**ALL ITEMS NEEDING ATTENTION MUST BE ACTIONED AND RESOLVED**

| **Hazards** | **OK** | **Needs Attention** | **Notes** |
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| **Packing Shed Infrastructure** | | |  |
| There is good lighting in the shed for all work. |  |  |  |
| There is good airflow and ventilation in the packing shed. |  |  |  |
| There is sufficient open space and ventilation to allow exhaust fumes from trucks and forklifts to escape without effecting worker health. |  |  |  |
| The design of the packing shed allow for good movement of workers and traffic flow. |  |  |  |
| The packing shed is kept clean and dry to prevent the risk of slips, trips and falls. |  |  |  |
| Does the packing shed have an earth floor that may create dust hazards? |  |  |  |
| The packing shed power boards are fitted with Residual Current Device (RCD) installed on power circuits. |  |  |  |
| The RCD is regularly inspected and tested. |  |  |  |
| Cement floors are capable of carrying appropriate weights without cracking or potholing. |  |  |  |
| There are no cracks or potholes in the floor causing trip hazards. |  |  |  |
| There are appropriate fire extinguishers in the shed. |  |  |  |
| The packing shed doors and fire exits are fitted with signs that meet required Australian Standards and building fire regulations. |  |  |  |
| **Unloading/ Loading Area** | | |  |
| There is good light in the loading/ unloading area. |  |  |  |
| Bins and crates are stacked properly and not too high to prevent the risk of bins toppling. |  |  |  |
| Unloading machinery is guarded to prevent worker entanglement. |  |  |  |
| Traffic is managed to prevent collision when unloading bins. |  |  |  |
| Bin tippers and floatation tanks are designed and guarded to prevent workers falling in. |  |  |  |
| **Grading and Packing** | | |  |
| All mechanical moving parts which pose a risk of operator entanglement are properly guarded. |  |  |  |
| There Is good lighting above the sorting and packing tables. |  |  |  |
| The working height for fruit grading and packing is at a good height or adjustable to accommodate the height of worker. |  |  |  |
| The design of the packing lines minimise the amount of lifting and bending eg when lifting boxes, stacking pallets. |  |  |  |
| The floor surface is acceptable or mats are used when standing for long periods of time to prevent or reduce fatigue. |  |  |  |
| Emergency Stop buttons located near and in reach of the operator. |  |  |  |
| Emergency Stop buttons are regularly tested. |  |  |  |
| Sorting and grading machinery be locked out and tagged during maintenance. |  |  |  |
| Ear muffs or plugs available where required for all workers exposed to loud noise. |  |  |  |
| There are safety signs warning of hazards and they are positioned at an appropriate height. |  |  |  |
| All glass light tubes and bulbs are covered to protect from broken glass. |  |  |  |
| Lifting aids, trolleys and pallet jacks available and used to reduce injury when lifting. |  |  |  |
| Post harvest treatment sprays and dips enclosed and ventilated to prevent fumes and splash to workers. |  |  |  |
| Packing lines long enough to allow post harvest treatment to dry on treated produce before being packed. |  |  |  |
| PPE is provided and worn by workers packing and handling treated produce as required on the pesticide product label. |  |  |  |
| There is sufficient room for pallet shrink wrapping and strapping machines. |  |  |  |
| Automatic wrapping and strapping machines are guarded. |  |  |  |
| Pedestrian traffic is kept away from pallet wrapping and strapping machinery. |  |  |  |
| There is good room for assembling and storing produce packing trays and cartons. |  |  |  |
| **Employee Amenities** | | |  |
| Employee amenities, including First Aid, meal rooms, hand washing and toilet facilities are available. |  |  |  |
| All amenities are kept clean and hygienic. |  |  |  |
| Soap is available for washing hands. |  |  |  |
| There is potable drinking water for workers available in amenity rooms or packing sheds. |  |  |  |
| **Forklifts** |  |  |  |
| All forklifts are fitted with a Falling Object Protection (FOPS). |  |  |  |
| All bins, crates and pallets stacked to reduce falling/ toppling. |  |  |  |
| When loading at night, there is good lighting in the loading area. |  |  |  |
| The area where forklifts are operating is free of obstacles. |  |  |  |
| The maximum lifting capacity (SWL) of the forklift clearly placarded. |  |  |  |
| The forklift controls clearly labelled eg tilt up / down lever. |  |  |  |
| All chains and slings meet the load requirements, comply with Australian Standards and are regularly inspected and checked for wear. |  |  |  |
| There is a designated are out of the packing shed for parking and charging electric forklifts and batteries away from pedestrian and other traffic. |  |  |  |
| All forklifts are fitted with an audible and functioning reversing alarm. |  |  |  |
| **Cool Rooms** |  |  |  |
| All cool rooms have good lighting |  |  |  |
| Cool room floors are kept dry and clean to prevent build up of mould. |  |  |  |
| Controlled atmosphere cool rooms have good ventilation, exhaust and purging systems. |  |  |  |
| Cool rooms used as controlled/ modified atmosphere stores been identified as Confined Spaces. |  |  |  |
| Controlled atmosphere cool rooms are properly ventilated/ exhausted before workers enter. |  |  |  |
| All refrigeration systems and motors checked to reduce risk explosion in ethylene storages and ripening rooms. |  |  |  |
| There is a door lock disabling system and alarm fitted to all cool room doors to enable a person locked inside to escape if the door is closed and locked. |  |  |  |
| **Trucks and Transport** |  |  |  |
| There is a fall arrest system in place on trucks to prevent workers and drivers falling when working on tops of truck trailers securing and tarping loads. |  |  |  |
| Loading bays are well lit when delivering/ unloading or loading produce at night. |  |  |  |
| All truck drivers and workers involved loading produce wear appropriate work boots. |  |  |  |
| Truck drivers and produce carriers plan for sufficient time to reduce fatigue when driving long distances. |  |  |  |
| High visibility vests worn when loading or unloading trucks at night. |  |  |  |
| All trucks fitted with audible reversing alarms. |  |  |  |
| **Policy and Practice** | | |  |
| All workers been trained and instructed in the operation of machinery and packing shed equipment. |  |  |  |
| All forklift truck operators have High Risk Work Licences endorsed (LF) for operating forklifts. |  |  |  |
| All workers that enter and work in Confined Spaces and controlled atmosphere cool rooms have been properly trained. |  |  |  |
| A procedure been developed for working in Confined Spaces. |  |  |  |
| There are known and observed rules regarding working in Confined Spaces. |  |  |  |
| There is an observer is located outside when people are working in a Confined Space. Modified atmosphere cool rooms have been checked that they are safe to enter. |  |  |  |
| There is a rule that all children are not allowed in the packing shed and storage areas. |  |  |  |
| There is a known and observed policy that internal combustion engine fork lifts are not left idling in cool rooms or other confined spaces where exhaust fumes can build up creating a dangerous toxic atmosphere. |  |  |  |
| There is a policy and plan that is known and observed by all workers, that pedestrians have right of way in areas in where forklifts are used. |  |  |  |
| There is a No Smoking policy for enclosed areas including amenity, packing and storage sheds. |  |  |  |
| There is a policy and a maximum height pallets and crates are stacked to prevent toppling. |  |  |  |
| Job rotation is practiced where required to help prevent repetitive strain injury. |  |  |  |
| An Emergency Plan including evacuation and an assembly point been developed in case of an emergency in the packing shed. |  |  |  |