| **Hazards** | **Yes No** | **Risk Level** | **Notes** |
| --- | --- | --- | --- |
| **Shed Infrastructure** | | | |
| There is external lighting for early morning or evening access |  |  |  |
| There is good lighting inside the shed for all work |  |  |  |
| There is Emergency lighting in the event of electricity blackout |  |  |  |
| Illuminated Emergency Exits signs are used for all emergency exits |  |  |  |
| There is good air-flow, ventilation or air-conditioning in all work areas |  |  |  |
| There is sufficient open space to allow exhaust fumes from trucks and forklifts to escape without effecting worker health |  |  |  |
| The design of the packing shed allows for good movement of workers and traffic flow |  |  |  |
| The packing shed kept clean and tidy to prevent the risk of slips, trips and falls |  |  |  |
| Concrete surfaces roughened to provide extra traction for workers |  |  |  |
| Lifting aids or devices are provided to minimise or assist lifting of product/ packaging and equipment |  |  |  |
| All exposed moving parts that pose a risk of persons being entangled or crushed are guarded |  |  |  |
| All moving parts on compressors, pumps, graders, conveyors and other machinery are guarded |  |  |  |
| There are Emergency Stop buttons for all machinery |  |  |  |
| The Emergency Stop buttons are located near and in reach of the operator |  |  |  |
| Emergency Stop buttons regularly tested |  |  |  |
| There is a Residual Current Device (RCD) installed on all electrical circuit boards |  |  |  |
| All-weather covers are present on all power points in wet or exposed areas |  |  |  |
| Projections at head height that may cause injury are covered |  |  |  |
| Machinery exhaust systems in good order to reduce the level of noise and fume emissions |  |  |  |
| All water outlets which are not suitable for human consumption clearly marked |  |  |  |
| There are appropriate fire extinguishers in the shed |  |  |  |
| There are safety and warning signs in the shed |  |  |  |
| All glass lights are covered to protect from broken glass |  |  |  |
| There are employee amenities, including meal, hand washing and toilet facilities |  |  |  |
| There is potable drinking water available in packing sheds |  |  |  |
| **Feeding Systems** | | | |
| The design of product feed systems reduces manual handling |  |  |  |
| All conveyors, pumps and belts are guarded |  |  |  |
| There are sufficient staff, PPE and other lift assisting equipment provided when feeding manually |  |  |  |
| **Grading and packing operations** | | | |
| The working height for pre-grading and post-grading handling is at a suitable height for operators |  |  |  |
| The working height is adjustable for different height of workers |  |  |  |
| Kick rails are installed to reduce injury |  |  |  |
| Grading machines and associated conveyors and pumps are guarded to prevent operator’s being entangled |  |  |  |
| All staff are instructed on the safe operation and emergency procedures for grading, bin tipping and conveyor machinery |  |  |  |
| All operators wear ear muffs or plugs where noise is so loud they need to raise their voices to be heard over machinery |  |  |  |
| All operators provided with gumboots and waterproof aprons to keep them dry when working |  |  |  |
| Cushioned matting provided for workers to stand to minimise fatigue |  |  |  |
| Sorting and grading machinery be locked out and tagged during maintenance |  |  |  |
| **Cook area** | | | |
| Gas systems fitted with emergency and flame-out stop valves |  |  |  |
| Burner diameters large enough to minimise noise |  |  |  |
| The cook room is ventilated to remove steam, heat and gas |  |  |  |
| There are lifting devices to assist placement and removal of baskets to and from cookers |  |  |  |
| All operators are provided with gumboots and waterproof aprons to keep them dry during the shift |  |  |  |
| There is a safe means of draining hot water from cookers |  |  |  |
| Fire hazards around cookers and burners have been removed |  |  |  |
| The cook room is maintained at a safe temperature during operation |  |  |  |
| **Cooling and freezing systems** | | | |
| All staff wear PPE for use with freezing systems and cold storage areas |  |  |  |
| Lifting devices are provided to assist with product movement into and out of freezing machinery |  |  |  |
| All conveyors, pumps and other machine exposed moving parts are guarded |  |  |  |
| Freezer rooms been identified as confined spaces |  |  |  |
| Freezer doors are fitted with emergency escape and alarm devices to prevent lock-in |  |  |  |
| There are lifting aids to minimise or assist lifting of product and packaging |  |  |  |
| Cool room floors kept dry and clean to prevent build up of moulds |  |  |  |
| **Chemicals** | | | |
| There is a designated secure storage area for chemicals |  |  |  |
| Incompatible chemicals are stored separately |  |  |  |
| Storage areas are lit and ventilated |  |  |  |
| Safety Data Sheets (SDS) are available for all chemicals used in the shed |  |  |  |
| Gloves, eye goggles and an apron available to handle chemicals and detergents |  |  |  |
| An emergency shower and eyewash is available for quick flushing of eyes in the event of chemical splashes |  |  |  |
| There are appropriate fire extinguishers in the processing shed |  |  |  |
| There is a spill recovery kit to clean up and dispose of chemical spills |  |  |  |
| There is a First Aid kit in the chemical store |  |  |  |
| **Forklifts** | | | |
| All forklifts are fitted with Falling Object Protection Structures (FOPS) |  |  |  |
| All forklift drivers have current Certificates of Competency (licensed) to operate forklifts |  |  |  |
| Pallets and crates stacks are stacked to reduce the risk of pallets and crates falling |  |  |  |
| All crates, boxes and pallets stacked to a maximum height to reduce falling and toppling |  |  |  |
| When loading at night, there is good lighting in the loading area |  |  |  |
| The loading area is free of obstacles |  |  |  |
| The lifting capacity (SWL) of the forklift clearly labelled |  |  |  |
| The forklift controls are clearly labelled eg tilt up / down lever |  |  |  |
| All fork lifts are fitted with an audible reversing alarm |  |  |  |
| Pedestrian traffic is kept away from forklift working areas |  |  |  |
| **Additional Hazards** | | | |
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