of materials to cutting table</p> <p><input type="checkbox"/> Workflow and workshop layout is designed to reduce distance travelled</p>	<p>For further guidance see:</p> <ol style="list-style-type: none"> 1. <i>Safety guide kitchen manufacturing and joinery</i> 2. <i>A guide to safety in the wood products manufacturing industry</i> 3. <i>Manual handling video</i> <p>These are available on the Safety in the wood products industry CD (catalogue no. WC03972)</p> <p>References: WHS Act section 19, WHS Regulations clauses 60, <i>Hazardous manual tasks: Code of practice</i> (catalogue no. WC03559),</p>
<p>Evidence/comments:</p>	<p>Actions taken by inspector:</p>			
<p>Movement of processed material between machinery and assembly point.</p>	<p><input type="checkbox"/> Material is moved between machinery and assembly points manually by one worker</p>	<p><input type="checkbox"/> Two workers carry the material between the different machinery and to the assembly point</p> <p><input type="checkbox"/> A standard trolley is used that is unfit for the purpose so workers have to bend to load and unload trolley</p>	<p><input type="checkbox"/> Materials are transferred on a forklift or walkie stacker</p> <p><input type="checkbox"/> Fit for purpose trolley such as an A-frame is used</p> <p><input type="checkbox"/> Vacuum lifter used to transfer materials overhead</p> <p><input type="checkbox"/> Computer numerical control set-up is used to replace saws and drills reducing the need to move materials through different machinery</p> <p><input type="checkbox"/> Roller-conveyor is installed to move the material between machinery</p> <p><input type="checkbox"/> Workflow and workshop layout is designed to reduce distance travelled</p>	<p>For further guidance see:</p> <ol style="list-style-type: none"> 1. <i>Safety guide kitchen manufacturing and joinery</i> 2. <i>A guide to safety in the wood products manufacturing industry</i> 3. <i>Manual handling video</i> <p>These are available on the Safety in the wood products industry CD (catalogue no. WC03972)</p> <p>References: WHS Act section 19, WHS Regulations clauses 60, <i>Hazardous manual tasks: Code of practice</i> (catalogue no. WC03559),</p>
<p>Evidence/comments:</p>	<p>Actions taken by inspector:</p>			

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<p>Assembly of cabinets</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Workers are assembling products on a table too high or too low <input type="checkbox"/> Excessive use of hand tools <input type="checkbox"/> Repetitive use of hand tools <input type="checkbox"/> Clutter around benches forcing workers to adopt uncomfortable positions 	<ul style="list-style-type: none"> <input type="checkbox"/> Fixed height tables are used to assemble cabinets <input type="checkbox"/> Informal training provided <input type="checkbox"/> Adequate space around the bench <input type="checkbox"/> Tools and machinery are appropriate for the task 	<ul style="list-style-type: none"> <input type="checkbox"/> Height adjustable benches are used to assemble products <input type="checkbox"/> Workers have received training and instruction on correct adjustment of benches <input type="checkbox"/> Business has a system for properly maintaining hand tools <input type="checkbox"/> Vacuum lifter used to hold cabinets during assembly <input type="checkbox"/> Purpose built racking used to hold cabinets during assembly <input type="checkbox"/> Business has installed weight-bearing systems for nail guns 	<p>For further guidance see:</p> <ol style="list-style-type: none"> 1. Manual handling video 2. <i>Fact Sheet: Nail Gun</i> <p>These are available on the Safety in the wood products industry CD (catalogue no. WC03972)</p> <p>References: WHS Act section 19, WHS Regulations clauses 60, <i>Hazardous manual tasks: Code of practice</i> (catalogue no. WC03559),</p>
<p>Evidence/comments:</p>		<p>Actions taken by inspector:</p>		
<p>Assembled products moved into storage area</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Assembled products are moved manually by one worker into the storage area 	<ul style="list-style-type: none"> <input type="checkbox"/> Assembled products are moved into the storage area by a standard trolley that is unfit for purpose so workers have to bend to load and unload trolley 	<ul style="list-style-type: none"> <input type="checkbox"/> Finished products are moved into the storage area on a roller-conveyor <input type="checkbox"/> Finished products are moved on a walkie stacker <input type="checkbox"/> Purpose built trolley is used to transfer products <input type="checkbox"/> Work flow and workshop layout is designed to reduce distance travelled 	<p>For further guidance see:</p> <ol style="list-style-type: none"> 1. <i>Safety guide kitchen manufacturing and joinery</i> 2. <i>A guide to safety in the wood products manufacturing industry</i> 3. Manual handling video <p>These are available on the Safety in the wood products industry CD (catalogue no. WC03972)</p> <p>References: WHS Act section 19, WHS Regulations clauses 60, <i>Hazardous manual tasks: Code of practice</i> (catalogue no. WC03559),</p>
<p>Evidence/comments:</p>		<p>Actions taken by inspector:</p>		

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<p>Loading of assembled products into delivery vehicles</p>	<p><input type="checkbox"/> Assembled products are manually loaded into the vehicle by one worker</p>	<p><input type="checkbox"/> Two workers load the products manually into the delivery vehicle <input type="checkbox"/> Workers use a pallet jack to load products into the delivery vehicle</p>	<p><input type="checkbox"/> Finished cabinets are loaded into the truck using a forklift or walkie stacker <input type="checkbox"/> Products are loaded onto the truck using a tail-gate lifter <input type="checkbox"/> Work flow and workshop layout is designed to reduce distance travelled</p>	<p>For further guidance see:</p> <ol style="list-style-type: none"> 1. <i>Safety guide kitchen manufacturing and joinery</i> 2. <i>A guide to safety in the wood products manufacturing industry</i> 3. Manual handling video <p>These are available on the Safety in the wood products industry CD (catalogue no. WC03972)</p> <p>References: WHS Act section 19, WHS Regulations clauses 60, <i>Hazardous manual tasks: Code of practice</i> (catalogue no. WC03559),</p>
<p>Evidence/comments:</p>	<p>Actions taken by inspector:</p>			<p>For further guidance see:</p> <ol style="list-style-type: none"> 1. <i>Safety guide kitchen manufacturing and joinery</i> 2. <i>A guide to safety in the wood products manufacturing industry</i> 3. Manual handling video <p>These are available on the Safety in the wood products industry CD (catalogue no. WC03972)</p> <p>References: WHS Act section 19, WHS Regulations clauses 60, <i>Hazardous manual tasks: Code of practice</i> (catalogue no. WC03559),</p>
<p>Unloading and Installation of assembled products on site</p>	<p><input type="checkbox"/> No site-specific risk assessment is conducted <input type="checkbox"/> Assembled products are unloaded and installed manually by one worker</p>	<p><input type="checkbox"/> Client provides basic information on the site, but no site-specific risk assessment is conducted <input type="checkbox"/> Workers use basic trolley that is not suitable for that purpose</p>	<p><input type="checkbox"/> Full site-based risk assessment is conducted and provided to the workers <input type="checkbox"/> Full access is available for workers to drive the delivery vehicle close to the site, entrance or delivery building <input type="checkbox"/> Stair climber provided to transport finished products to final location <input type="checkbox"/> Finished product is unloaded and installed by two workers</p>	<p>For further guidance see:</p> <ol style="list-style-type: none"> 1. <i>Safety guide kitchen manufacturing and joinery</i> 2. <i>A guide to safety in the wood products manufacturing industry</i> 3. Manual handling video <p>These are available on the Safety in the wood products industry CD (catalogue no. WC03972)</p> <p>References: WHS Act section 19, WHS Regulations clauses 60, <i>Hazardous manual tasks: Code of practice</i> (catalogue no. WC03559),</p>
<p>Evidence/comments:</p>	<p>Actions taken by inspector:</p>			

DUST			
<p>Prevention or minimisation of exposure to dust</p>	<ul style="list-style-type: none"> <input type="checkbox"/> No dust extraction in place <input type="checkbox"/> Dust extraction systems are not adequate for the processes <input type="checkbox"/> Dust extraction systems are not maintained 	<ul style="list-style-type: none"> <input type="checkbox"/> All dust producing processes are fitted with local exhaust ventilation <input type="checkbox"/> Workers are provided with dust masks 	<p>Workplace has a system in place to regularly clean up dust including vacuuming and emptying waste collection bags</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exhaust systems are routinely maintained <input type="checkbox"/> Dust collection machinery is routinely inspected and maintained <input type="checkbox"/> Business has a system in place to reduce exposure to dust while cleaning machines <input type="checkbox"/> Business has a ducted system for dust extraction <input type="checkbox"/> Business has a system for selection, supply and training in the use of dust masks <input type="checkbox"/> Business has documented procedures and training records
<p>Evidence/comments:</p>	<p>Actions taken by inspector:</p>		
NOISE			
<p>Prevention or minimisation of exposure to noise</p>	<ul style="list-style-type: none"> <input type="checkbox"/> The workplace has no system in place for identifying, assessing and controlling noise in the workplace <input type="checkbox"/> No personal protection machinery (PPE) in place 	<ul style="list-style-type: none"> <input type="checkbox"/> The workplace has designated zones with signage advising where hearing protection must be worn <input type="checkbox"/> Noise-dampening materials are used on machinery to minimise noise exposure <input type="checkbox"/> PPE supplied 	<p>The business has conducted a noise assessment in the workplace</p> <ul style="list-style-type: none"> <input type="checkbox"/> The business has a system of regular inspection and maintenance to ensure bearings etc are not loose on machinery <input type="checkbox"/> The workplace has a system in place to assess the noise of new machinery when purchasing as well as ongoing monitoring of noise sources <input type="checkbox"/> The business has an audiometric testing program in place. <p>This is now a requirement of the WHS legislation</p>
<p>Evidence/comments:</p>	<p>Actions taken by inspector:</p>		

INJURY MANAGEMENT			
Effective management of workplace injuries	<input type="checkbox"/> Injured workers do not return to work until they are fit for full duties <input type="checkbox"/> Workplace does not have suitable duties available to injured workers <input type="checkbox"/> Workers do not know what to do if they are injured	<input type="checkbox"/> A return to work program is established relevant to the size of the business <input type="checkbox"/> Workers are not aware of the return to work program <input type="checkbox"/> Workers do not know who the Return to Work Coordinator is (if required)	<input type="checkbox"/> If you get injured at work poster (catalogue no. WC00022.1) is displayed in the workplace <input type="checkbox"/> All work-related injuries are reported to the insurer within 48 hours <input type="checkbox"/> The business has suitable duties available for injured workers <input type="checkbox"/> The business has a trained Return To Work coordinator on staff or access to a trained Return To Work coordinator <input type="checkbox"/> The business has an early intervention system in place for injured workers <input type="checkbox"/> The business maintains regular contact with the injured worker whilst off work
Evidence/comments:	Actions taken by inspector:		
For further guidance see: 1. <i>Safety guide kitchen manufacturing and joinery</i> 2. <i>If you get injured at work poster</i> These are available on the Safety in the wood products industry CD (catalogue no. WC03972) References: <i>Workplace Injury Management And Workers Compensation Act section 45-49, Workplace Injury Management and Workers Compensation Regulations clauses 10-20, Workplace Return to Work Guidelines.</i>			