

# INSPECTOR CHECKLIST FOR WOOD PRODUCTS MANUFACTURING – FRAME AND TRUSS

NOVEMBER 2017

Date of visit (DD/MM/YYYY) Inspector

## COMPANY DETAILS

### DETAILS OF INDIVIDUAL PCBU OR CONTACT PERSON FOR BODY CORPORATE PCBU OR EMERGENCY SERVICE ORGANISATION

Registered business name

Trading name (if applicable)

Unit/Street/Property no. Street name

Registered business 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

Frames and trusses

Other (please describe)

**COMPANY REPRESENTATIVES AT THE INSPECTION**

PCBU representative

Worker representative

**WORKERS COMPENSATION DETAILS**

Insurer

Policy number

Source

Date of policy (DD/MM/YYYY)

Certificate of currency

OMS

## 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?

SafeWork NSW 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.
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### GUARDING

<p>Adequate and suitable guards in place for machinery.</p> <p>Guard correctly adjusted to the height of the blade.</p>	<p><input type="checkbox"/> Workers are operating unguarded machinery eg cross-cut saw, drop saw or docking saw.</p> <p><input type="checkbox"/> Workers removing off-cuts while saw is still running.</p>	<p><input type="checkbox"/> Saws are guarded, but not maintained or inspected.</p> <p><input type="checkbox"/> Workers have not been trained in the use of the guards.</p>	<p><input type="checkbox"/> Saws are fully automated and computer controlled</p> <p><input type="checkbox"/> Guards are in good working condition and adjustable</p> <p><input type="checkbox"/> Workers know how to correctly adjust the guard</p> <p><input type="checkbox"/> Guards follow the principles of risk management</p> <p><input type="checkbox"/> Guards are designed to prevent by-passing or disabling</p> <p><input type="checkbox"/> Workers use a push stick to guide wood through the machinery</p> <p><input type="checkbox"/> Riving knife included on panel saws to prevent kick-backs</p>	<p><b>For further guidance see:</b></p> <ol style="list-style-type: none"> <li>1. Hazard identification form</li> <li>2. The correct machinery checklist</li> <li>3. <i>A guide to safety in the wood products manufacturing industry</i></li> </ol> <p>These are available on the <i>Safety in the wood products industry</i> CD (catalogue no. SW08360)</p> <p>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.</p>
Evidence/comments			Actions taken by inspector	

**WORKSHOP LAYOUT / WORKFLOW**

Unloading raw timber from trucks using forklift and transferred into the yard	<input type="checkbox"/> Workplace has no traffic management plan in place <input type="checkbox"/> Unlicensed forklift truck operators <input type="checkbox"/> Forklift trucks are not regularly serviced or maintained	<input type="checkbox"/> Forklift drivers are trained and licensed but not current <input type="checkbox"/> All warning systems on forklift are functioning but pre-start inspections not conducted	<input type="checkbox"/> Workplace has a current list of all forklift drivers on site <input type="checkbox"/> Forklift drivers have current photograph license <input type="checkbox"/> Business has documented routine maintenance and service records <input type="checkbox"/> Business has provided documented training and assessment to all forklift drivers <input type="checkbox"/> The workplace has separate vehicle and pedestrian zones clearly marked <input type="checkbox"/> All forklift drivers conduct a pre-start inspection before use <input type="checkbox"/> Production process has been assessed to determine efficient layout <input type="checkbox"/> Forklift is adequate for the job	<b>For further guidance see:</b> 1. <i>Safety guide frame and truss manufacturing</i> These are available on the <i>Safety in the wood products industry</i> CD (catalogue no. SW08360) References: WHS Act section 19, WHS Regulations clauses 218, Draft code of practice for industrial lift trucks.
Evidence/comments			Actions taken by inspector	
Packs are separated into individual beams and stacked onto racking	<input type="checkbox"/> Storage area inadequate in size or layout <input type="checkbox"/> No trolleys available to move the beams <input type="checkbox"/> Pallet racking in the yard is inadequate for use, not inspected regularly, in poor condition or not maintained	<input type="checkbox"/> Materials are moved by workers using pallet jack, but 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"/> Pallet is unloaded directly onto the feeding side of the cutting table to eliminate unnecessary double-handling <input type="checkbox"/> Materials are moved into storage area on an A-frame trolley <input type="checkbox"/> Workflow and workshop layout is designed to reduce distance travelled <input type="checkbox"/> Workplace has adequate storage area and accessible racking	<b>For further guidance see:</b> 1. <i>Safety guide frame and truss manufacturing</i> 2. Manual handling video These are available on the <i>Safety in the wood products industry</i> CD (catalogue no. SW08360) References: WHS Act section 19, WHS Regulations clauses 60, <i>Hazardous manual tasks: Code of practice</i> (catalogue no. SW08284).
Evidence/comments			Actions taken by inspector	

WORKSHOP LAYOUT / WORKFLOW				
Movement of beams to machinery	<input type="checkbox"/> Material is moved to machinery manually by one worker <input type="checkbox"/> No trolleys available to move the beams	<input type="checkbox"/> Two workers manually move the beams to the machinery <input type="checkbox"/> Beams are moved using flat-bed trolleys <input type="checkbox"/> Workshop layout has insufficient working space	<input type="checkbox"/> Beams are moved using roller-conveyor <input type="checkbox"/> Height-adjustable trolleys are adjusted to waist-height to minimise bending <input type="checkbox"/> Fit for purpose trolley such as an A-frame is used to transfer beams <input type="checkbox"/> Scissor lift is used to maintain height of materials to cutting table <input type="checkbox"/> Work flow and workshop layout is designed to reduce distance travelled	<b>For further guidance see:</b> 1. <i>Safety guide frame and truss manufacturing</i> 2. Manual handling video These are available on the <i>Safety in the wood products industry</i> CD (catalogue no. SW08360) References: WHS Act section 19, WHS Regulations clauses 60, <i>Hazardous manual tasks: Code of practice</i> (catalogue no. SW08284).
Evidence/comments			Actions taken by inspector	
Cut beams transferred to jig or table for assembly	<input type="checkbox"/> Cut beams moved to machinery manually by one worker <input type="checkbox"/> No trolleys available to move the beams	<input type="checkbox"/> Two workers carry the material between the different machinery and to the assembly point <input type="checkbox"/> Standard trolley is used that is unfit for the purpose <input type="checkbox"/> Workers have to bend to load and unload trolley <input type="checkbox"/> Workshop layout has insufficient working space	<input type="checkbox"/> Height-adjustable trolley used to move beams <input type="checkbox"/> Trolley is fit for purpose and maintained in good working condition <input type="checkbox"/> Work flow and workshop layout is designed to reduce distance travelled <input type="checkbox"/> Table/jig is waist height and adjustable <input type="checkbox"/> Second worker assists with unloading the beams onto the jig/table	<b>For further guidance see:</b> 1. <i>Safety guide frame and truss manufacturing</i> 2. Manual handling video These are available on the <i>Safety in the wood products industry</i> CD (catalogue no. SW08360) References: WHS Act section 19, WHS Regulations clauses 60, <i>Hazardous manual tasks: Code of practice</i> (catalogue no. SW08284).
Evidence/comments			Actions taken by inspector	

**WORKSHOP LAYOUT / WORKFLOW**

Assembly of frames or trusses	<input type="checkbox"/> Gang nail press or nail gun in poor condition, not serviced or maintained <input type="checkbox"/> Workers are forced to adopt awkward postures	<input type="checkbox"/> Beams are clamped and joined with a hand-held nail gun or gang nail-press <input type="checkbox"/> Second worker is used to assist in clamping and assembling	<input type="checkbox"/> Automated press system used such as portal gantry press or chord press <input type="checkbox"/> Nail guns are maintained, ergonomically designed and light-weight <input type="checkbox"/> Business has a system for properly maintaining hand tools <input type="checkbox"/> Overhead support system for nail guns in place <input type="checkbox"/> Tilt table provided to access internal joins <input type="checkbox"/> Job rotation/hand rotation for nail guns	<b>For further guidance see:</b> 1. <i>Safety guide frame and truss manufacturing</i> 2. <i>Hazard identification form</i> 3. <i>Machine checklist</i> 4. <i>A guide to safety in the wood products manufacturing industry</i> 5. <i>Fact Sheet: Nail Gun</i> These are available on the <i>Safety in the wood products industry</i> CD (catalogue no. SW08360) References: WHS Act section 19, WHS Regulations clauses 60, <i>Hazardous manual tasks: Code of practice</i> (catalogue no. SW08284).
Evidence/comments			Actions taken by inspector	
Frames and trusses are transferred into the storage area	<input type="checkbox"/> Manually loaded onto a trolley by one worker <input type="checkbox"/> Manually carried to the storage area by two workers	<input type="checkbox"/> Two workers lift the stack onto a trolley	<input type="checkbox"/> Automated stacker negates the need to lift the frame or truss <input type="checkbox"/> Roller/conveyor system used to transfer completed frames and trusses to yard <input type="checkbox"/> Stacked onto stillages that can then be transferred with a forklift	<b>For further guidance see:</b> 1. <i>Safety guide frame and truss manufacturing</i> 2. <i>Manual handling video</i> 3. <i>A guide to safety in the wood products manufacturing industry</i> These are available on the <i>Safety in the wood products industry</i> CD (catalogue no. SW08360) References: WHS Act section 19, WHS Regulations clauses 60, <i>Hazardous manual tasks: Code of practice</i> (catalogue no. SW08284).
Evidence/comments			Actions taken by inspector	

**WORKSHOP LAYOUT / WORKFLOW**

<p>Loading of assembled products into delivery vehicles</p>	<p><input type="checkbox"/> Frames and trusses are loaded onto the truck manually</p>	<p><input type="checkbox"/> Assembled products loaded onto the truck by forklift</p> <p><input type="checkbox"/> No traffic management plan</p> <p><input type="checkbox"/> Forklift poorly maintained</p> <p><input type="checkbox"/> Forklift drivers are trained and licensed but not current</p> <p><input type="checkbox"/> All warning systems on forklift are functioning but pre-start inspection not conducted</p>	<p><input type="checkbox"/> The workplace has separate vehicle and pedestrian zones clearly marked</p> <p><input type="checkbox"/> Truck is fitted with hiab crane</p> <p><input type="checkbox"/> Slings are placed around bundle of frames/trusses and tied down to ensure correct placement</p> <p><input type="checkbox"/> All forklift drivers conduct a pre-start inspection before use</p> <p><input type="checkbox"/> Forklift is adequate for the job</p> <p><input type="checkbox"/> Forklift drivers have current photograph license</p>	<p><b>For further guidance see:</b></p> <ol style="list-style-type: none"> <li>1. <i>Safety guide frame and truss manufacturing</i></li> <li>2. <i>Manual handling video</i></li> <li>3. <i>A guide to safety in the wood products manufacturing industry</i></li> </ol> <p>These are available on the <i>Safety in the wood products industry</i> CD (catalogue no. SW08360)</p> <p>References: WHS Act section 19, WHS Regulations clauses 218, <i>Draft code of practice for industrial lift trucks</i>.</p>
Evidence/comments			Actions taken by inspector	

**DUST**

<p>Prevention or minimisation of exposure to dust</p>	<p><input type="checkbox"/> No dust extraction in place</p> <p><input type="checkbox"/> Dust extraction systems are not adequate for the processes</p> <p><input type="checkbox"/> Dust extraction systems are not maintained</p> <p><input type="checkbox"/> No dust masks provided</p>	<p><input type="checkbox"/> All dust producing processes are fitted with local exhaust ventilation</p> <p><input type="checkbox"/> Workers are provided with dust masks</p>	<p><input type="checkbox"/> The workplace has a system in place to regularly clean up dust including vacuuming and emptying waste collection bags</p> <p><input type="checkbox"/> Exhaust systems are routinely maintained</p> <p><input type="checkbox"/> Dust collection machinery is routinely inspected and maintained</p> <p><input type="checkbox"/> Business has a system in place to reduce exposure to dust while cleaning machines</p> <p><input type="checkbox"/> Business has a ducted system for dust extraction</p> <p><input type="checkbox"/> Business has a system for selection, supply and training in the use of dust masks</p> <p><input type="checkbox"/> Business has documented procedures and training records</p>	<p><b>For further guidance see:</b></p> <ol style="list-style-type: none"> <li>1. <i>Safety guide frame and truss manufacturing</i></li> <li>2. <i>Manual handling video</i></li> <li>3. <i>A guide to safety in the wood products manufacturing industry</i></li> </ol> <p>These are available on the <i>Safety in the wood products industry</i> CD (catalogue no. SW08360)</p> <p>References: WHS Act section 19, WHS Regulations clauses 218, <i>Draft code of practice for industrial lift trucks</i>.</p>
Evidence/comments			Actions taken by inspector	

NOISE				
Prevention and minimisation of exposure to noise	<input type="checkbox"/> Workplace has no system in place for identifying, assessing and controlling noise in the workplace <input type="checkbox"/> No hearing protection provided	<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"/> Hearing protection provided	<input type="checkbox"/> The business has conducted a noise assessment in the workplace <input type="checkbox"/> The business has a system of regular inspection and maintenance of machinery to ensure bearings etc are not loose <input type="checkbox"/> The workplace has a system in place to evaluate the noise of new machinery when purchasing and ongoing monitoring of noise sources <input type="checkbox"/> The business has an audiometric testing programme in place. <b>This is now a requirement of the WHS legislation</b>	<b>For further guidance see:</b> 1. <i>A guide to safety in the wood products manufacturing industry</i> 2. <i>Fact Sheet: Noise and Fact Sheet: PPE</i> These are available on the <i>Safety in the wood products industry</i> CD (catalogue no. SW08360) References: WHS Act section 19, WHS Regulations clauses 56-58, <i>Managing noise and preventing hearing loss at work: Code of practice</i> (catalogue no. SW08160).
Evidence/comments			Actions taken by inspector	

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	<input type="checkbox"/> <i>If you get injured at work poster</i> (catalogue no. WC00022.1) is displayed in the workplace <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	<b>For further guidance see:</b> 1. <i>Safety guide frame and truss manufacturing</i> 2. <i>If you get injured at work poster</i> (Catalogue no. SIRA08088) These are available on the <i>Safety in the wood products industry</i> CD (catalogue no. SW08360) References: <i>Workplace Injury Management And Workers Compensation Act</i> section 45-49, <i>Workplace Injury Management and Workers Compensation Regulations</i> clauses 10-20, <i>Workplace Return to Work Guidelines</i> .
Evidence/comments			Actions taken by inspector	



