



Checklist for All Other Issues



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Hazards/factors	Things to look for	Hazard present?	Comments	Suggested action/Solutions to consider	Action taken?
Workshop					
	Is machinery well positioned?			Do you need to create more space by changing the layout, removing unnecessary equipment? It's best to position the work around elbow height, or lower if it's physically strenuous (e.g. between elbow and knuckle height). Take regular breaks, stretches etc. if poor posture is unavoidable.	
	Are controls (hand and foot) easy to reach and operate?				
	Is the height suitable?				
General	Look out for low light fittings on stairs.			Can they be raised up? Can you make them more visible (with bright paint or yellow and black chevrons)?	

Checklist for All Other Issues

Hazards/factors	Things to look for	Hazard present?	Comments	Suggested action/Solutions to consider	Action taken?
<p>Slips, trips and falls</p> 	<p>Are there obstructions that you have to watch out for/are difficult to wheel over?</p>			<p>Can a ramp be fitted?</p>	
	<p>Are there steps of different sizes that are awkward to use?</p>			<p>Can they be improved, e.g. better treads or handrails? Would warning signs help?</p>	
	<p>Are there any loose floor surfaces e.g. carpet tiles, curling at edges, loose mats, knotted rope on helideck?</p>			<p>Can they be replaced/fixed?</p>	

Checklist for All Other Issues

Hazards/factors	Things to look for	Hazard present?	Comments	Suggested action/Solutions to consider	Action taken?
<p>Slips, trips and falls</p> 	<p>Is there a problem with wet, greasy, polished floor surfaces?</p>			<p>Can the surface be changed? Are warning signs needed?</p>	
	<p>Are there obstacles people could bump into/catch themselves on?</p>			<p>Can they be removed/avoided? Would it help to mark with yellow and black chevron tape? Could warning signs be put up? Would it help to wrap padding material around the obstruction? Does it need waterproofing?</p>	
	<p>Are there any dangerous blind spots, e.g. on module corners?</p>			<p>Would it help to install a fish eye lens mirror?</p>	
<p>Heavy doors</p> 	<p>Are there any doors on the installation that are difficult to open and close?</p>			<p>Use your body weight as much as possible, bend your knees. Maintain the door regularly. Is it possible to mechanise the door for easier opening and closing?</p>	
	<p>Is there a problem with handling doors in poor weather?</p>			<p>Does there need to be more protection, e.g. wind walls/permanent windbreaks? Use unistrut or galvanised sheeting.</p>	