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?

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

<table>
<thead>
<tr>
<th>This column identifies the activities taking place.</th>
<th>Content in this column lists practises that are inefficient, and have a high risk of injury. They require immediate attention.</th>
<th>Content in this column lists practises that could have productivity improvements and pose some safety risks. Modifications need to be made.</th>
<th>Content in this column lists practises which reduce risk, lower injury and are highly productive. They should be monitored and reviewed.</th>
<th>This column references materials that will give advice on best practice. You will also find the references for legislation.</th>
</tr>
</thead>
</table>

### GUARDING

**Adequate and suitable guards in place for machinery**

- Workers are operating unguarded machinery eg beam saw or panel saw
- Workers removing off-cuts while saw is still running
- Guards are in good working condition and adjustable
- 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

**Guard correctly adjusted to the height of the blade.**

- Machinery is guarded, but not maintained or inspected
- 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. SW08360)

**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

<table>
<thead>
<tr>
<th>Unloading material from trucks</th>
<th>Two workers unload raw materials from truck</th>
<th>Materials are unloaded by forklift or electric walkie stacker</th>
<th>For further guidance see:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Manually unloaded by one person</td>
<td>□ Lowered to the ground using tail gate lifter</td>
<td>□ Loading dock at truck deck height allows mechanical aids to load onto vehicles</td>
<td>1. Safety guide kitchen manufacturing and joinery</td>
</tr>
<tr>
<td>□ No trolleys or other methods for moving the boards</td>
<td></td>
<td>□ Production process has been assessed to determine efficient layout</td>
<td>2. A guide to safety in the wood products manufacturing industry</td>
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<td></td>
<td>□ Delivery vehicle includes hiab jib</td>
<td>3. Manual handling video</td>
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<td>□ Business has documented procedures and training records</td>
<td>These are available on the Safety in the wood products industry CD (catalogue no. SW08360)</td>
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**References:** WHS Act section 19, WHS Regulations clauses 60, Hazardous manual tasks: Code of practice (catalogue no. SW08284).

**Evidence/comments:**

- Material is transferred to the storage area
  - □ Workers manually move the material to the storage area sheet by sheet
  - □ Storage area is inadequate in size and layout
  - □ No trolleys available to move the board or materials
  - □ Materials are moved using pallet jack, workers still need to bend to place the materials on and off the pallet jack
  - □ Materials are stacked on top of each other
  - □ Workplace has adequate storage area but is located too far from the loading dock and machinery
  - □ Materials are moved by forklift or walkie stacker into fit for purpose racking
  - □ Materials are moved into storage area on an A-frame trolley
  - □ Work flow and workshop layout is designed to reduce distance traveled

**For further guidance see:**

1. Safety guide kitchen manufacturing and joinery
2. A guide to safety in the wood products manufacturing industry
3. Manual handling video

**These are available on the Safety in the wood products industry CD (catalogue no. SW08360)**

**References:** WHS Act section 19, WHS Regulations clauses 60, Hazardous manual tasks: Code of practice (catalogue no. SW08284).

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2. A guide to safety in the wood products manufacturing industry
3. Manual handling video

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**References:** WHS Act section 19, WHS Regulations clauses 60, Hazardous manual tasks: Code of practice (catalogue no. SW08284).
### Movement of Material to Machinery

- **Material is moved to machinery manually by one worker**
  - No trolleys available to move the material
- **Two workers manually move the material to the machinery**
  - Materials are moved using flat-bed trolleys or pallet jack
  - Minimal workshop layout in place
- **Materials are moved using roller/conveyor**
  - Forklift truck or walkie stacker used for moving material
  - Height adjustable trolleys are adjusted to waist-height to minimise bending
  - Fit for purpose trolley such as an A-frame
  - Scissor lift is used to maintain height of materials to cutting table
  - Workflow and workshop layout is designed to reduce distance travelled

For further guidance see:
1. Safety guide kitchen manufacturing and joinery
2. A guide to safety in the wood products manufacturing industry
3. Manual handling video
   These are available on the Safety in the wood products industry CD (catalogue no. SW08360)

**References:** WHS Act section 19, WHS Regulations clauses 60, Hazardous manual tasks: Code of practice (catalogue no. SW08284)

### Movement of Processed Material between Machinery and Assembly Point

- **Material is moved between machinery and assembly points manually by one worker**
  - A standard trolley is used that is unfit for the purpose so workers have to bend to load and unload trolley
- **Two workers carry the material between the different machinery and to the assembly point**
  - Computer numerical control set-up is used to replace saws and drills reducing the need to move materials through different machinery
  - Roller-conveyor is installed to move the material between machinery
  - Workflow and workshop layout is designed to reduce distance travelled

For further guidance see:
1. Safety guide kitchen manufacturing and joinery
2. A guide to safety in the wood products manufacturing industry
3. Manual handling video
   These are available on the Safety in the wood products industry CD (catalogue no. SW08360)

**References:** WHS Act section 19, WHS Regulations clauses 60, Hazardous manual tasks: Code of practice (catalogue no. SW08284)
### Assembly of cabinets
- Workers are assembling products on a table too high or too low
- Excessive use of hand tools
- Repetitive use of hand tools
- Clutter around benches forcing workers to adopt uncomfortable positions
- Fixed height tables are used to assemble cabinets
- Informal training provided
- Adequate space around the bench
- Tools and machinery are appropriate for the task
- Height adjustable benches are used to assemble products
- Workers have received training and instruction on correct adjustment of benches
- Business has a system for properly maintaining hand tools
- Vacuum lifter used to hold cabinets during assembly
- Purpose built racking used to hold cabinets during assembly
- Business has installed weight-bearing systems for nail guns

For further guidance see:
1. Manual handling video
2. Fact Sheet: Nail Gun
   These are available on the Safety in the wood products industry CD (catalogue no. SW08360)


### Assembled products moved into storage area
- Assembled products are moved manually by one worker into the storage area
- 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
- Finished products are moved into the storage area on a roller-conveyor
- Finished products are moved on a walkie stacker
- Purpose built trolley is used to transfer products
- Work flow and workshop layout is designed to reduce distance travelled

For further guidance see:
1. Safety guide kitchen manufacturing and joinery
2. A guide to safety in the wood products manufacturing industry
3. Manual handling video
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<tr>
<th>Loading of assembled products into delivery vehicles</th>
<th>Assembled products are manually loaded into the vehicle by one worker</th>
<th>Two workers load the products manually into the delivery vehicle</th>
<th>Workers use a pallet jack to load products into the delivery vehicle</th>
<th>Finished cabinets are loaded into the truck using a forklift or walkie stacker</th>
<th>Products are loaded onto the truck using a tail-gate lifter</th>
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</tr>
<tr>
<td>Unloading and Installation of assembled products on site</td>
<td>No site-specific risk assessment is conducted</td>
<td>Assembled products are unloaded and installed manually by one worker</td>
<td>Client provides basic information on the site, but no site-specific risk assessment is conducted</td>
<td>Workers use basic trolley that is not suitable for that purpose</td>
<td>Full site-based risk assessment is conducted and provided to the workers</td>
<td>Full access is available for workers to drive the delivery vehicle close to the site, entrance or delivery building</td>
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References:
WHS Act section 19, WHS Regulations clauses 60, Hazardous manual tasks: Code of practice (catalogue no. SW08284)
### DUST

**Prevention or minimisation of exposure to dust**

- No dust extraction in place
- Dust extraction systems are not adequate for the processes
- Dust extraction systems are not maintained
- All dust producing processes are fitted with local exhaust ventilation
- Workers are provided with dust masks
- Workplace has a system in place to regularly clean up dust including vacuuming and emptying waste collection bags
- Exhaust systems are routinely maintained
- Dust collection machinery is routinely inspected and maintained
- Business has a system in place to reduce exposure to dust while cleaning machines
- Business has a ducted system for dust extraction
- Business has a system for selection, supply and training in the use of dust masks
- Business has documented procedures and training records

**For further guidance see:**
1. A guide to safety in the wood products manufacturing industry
2. Fact Sheet: Wood dust and Fact Sheet: PPE

These are available on the Safety in the wood products industry CD (catalogue no. SW08360)

**References:** WHS Act section 19, WHS Regulations clause 50

**Evidence/comments:**  

**Actions taken by inspector:**

### NOISE

**Prevention or minimisation of exposure to noise**

- The workplace has no system in place for identifying, assessing and controlling noise in the workplace
- No personal protection machinery (PPE) in place
- The workplace has designated zones with signage advising where hearing protection must be worn
- Noise-dampening materials are used on machinery to minimise noise exposure
- PPE supplied
- The business has conducted a noise assessment in the workplace
- The business has a system of regular inspection and maintenance to ensure bearings etc are not loose on machinery
- The workplace has a system in place to assess the noise of new machinery when purchasing as well as ongoing monitoring of noise sources
- The business has an audiometric testing program in place. **This is now a requirement of the WHS legislation**

**For further guidance see:**
1. A guide to safety in the wood products manufacturing industry
2. Fact Sheet: Noise and Fact Sheet: PPE

These are available on the Safety in the wood products industry CD (catalogue no. SW08360)

**References:** WHS Act section 19, WHS Regulations clauses 56 – 58, Managing noise and preventing hearing loss at work: Code of practice (catalogue no. WC03563).
## INJURY MANAGEMENT

### Effective management of workplace injuries
- Injured workers do not return to work until they are fit for full duties
- Workplace does not have suitable duties available to injured workers
- Workers do not know what to do if they are injured

### Conditions
- A return to work program is established relevant to the size of the business
- Workers are not aware of the return to work program
- Workers do not know who the Return to Work Coordinator is (if required)
- If you get injured at work poster (catalogue no. WC00022.1) is displayed in the workplace
- All work-related injuries are reported to the insurer within 48 hours
- The business has suitable duties available for injured workers
- The business has a trained Return To Work coordinator on staff or access to a trained Return To Work coordinator
- The business has an early intervention system in place for injured workers
- The business maintains regular contact with the injured worker whilst off work

### For further guidance see:
1. Safety guide kitchen manufacturing and joinery
2. If you get injured at work poster
   These are available on the Safety in the wood products industry CD (catalogue no. SW08360)

### References:
- 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

### Evidence/comments:

### Actions taken by inspector: