

WORK SMARTER... NOT HARDER!
WORKPLACE SAFETY
REPORT AND INCIDENT OR HAZARD



Reporting an Incident or Hazard

1. Identify the Incident or Hazard

- Clearly describe what happened or the potential hazard.
- Include specific details such as time, location, and any individuals involved.

2. Document the Details

- Write down your observations:
 - What occurred? (Nature of the incident or hazard)
 - Where did it happen? (Specific location)
 - When did it happen? (Date and time)
 - Who was involved? (Names of individuals, if applicable)
 - How did it happen? (Circumstances leading to the incident)

3. Use Your Workplace Reporting System

- Follow your organization's procedures for reporting incidents or hazards. This may involve filling out a specific form or notifying a supervisor.

4. Notify Relevant Authorities

- Depending on the severity, you may need to notify:
 - A supervisor or manager
 - The health and safety officer
 - Local safety authorities (if required by law)

5. Follow Up

- Ensure that actions are being taken to address the incident or hazard.
- Keep records of your report and any follow-up actions taken.

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SAMPLE INCIDENT REPORT



Workplace Incident/Hazard Report

Date of Report:

Reported By:

Contact Information:

Incident/Hazard Details:

Date of Incident:

Time of Incident:

Location:

Type of Incident/Hazard: (Check one)

- Injury
- Near Miss
- Hazard Identification
- Equipment Failure
- Unsafe Conditions

Other:

Description of the Incident/Hazard:

What Happened:

How It Happened:

People Involved:

Names of Individuals Involved:

Witnesses:

Immediate Action Taken:

Manager informed:

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SAFE LIFTING PRACTICES QLD



Lifting Practices in Queensland



1. Know Your Limits

- Assess the weight of the load before lifting.
- If it's too heavy, ask for help or use equipment.

2. Prepare for the Lift

- Clear the area of obstacles.
- Ensure you have a clear path to your destination.

3. Proper Lifting Technique

- Stand close to the load with your feet shoulder-width apart.
- Bend your knees, not your back.
- Keep your back straight and lift with your legs.

4. Lifting Steps

- Grip the load firmly with both hands.
- Engage your core for support.
- Lift slowly, keeping the load close to your body.
- Avoid twisting your body; pivot your feet instead.

5. Use Equipment if Necessary

- Utilize dollies, hoists, or lifts for heavy loads.
- Take advantage of ergonomic tools designed to minimize strain.

6. Always Practice Team Lifting

- Work with a partner for larger or awkward loads.
- Communicate clearly with your lifting partner.

7. Be Aware of Your Surroundings

- Watch for other workers or obstacles.
- Be mindful of the surface you are walking on.

"Stay safe, lift right!"

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HOW TO USE A BOX CUTTER



How to use a box cutter correctly



1. First, make sure the blade is sharp and not damaged.
2. Hold the box cutter firmly and use your thumb to slide the blade out to the desired length, depending on the thickness of the material you're cutting.
3. Keep the other hand away from the cutting area to avoid accidents.
4. Apply gentle pressure and use a smooth, steady motion to cut through the material.
5. Always retract the blade fully after each use and store the box cutter in a safe place.
6. Be sure to always use caution and follow the manufacturer's instructions for your specific box cutter.

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SAFETY AROUND A FORKLIFT



Safety around a forklift



- Safety around a forklift is crucial to prevent accidents and injuries.
- Always wear the necessary personal protective equipment, such as a hard hat and high-visibility vest, when working around forklifts.
- Keep a safe distance from the forklift while it is in operation and never walk underneath a raised load.
- Make sure to follow all designated walkways and look out for forklift traffic.
- If you are operating a forklift, be sure to follow all safety procedures and use caution when maneuvering in tight spaces.
- Remember, safety is everyone's responsibility.

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SAFETY AROUND A FORKLIFT



Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) is crucial in the workplace to protect employees from various hazards. Different types of PPE are used depending on the nature of the work and the specific hazards present. Here are a few key points to keep in mind about PPE in the workplace:

1. **Assessment:** Conduct a thorough assessment of the workplace to identify potential hazards that require the use of PPE. This may include hazards such as chemical exposure, physical hazards, electrical risks, or biological agents.
2. **Selection:** Once the hazards are identified, select the appropriate PPE for the specific tasks and hazards. This may include items such as safety glasses, face shields, hard hats, gloves, hearing protection, respiratory protection, and more.
3. **Fit and Comfort:** PPE should fit properly and be comfortable to wear for extended periods. Ill-fitting or uncomfortable PPE may lead to non-compliance among employees.
4. **Maintenance and Replacement:** Regular maintenance and inspection of PPE are necessary to ensure its effectiveness. Additionally, PPE should be replaced when damaged or at the end of its service life.

Remember, the proper use of PPE is an essential component of a comprehensive workplace safety program.

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EYE PROTECTION



Eye Protection

In the workplace, it's crucial to prioritize eye protection to prevent potential injuries. Here are some guidelines to consider:

1. **Understand the hazards:** Identify potential eye hazards in your workplace, such as flying debris, chemical splashes, or intense light, and take appropriate precautions.
2. **Wear appropriate eyewear:** Select the right type of protective eyewear for the specific hazards present in your work environment. This could include safety glasses, goggles, face shields, or full-face respirators, depending on the level of protection needed.
3. **Ensure proper fit:** Eyewear should fit properly and comfortably to provide effective protection. Consider adjustable and customizable options for a secure fit.
4. **Regular maintenance:** Inspect and maintain eyewear regularly to ensure that it remains in good condition. Clean lenses and replace any damaged or scratched eyewear promptly.
5. **Training and awareness:** Provide thorough training to all employees on the importance of eye protection and how to use and maintain protective eyewear properly.

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HEARING PROTECTION



Hearing Protection

When it comes to hand protection in the workplace, it's important to use the right gloves for the job. Consider the following factors when selecting gloves:

1. Identify the specific hazards - Different work environments present different hazards such as chemicals, sharp objects, extreme temperatures, or rough surfaces. Understanding the specific hazards will help in choosing the right type of hand protection.
2. Choose the right material - Gloves come in various materials including latex, nitrile, vinyl, leather, or fabric. Select the material that provides protection against the identified hazards.
3. Proper fit - Gloves should fit well to ensure dexterity and comfort. They should neither be too tight nor too loose.
4. Consider grip and dexterity - Depending on the tasks involved, it's important to choose gloves that allow for a good grip and dexterity to safely handle objects and operate equipment.
5. Regular inspection and replacement - Inspect gloves regularly for any signs of wear and tear, and replace them as needed to maintain their effectiveness. Remember, proper hand protection is essential for maintaining workplace safety.

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HAND PROTECTION



Hand Protection

Hand Protection Guide in the Workplace

1. **Identify Hazards:** Assess the workplace for potential hand injury hazards, such as sharp objects, chemicals, or extreme temperatures.
2. **Select Proper Gloves:** Choose gloves that provide the appropriate protection for the specific hazards present. Consider factors such as material, thickness, and grip.
3. **Proper Fit:** Ensure that the gloves fit properly to allow for dexterity while providing adequate protection. Gloves that are too loose or too tight can increase the risk of injury.
4. **Regular Inspection:** Inspect gloves regularly for signs of wear and tear. Replace damaged or worn-out gloves promptly to maintain their protective function.
5. **Compliance:** Encourage and enforce the consistent use of hand protection when handling hazardous materials or performing tasks with potential hand injury risks.

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VEHICLE OVER HANG



Vehicle Load Overhang



The Queensland government provides guidelines on vehicle overhang to ensure safety and compliance with road regulations.

In Queensland, a vehicle's overhang, which refers to any part of the vehicle that extends beyond its dimensions, is subject to specific regulations to prevent hazards and accidents on the road.

Key points to consider regarding vehicle overhang in Queensland include:

- 1. Legal Limits:** Queensland legislation specifies the legal limits for vehicle overhang, including the maximum allowable overhang for loads carried on vehicles. It's important to be aware of and adhere to these legal limits to avoid penalties and ensure road safety.
- 2. Permit Requirements:** If a vehicle's overhang exceeds the legal limits, a permit may be required. The Queensland Department of Transport and Main Roads provides guidelines on obtaining permits for oversized or overweight vehicles, including those with excessive overhang.
- 3. Safety Precautions:** Drivers and operators must take safety precautions when dealing with vehicle overhang, including securing loads properly to prevent shifting or detachment during transit. Adequate warning signs and devices may also be required when transporting overhanging loads.
- 4. Compliance:** It's essential to comply with all relevant regulations and guidelines to ensure safe and legal transportation of overhanging loads in Queensland. Failure to comply with regulations related to vehicle overhang can result in fines and pose risks to road users. For comprehensive and up-to-date information on vehicle overhang regulations in Queensland, it is advisable to consult the official resources provided by the Queensland Department of Transport and Main Roads or seek guidance from qualified professionals in the transportation and logistics industry.

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GAS AND CHEMICAL STORAGE



Gas and Chemical Storage

Gas and chemical storage is very important for maintaining a safe and compliant workplace.

It's essential to store gas and chemicals in well-ventilated areas away from heat sources and direct sunlight.

Proper labelling, segregation, and secondary containment for spills are also important factors to consider in storage.

Regular inspection and maintenance of storage containers and areas are essential to prevent leakage and ensure safety.

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SAFETY SIGNAGE



Safety Signage

Knowing and understanding safety signage in the workplace is crucial for ensuring a safe working environment.

Familiarising yourself with safety signage involves learning about different types of signs, understanding what each sign represents, and following the guidelines and instructions provided by these signs.

It's important to pay attention to hazard signs, prohibition signs, mandatory signs, emergency signs, and fire safety signs, among others.

Taking the time to review, understand and locate these signs can help prevent accidents and promote a culture of safety in the workplace.



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