

Master Fish Merchants' Association of Australia (MFMA)

WORKPLACE HAZARD CHECKLIST

for Retail and Wholesale Seafood Businesses

What is a Workplace Hazard Checklist?

This checklist is designed as a guide to help seafood retailers and wholesalers identify and manage potential hazards in their workplace.

Why do I need to identify workplace hazards?

In NSW the OHS laws require that all businesses:

- Identify all foreseeable hazards in the workplace;
- Assess the risk of harm arising from the hazards; and,
- Eliminate hazards or where this is not "reasonably practical" implement strategies to reduce the risk of harm to the lowest possible level.

How do I complete the Checklist?

The Checklist should be completed during a site inspection of the workplace. You should answer all questions that are relevant to your workplace. Not all questions will be relevant to all workplaces and the checklist is not exhaustive.

Answering 'NO' to any question indicates you may need to implement a control strategy. The best option is to eliminate hazards. If that is not possible then there are five options:

1. Substitution – replace hazardous substance, equipment or tasks with a safe one.
2. Engineering – modify tools and equipment, install guards.
3. Administration – develop and implement safe working procedures and training for hazardous jobs.
4. Personal Protective Equipment – Use protective equipment such as gloves, safety glasses, footwear, hearing protection.
5. Training – train staff in techniques and methods designed to minimize hazards.

NB: All items that require a control strategy must be addressed in a timely manner.

How often should workplace hazard inspections be undertaken?

You should undertake a workplace hazard inspection at least once per year, or following renovations or major changes in your operations.

More Information

For more information on workplace hazards or risk management you should refer to MFMA Fact Sheet – '*Risk Management Approach to Workplace Hazards*'. If you are unsure of your obligations under the OHS Act or Regulations or required further information you should contact the MFMA on 02 9552 1611 or WorkCover NSW on 13 10 50.

MFMA WORKPLACE HAZARD CHECKLIST

for Retail & Wholesale Seafood Businesses

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|--|------------|-----------|---|------------------------------------|
| Location: | | | Date checklist completed: | |
| Person(s) undertaking inspection: | | | Date to be reviewed (at least 12 monthly): | |
| | | | | |
| | YES | NO | N/A | CONTROL STRATEGIES/COMMENTS |
| ELECTRICAL | | | | |
| Do you have RCD's (circuit breakers) installed on mains power? | | | | |
| Are electrical items tested and tagged by a qualified electrician? | | | | |
| Are all power leads, sockets and switches in good working order? | | | | |
| Are there sufficient power outlets? | | | | |
| Is there a fire extinguisher suitable for electrical fires? | | | | |
| MACHINERY/PLANT | | | | |
| Is machinery and plant properly maintained? | | | | |
| Are records kept on maintenance work? | | | | |
| Are safety notices displayed on hazardous machinery/plant? | | | | |
| Deep Fryer Hazards & Cooking Equipment | | | | |
| Have staff received training in using cooking equipment? | | | | |
| Is there a written procedure for disposing of oil? | | | | |
| Is there a written procedure for cleaning up oil spills? | | | | |
| Is the floor around cooking equipment non-slip and free of oil buildup? | | | | |
| Is there adequate space around cooking equipment for staff to move freely? | | | | |
| Are staff trained in how to provide first aid in the case of burns? | | | | |
| Band Saws | | | | |
| Are safety guards installed and cut off switches working? | | | | |
| Have staff received training in operating a band saw? | | | | |
| Is there adequate space around the band saw to allow safe operation? | | | | |
| Mixers (Octopus tenderiser) | | | | |
| Are safety guards installed and cut off switches working? | | | | |
| Have staff received training in operating a mixer? | | | | |
| Is there adequate space around the mixer to allow safe operation? | | | | |
| Batter Mixing Drills | | | | |
| Is a cordless drill in use? | | | | |
| Forklifts | | | | |
| Do all forklift drivers have a valid license with NSW WorkCover? | | | | |
| Are forklifts regularly serviced by a qualified mechanic? | | | | |
| Are warning signs posted in all areas where forklifts are used? | | | | |

| KNIFE SAFETY & FILLETING | YES | NO | N/A | CONTROL STRATEGIES/COMMENTS |
|--|------------|-----------|------------|------------------------------------|
| Are wall mounted magnetic strips used for holding knives? | | | | |
| Are knives regularly inspected for defects (e.g. cracks in blade)? | | | | |
| Are safety gloves provided for staff cutting fish? | | | | |
| Are the floors in filleting areas kept free of fish waste? | | | | |
| Are filleting sinks a suitable height for staff? | | | | |
| Are raised platforms available for shorter staff? | | | | |
| FREEZERS AND COOL ROOMS | | | | |
| Can freezer and cool room doors be opened from the inside? | | | | |
| Are the floor areas and door(s) free from ice buildup? | | | | |
| Are stacked goods stable? | | | | |
| Are stacked goods easily accessible? | | | | |
| DISPLAY CABINETS | | | | |
| Can staff easily access products in display cabinets? | | | | |
| Are raised platforms available for shorter staff? | | | | |
| Is the volume of display ice used kept to a minimum (i.e. around 10cm for enclosed cabinets and 20cm for open displays)? | | | | |
| Are cabinets free from sharp edges that could cause injury? | | | | |
| STORAGE AREAS | | | | |
| Are storage areas adequate to meet requirements? | | | | |
| Can storage areas be easily accessed? | | | | |
| Are storage areas clean and well ordered? | | | | |
| Are stacked goods stable? | | | | |
| Is there adequate lighting? | | | | |
| FLOORS AREAS | | | | |
| Are floor areas free of cracks and holes that could pose a trip hazard? | | | | |
| Are floor areas clear of rubbish? | | | | |
| Are all floor drains covered? | | | | |
| Do stairs have non-slip tread? | | | | |
| Are steps and hand railings in good repair? | | | | |
| Is there adequate lighting in all areas? | | | | |
| MANUAL HANDLING | | | | |
| Are staff provided with manual handling training? | | | | |
| Are lifting aids/devices used e.g. trolley, jacks, pull hooks? | | | | |
| Are heavy lifting jobs within the capacity of employees? | | | | |
| Have you implemented strategies to reduce the impact of repetitive activities such as filleting & shucking (e.g. regular breaks, rotation of tasks etc)? | | | | |

| SPILLS | YES | NO | N/A | CONTROL STRATEGIES/COMMENTS |
|---|------------|-----------|------------|------------------------------------|
| Do your staff receive training in cleaning up spills (e.g. oil, cleaning chemicals, etc)? | | | | |
| Do you have a written procedure for cleaning up spills? | | | | |
| PERSONAL PROTECTIVE EQUIPMENT (PPE) | | | | |
| Is appropriate protective equipment available? | | | | |
| Are signs posted on equipment and in locations where PPE is required? | | | | |
| Is all PPE in good working condition? | | | | |
| Is training provided to staff on using PPE? | | | | |
| Do staff and management wear PPE when required? | | | | |
| FIRST AID | | | | |
| Is there a first aid kit? | | | | |
| Is the first aid kit(s) fully stocked? | | | | |
| Is the first aid kit easily accessible? | | | | |
| Are signs present indicating the position of the first aid kit(s)? | | | | |
| SAFETY SIGNAGE | | | | |
| Have all hazards been posted with safety signs? | | | | |
| FIRE SAFETY & EMERGENCY EVACUATION | | | | |
| Are emergency contact numbers displayed in a prominent location? | | | | |
| Are emergency exits sign posted? | | | | |
| Is there a fire alarm and is it regularly tested? | | | | |
| Have fire extinguishers been installed in appropriate locations? | | | | |
| Are fire extinguishers easily accessible? | | | | |
| Are all fire extinguishers inspected regularly? | | | | |
| CHEMICALS / HAZARDOUS SUBSTANCES | | | | |
| Do you have a list (register) of all hazardous substances used in your workplace? | | | | |
| Do you have Material Safety Data Sheets (MSDS) available for all hazardous substances used in your workplace? | | | | |
| Are all hazardous substances containers correctly labelled? | | | | |
| Are all hazardous substances stored safely? | | | | |
| OTHER (List any other potential hazards you have found) | | | | |
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