

MANUFACTURING ASSESSMENT TOOLS DEBRIEF REPORT

JULY 2014

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INTRODUCTION

Draft manufacturing assessment tools developed to assist Inspectors with their site visits have been tested by WorkSafe NZ Inspectors in Auckland, New Plymouth and Tauranga. The tools were tested in the metal, food and wood manufacturing sub-sectors for two weeks in June 2014.

These sub-sectors were chosen as they stand out as having high cost and high number of claims compared to other manufacturing subsectors.

The draft assessment tools for manufacturing were developed following two workshops in Auckland in early 2014.

These development & design workshops attended by H&S Inspectors, H&S Assessment and Managers, National Office Advisors Managers, agreed to extend our current focus on machinery to also include critical health issues in manufacturing specifically noise, airborne contaminants, and workplace transport in order to enable Worksafe NZ to target significant causes of harm in the manufacturing sector.

During manufacturing assessment tool testing period Inspectors made a total of 62 workplace assessment, 34 in Auckland, 16 in Tauranga and 12 in New Plymouth.

Of these 57 % of the sites visited raised health and safety concerns. Inspectors issued a range of notices including written warnings, improvement notices and/or prohibition notices on over half of the sites visited; reasons for these warnings and notices are set out in the statistics table below.



During the testing period daily de-brief sessions were held to gather feedback on the usability of the tools as well as the general information Inspectors uncovered about industry safety performance. Feedback from these sessions forms the basis of this report.

It is important to keep in mind that this is largely a collection of comments and observations, some of which may be contradictory given the individual preferences of Inspectors. We are keen to share this information with the metal, wood and food manufacturing sub sectors so we have condensed it into this report. We have also attached an appendix at the end of the report, showing our Inspectors' detailed comments on the sites visited.

EXECUTIVE SUMMARY

Businesses were open and accepting of the Inspectors assessment visit regardless of whether an appointment was arranged or not.

There was some confusion as to the WorkSafe NZ brand. Inspectors spent some time clarifying the organisation and the Inspector's role.

Inspectors found a mix of 'good' and 'not so good' sites cutting across the range of small/medium to large sized businesses. Generally large companies are more aware of their responsibilities under the Health and Safety in Employment Act (1992) compared to SMEs (businesses employing less than 20 workers).

Inspectors were pleased to see employers with good systems and proactively training staff. On the other hand some employers did not have formal systems, but machinery was guarded and interlocked.

Generally, new machinery was guarded whilst old machinery typically lacked guarding and interlocks. There is an issue with employers purchasing machinery marked CE from Europe believing it to comply with AS/4024, when this is not always the case. AS/4024 became a joint NZ Australian Standard (AS/NZS4024 2014) on 30 June.

There was clear message from Inspectors that many employers did not understand their responsibilities under the Health and Safety in Employment Act (1992) and did not understand the hazard identification and hazard management process. This is truer of small-medium sized enterprises than of large businesses.

On a positive note, Inspectors reported businesses are thirsty for knowledge, are trying to do their best, and don't have an issue with making improvements.

STATISTICS

Overall Inspectors made 62 workplace assessments during the two week testing period. Resulting from the 62 assessments 114 notices were issued, which comprised:

- 90 improvement notices
- 19 prohibition notices
- 5 written warnings.

Metal manufacturing made up 37% of visits and 45% of notices. It had the highest number of notices issued per visit at 2.3 per assessment. Wood manufacturing made up 25% of visits and 20% of notices whilst Food and Beverage manufacturing made up 24% of visits and 21 % of notices issued.

Table: Assessments and Notices by Office, Sector and Notice Type

LOCATION	ASSESSMENTS	IMPROVEMENT NOTICE	PROHIBITION NOTICE	WRITTEN WARNING	TOTAL
AUCKLAND	34	30	0	2	32
Wood	11	11	0	0	11
Food & Beverage	10	4	0	1	5
Metal	9	11	0	1	12
Other	4	4	0	0	4
TAURANGA	16	31	6	2	39
Wood	3	4			4
Food & Beverage	1	6	5		11
Metal	9	14		1	15
Other	3	7	1	1	9
NEW PLYMOUTH	12	29	13	1	43
Wood	3	8			8
Food & Beverage	4	6	3		9
Metal	5	15	10	1	26
TOTAL	62	90	19	5	114

SUB-SECTOR	NOTICES PER ASSESSMENT
Metal	2.3
Other	1.9
Food & Beverage	1.7
Wood	1.4
ALL	1.8

HAZARD AREAS AND ISSUES

The manufacturing assessment tools focused on four Hazard Areas:

- Machine Guarding
- Clean Air
- Noise
- Workplace Transport

Of the four **Hazard Areas** (Machine Guarding, Noise, Work Transport and Clean Air) Machine Guarding (62 per cent) was the most common Hazard Area identified in all of the sub-sectors followed by "Other Hazard" (21 per cent) and Noise (9 per cent).

Table: Issues by Hazard Area and Sub-Sector

SUB-SECTOR	MACHINE GUARDING	OTHER	NOISE	CLEAN AIR	WORKPLACE TRANSPORT	TOTAL
Metal	38	9	3	1	1	52
Food & Beverage	14	5	2	1	3	25
Wood	13	7	2	1	0	23
Other	5	3	3	1	1	13
TOTAL	70	24	10	4	5	114

Guillotine with Guard off



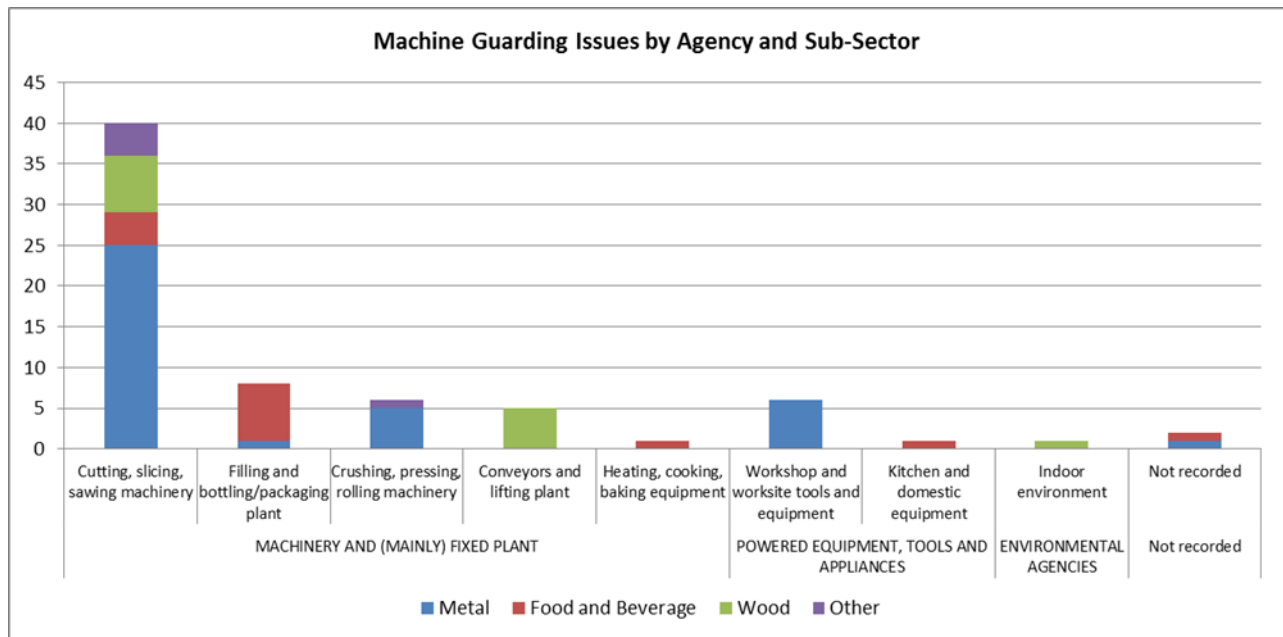
Guard put back on at Inspector's request



MACHINE GUARDING

Within the **Machine Guarding Hazard Area** the most common sub-sector was Metal manufacturing (54 per cent) followed by Food and Beverage manufacturing (20 per cent) and Wood manufacturing (20 per cent).

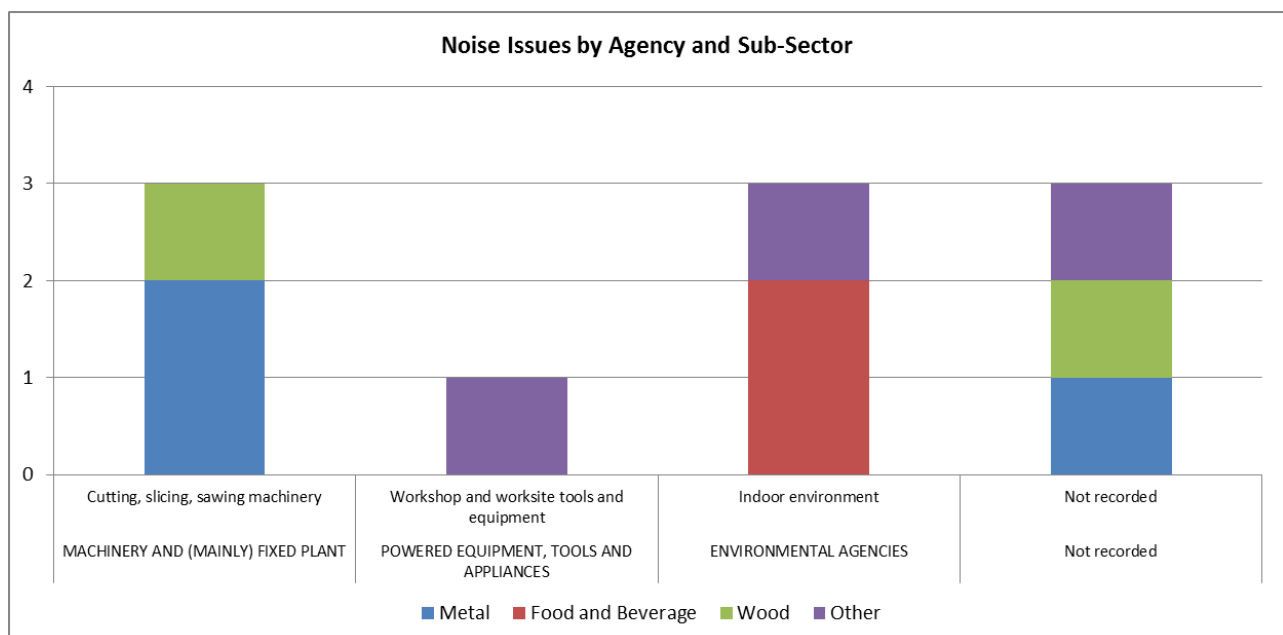
The most common agency was cutting, slicing and sawing machinery (57%)



NOISE

Metal manufacturing also featured as the most common sub-sector within the **Noise Hazard Area** followed by Other manufacturing.

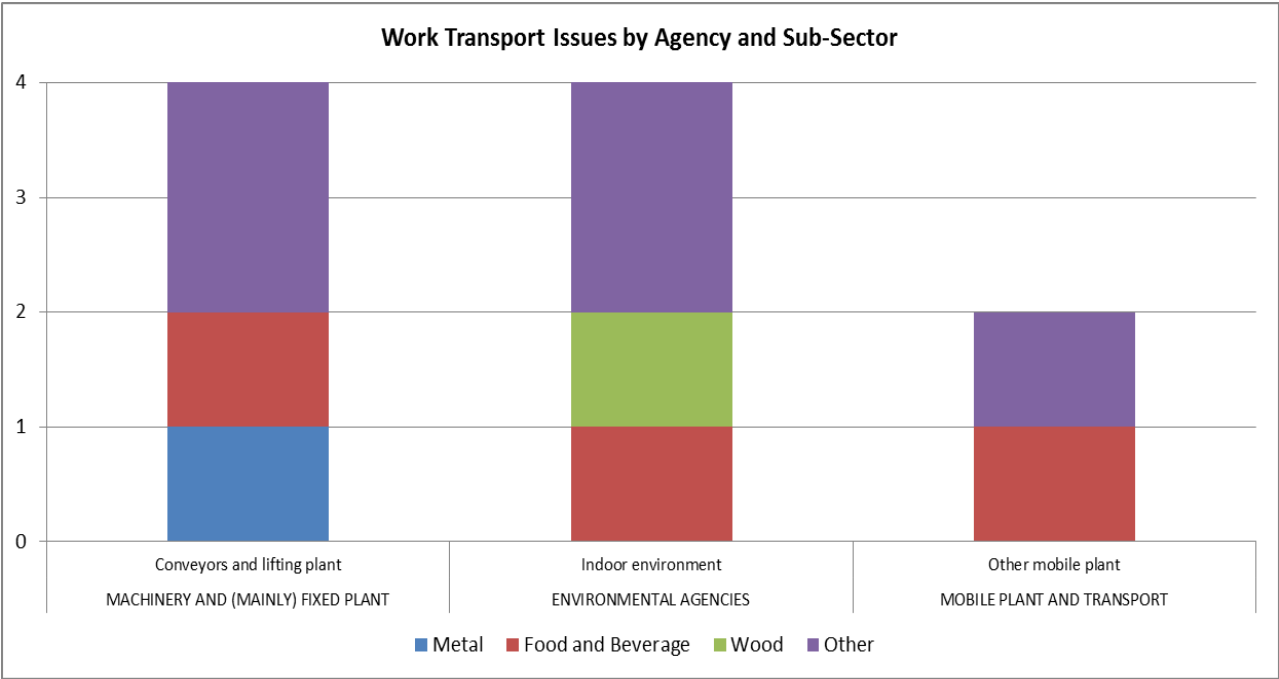
The most common agency of harm was cutting, slicing and sawing machinery (30 per cent) and Indoor Environment (30 per cent).



WORK TRANSPORT

In the **Work Transport Hazard Area** the most common sub-sector was other manufacturing (50 per cent) and Food and Beverage manufacturing (30 per cent).

The most common agencies were Conveyors and Lifting Plant (40 per cent), Indoor Environment (40 per cent).



CLEAN AIR

There was one issue for each of the sub-sectors within the **Clean Air Hazard Area**.

THE GOOD

During the assessment tools trial Inspectors observed that there were some good worksites and some good hazard management these observations were captured during the daily de-brief sessions.

Inspectors' observations and comments during the debriefs:

- "Reasonable site, good housekeeping; safe working procedures on wall next to machine."
- "Good - company has engaged Health & Safety managers, two x Occ health nurses, and 'lean' system leader. They have acknowledged they have issues and taking steps in employing appropriate people and planning large capital expenditure."
- "This site was well-laid out having been built in 2008. Allowed plenty of room for traffic etc."
- "Proactive steps by employers to train employees."
- "Some good SMEs."
- "Bigger wood business (50 employees) has good systems in place; machines guarded and provide PPE and do hearing monitoring; verified by talking to employees."
- "Small wood manufacturing (3 employees) –no systems but good operation all machines guarded and interlocked."
- "Good extraction in woodworking."
- "Machine guarding overall was excellent."
- "Smaller gutter and roofing companies are being very proactive with their machine guarding; two companies I visited had purchased machinery off defunct companies and retrofitted guarding after purchase."



"Generally the health and safety culture is changing. Businesses are making changes because they want to, not because we have an encounter with them." - Tauranga Inspector

THE NOT SO GOOD

These observations were captured during the daily de-brief sessions regarding poor and not so good workplaces and their practices.

Inspectors' observations and comments during debriefs:

- "General untidiness and poor housekeeping on site."
- "Old machines are lacking guarding/interlocks; not retrofitted."
- "Not identifying hazards in workplace. No knowledge of AS: 4024, lack of education in H&S."
- "Lack of education and knowledge in relation to associated hazards we are testing."
- "Varied levels of knowledge – usually low – of H&S systems, the HSE Act, their responsibilities etc."
- "Issues with large trucks, forklifts and loaders operating in noisy environment and no designated walkways."
- "New machines with no guarding – duty holder did not know of obligations – slicer in food sector."
- "Hearing and respiratory protection was optional (even when it was evident it was an issue), employees handling fertilizer, lawn seed etc. without gloves."
- "Many businesses with grinders are resistant to guarding them."
- "Generational resistance to H&S – don't recognise the hazards as they have been doing it for 30 years."
- "Some employees refuse to wear Personal Protective Equipment – employers say he has been doing it for 30 years and has already lost his hearing."
- "Duty holders couldn't identify a nipping or cutting hazard and they had been in business 20 years."
- "Employers unsure about process for health monitoring."
- "Have seen many engineering firm's who's off site processes are exceptional and yet their own workshops and on site /in house processes are appalling or non-existent."
- "The food industry believing that they were compliant because they had passed ACC Workplace Safety Management Practices audit."

***"The trend is small businesses not knowing how health and safety legislation affects them."* – Auckland Inspector**

LARGER/ SMALL-MEDIUM SIZED ENTERPRISES

Larger companies were more likely to have health and safety systems compared to SMEs. The workplace assessments made as part of the trial period indicated that many SMEs do not have health and safety systems in place.

Inspectors observed:

- "Many smaller employers do not understand what is required of them in terms of hazard management and risk assessment."
- "Documentation requirements... they don't know where to start."
- "Not aware of what they need to be doing to get health and safety systems in place. Getting things down on paper is difficult."
- "Many smaller employers have little or nothing in place in relation to machine guarding or management of any hazards in the workplace – and they are not sure what they should be doing. The exception to this is chemicals as this is very well enforced and it is very clear what must be done."
- "Updating and reviewing is a challenge for small businesses."
- "Larger employers or those who do a lot of contracting work with large organisations are very different to deal with. They are usually positive and keen to do what they need to, to improve and ensure they maintain a good safety record (as it can affect their ongoing contract eligibility)."

"There is a big gap between larger businesses and smaller businesses management of health and safety"

— Tauranga Inspector

HIERARCHY OF CONTROLS

Where there was a lack of hazard identification and management employers naturally devolved to minimisation instead of going through the hierarchy of controls. This was especially evident when Inspectors were testing the noise and airborne contaminants part of the tool. Many employers were unaware of their responsibility to monitor their workers exposure to hazards and what that involves.

Inspectors observed:

- "Businesses are not aware of the controls and there is too much minimization."
- "Noise; straight to ear muffs; no assessment; straight to minimization, no formal systems; no documents."
- "Airborne Contaminants- given ear muffs refuses to wear them."
- "Personal Protective Equipment used for minimization, no follow- up on monitoring of workers."
- "Lack of noise assessing and monitoring."
- "Employers did not understand what monitoring is?"
- "Provide dust masks, but doesn't think they are required as he has an extraction system. Thinks it's up to them to wear he said he's not there to mother them."

"Small businesses do not get what a hazard is and don't know how to go through the hazard management process. They don't really know what to assess and go straight to minimization."

– Auckland Inspector

MOST ENCOURAGING TRENDS

Inspectors were encouraged to see businesses keen to improve their knowledge of health and safety and their willingness to implement improvements.

Inspectors observed:

- "Duty holders are making a genuine effort to comply with the regulations and the Health and Safety in Employment Act."
- "Smaller businesses are not against making improvements, but look for cheaper options and will use administrative controls in the meantime."
- "Employers with chemicals on site (including smaller employers) appear to be managing and handling these very well – they know the requirements, and have handlers certs where required, and have appropriate storage/handling and emergency procedures etc. I have done a number of machine guarding assessments where the employer was performing appallingly, yet conversely had exceptional Chemical safety processes."
- "Lack of housekeeping at one visit, metal everywhere a number of hazards observed compared to the next visit where you could eat your dinner off the floor."
- "Where we see good leadership and motivation with H&S this filters down. If it is lacking it shows at the lower levels."
- "Talking with employees and Health & Safety Rep positive feedback on health and safety systems."
- "All businesses are trying to do their best."
- "Good extraction in woodworking."
- "Fewer machine guarding issues than expected."
- "Very wide spread acceptance and thirst for knowledge."
- "Businesses don't have an issue with making improvements."

"Smaller businesses are not against making improvements, but look for cheaper options and will use administrative controls in the meantime." - New Plymouth Inspector

APPENDIX:

EXCERPTS FROM WORKSAFE NZ REPORTS

MACHINERY	
Fabricated Metal Product Manufacturing Primary Metal and Metal Product Manufacturing Food Product Manufacturing Wood Product Manufacturing	- Visit to new purpose built site- opened end of March. - Have done great work on guarding their machines with light curtains, gates and fixed guards. - A few machine issues. - Small hoppers in processing area able to be opened while in operation potential to access moving parts (low risk). - Angle grinder unguarded- prohibition and taken out of workshop.
	- Machinery guarded with SOP for each machine. - Risk assessment and task analysis done for each machine and also when changing products.
	- Hazards: drawing in, crushing, friction, abrasion, entanglement, cutting, trapping, impact, shearing, stabbing, vibration, projectiles. - General observations: Tidy workshop. Demarcation walkways to separate workers and vehicles. Most machines with a combination of guarding – fixed, interlocked, pressure sensing, hold to run and with fail to safe mechanisms installed also. - Issues. Nil observed - Actions taken: Nil - Systems and general observations: Excellent attitude to safety. Many improvements implemented historically. Robust H&S systems. Employ H&S Advisor, sighted tool box meeting minutes, H&S committee minutes; hazard register; hazard ID - employee feedback forms; accident register - near miss report relating to workplace transport. - Good attitude to H&S, H&S systems manual sighted - generic hazards addressed but has all procedures/policies required by law and is current. - Regular conversations with staff about H&S - not documented (recommended do so via diary notes). - Implemented competency assessment following recent bad experience with a poorly skilled employee. - No preventative maintenance program as such for equipment Accident records don't exist - has purchased new accident book (on being advised of visit) located with first aid kit. - Wasn't sure about serious harm - knew about it, but not what was required exactly etc. - Emergency procedures not regularly practiced and said that this had been discussed with the guys but not documented. Advised to put contact number etc. in an easy to find location and communicate with staff now rather than during an emergency trying to work out what to do and who to call.
	Hazards: cutting, sawing, entanglement, entrapment, electrical, General observation: tidy workshop. Variety of machinery in use. Visitors to workshop managed by way of chain across entrance way and signage. Handheld grinder – all guarding etc. in place, but advised

	will send fact sheet. ▪ Bench circular saw all ok – adjustable guard, riving knife. ▪ Issues: Lathe not guarded; Vertical Spindle moulder, bench mounted drop saw and Finisher all have some form of guarding but needs to be improved to be compliant. Advised improvement notices and will send fact sheets for all. Electrical equipment not tested and tagged – advised improvement notice for all issues. ▪ Action taken: improvement notice issued to assess all machinery in place of work to ensure no contact with dangerous/moving parts possible during operation.
	▪ Machinery.No SOP Guards in place for lathe chucks but not interlocked due to nature of the work, no written task analysis or methodology.
	▪ Vertical spindle moulder was purchased around 2 years ago- guard not fixed potential to access blade while machine is in operation- improvement notice issued. ▪ Test and tag was out of date improvement notice issued No reporting system in place for accidents, thought his wife had a book in the past but claimed there have been no accidents. Discussed the accident reporting system and his duty.
	▪ Very good compliance in general with H&S in the workplace. However Guarding of dangerous parts regarding machines on site could be better. ▪ Machine Issues: Capa Infield Conveyor -Covers missing - Improvement Notice, Froedge 450 Machine - Unguarded Belts ad Pulleys - Improvement Notice, White 4Sider- Guards not adequate - Improvement Notice, Docking Conveyor- Lower Guarding needs extending - Improvement Notice, Plank Conveyor Out-feeder- Missing Guard - Improvement Notice, Handrail guarding around site is missing mid-rail - Improvement Notice
	▪ Machine: Assessing machinery safety in the workplace. Including guards, ergonomics of work practice. ▪ Hazards: Unguarded Roller and Chain Fire-fighting equipment, fire extinguishers, tagged and in date, easily accessible. ▪ Emergency Response Procedure. Evacuation Plan in place, no emergency procedure plan in place. Bar one machine, the machinery safety overall was at a high standard with the employer understanding and implementing safe practices and procedures. Emergency procedure needs to be developed and implemented.
	▪ Machines: Hazards: Fixed Grinders and Handheld Grinders (shattering, trapping), Drill (puncturing), Welding (Burns, Arc Eye) ▪ General Observations: Small workplace, 9 staff 5 of whom work in the workshop - no formal paper-based hazard ID but general manager talked me through the practicalities of managing H&S in the business including how staff are trained and inducted. Was able to discuss hazards present in the workshop and controls in place before workshop inspection where I observed controls in place. ▪ Issues: Observed issues with distance between grinding wheel and fence, missing Perspex guarding. ▪ Actions Taken: Improvement notice on Grinders

	■ Machines: Hazards: Guillotines (Crushing/Cutting), Press Brake (Crushing/Cutting), Bench Grinder (Projectile/Trapping), Hack Saw (Cutting), Lathe (Projectile/Entanglement). ■ General Observations: Hazards being identified systematically. I was able to observe hazard register, task analysis and accident register. Electrical Tagging being done. Process for introducing new machinery to the workplace. Training and supervision being conducted. Trained first aiders on site. Lockout procedure in place to isolate energy sources when maintaining machinery. Discussed hierarchy of controls (Eliminate-Isolate-Minimise). There is a review process in place, as an external safety company carries out an audit. Issues: Press Brake has guarding at the back, but it is not interlocked. Guillotines have guarding at the front, but the back of the machines are exposed creating a potential trapping hazard. Bench Grinder has no guards and tool rest is too far from grinding wheel. Hack Saw has no guard. Lathe has no guard around the chuck. ■ Action Taken: Press Brake - Prohibition. Guillotines - Improvement Notice for 1 month. Bench Grinder - Prohibition. Hack Saw - Prohibition. Lathe - Improvement for 1 month.
	■ Machinery and Noise: Hazards: Bench Saw (Cutting), CNC Machine (Trapping/Cutting), Surface Planer (Cutting), Drop Saw (Cutting). ■ General Observation: Discussed hazard identification. Manager admitted that they are not identifying hazards systematically. Asked if they had an accident register. Advised that they did, but they can't find it. Informed them that I will do an improvement notice, and if the accident register is found I will strike the improvement notice. Discussed hierarchy of controls (Eliminate-Isolate-Minimise). Reasonable opportunity for employees to participate in health and safety through discussions. Training and supervision being carried out but not documented. Recommended that duty holder document training and supervision sessions. Informal process in place for introducing machinery to the work place. Recommended that formal process be implemented. Admission that no formal lockout procedure in place. Briefly discussed associated hazards (Airborne Contaminants and transport) No Noise survey has been conducted to determine levels of noise exposure. No Health monitoring being carried out to test hearing/lung function. Advised that assessment will focus on machine safety and noise, but recommended that action be taken with regards to airborne contamination and transport. Issues: Not identifying hazards systematically. No Lockout procedure in place. No accidents register in place. They have not determined the level of noise exposure that employees are exposed to. ■ Action Taken. Improvement - Identifying Hazards. Improvement - Accident Register. Improvement - Lockout procedures. Improvement - Conducting Noise Survey.
	■ Hazard: Bench Saws (Cutting), Drop Saws (Cutting), Laminator (Crushing/Heat), Oven (Heat), Vertical Panel Saw (Cutting), Mortisers (Cutting), Planning Machine (Cutting), Spindle Moulders (Cutting). ■ General Observations: Workplace does not have effective hazard identification procedures in place. Observed accident register. Discussed Hierarchy of controls (Eliminate-Isolate-Minimise). Lockout procedure in place, but not documented. Recommended that they document lockout procedure. Training and supervision being carried out, but not documented. Recommended that training of staff be

	documented. No system in place to monitor effectiveness of controls. ■ Issues: Hazard Identification methods not adequate. ■ Actions: Improvement notice to systematically identify hazards.
	■ General Observations: Regular assessment of environment for noise by competent person and ongoing health monitoring.
	■ Hazards: Noise has been identified as a hazard through walk thru surveys and staff issued PPE but no formal detailed assessment has been carried out by a competent person. ■ Action Taken: Improvement Notice to identify and manage noise as a hazard
	■ General Observations: Part of the packing process generated a noise hazard. Issues: Admission from duty holder that the problem had been recognised but no action had been taken to assess the hazard had taken place. No control measures were in place. ■ Actions Taken: Improvement Notice.
	■ General Observations: Part of the packing process generated a noise hazard. ■ Issues: Admission from duty holder that the problem had been recognised but no action had been taken to assess the hazard had taken place. No control measures were in place. ■ Actions Taken: Improvement Notice.
	■ Hazards: Noise from bacon slicer could cause NIHL. ■ General observations: Noise in factory is marginal. Staff are supplied with ear muffs but not required to wear. Manager will get noise assessment carried out to establish employee exposure over 8 hour period. ■ Issues: To check noise levels to establish if noise is a hazard.

NOISE

■ Observations: Part of the packing process generated a noise hazard. Issues: Admission from duty holder that the problem had been recognised but no action had been taken to assess the hazard had taken place. No control measures were in place. ■ Actions Taken: Improvement Notice. ■ Hazards: Noise from bacon slicer could cause NIHL. General observations: Noise in factory is marginal. Staff are supplied with ear muffs but not required to wear. Martin will get noise assessment carried out to establish employee exposure over 8 hour period. ■ Issues: To check noise levels to establish if noise is a hazard.
■ Hazards: Noise(Loss of Hearing) General observations: All staff wearing ear plugs/ ear muffs. Company carries out hearing monitoring on staff. ■ Issues: No apparent issues at time of assessment.
■ Hazards: ■ General Observations: Noise managed with PPE – no formal noise identification undertaken or health monitoring done. Employees exposed to one off bursts of noise – noise exposure not continuous across the day / shift.

- Issues: No formal identification of noise as a hazard – no noise test undertaken – PPE provided as the only control considered - Actions Taken: Improvement notice issued for system to identify and manage noise as a hazard.
- Hazards: General Observations: Not formally identified as a hazard – PPE provided but no formal assessment and measurement of noise has been undertaken. Factory expansion underway and decision has been made to separate noisy machinery in fabrication workshop from the build and install part of the premises (timetabled for the next month) which will eliminate some of the noise exposure. - Issues: No formal identification of noise as a hazard or health monitoring carried out. PPE provided as a minimisation control. - Has an effective procedure in place for identifying and assessing hazards along with a well-documented system of Identifying, monitoring and reviewing noise hazards. Audiology results sighted and hearing protection being used on site. - No health and safety issues found on site at time of assessment. - Pre-employment hearing tests done along with regular retesting and site testing which had just been completed the week before visit. Evidence of hearing protection sighted. - Issues: No issues observed on site at time of assessment.
- Hazards: high pitched cutting machines, saws, planers etc. - Plant and site had undergone an audio assessment by Acoustic Consultants. - General Observations: They have identified noise as a hazard, but no detailed noise survey has been conducted. Employee's hearing is also not being tested. Earplugs available to employees as well as ear muff. - Issues: No detailed noise survey has been conducted. - Employees' hearing is also not being tested. - Action Taken: Improvement notice to obtain detailed noise survey.
- General Observation: Workplace had process in place for identifying hazards and produced hazard register, accident register and hazard ID cards. Two Occupational Nurses on site. A detailed noise survey was conducted. HSE Manager did not have information. Will email me the survey. - Hearing protection optional! Noise level was above 85 dB must have controls in place. Have an Occupational Health nurse booked to come it to do a noise and dust survey and hearing and lung function tests. Discussed isolation controls - Haven't done monitoring, used to do hearing checks and lung function, stopped few years ago when business was struggling. Have a letter from Occupational health nurse and going to book in.

Workplace Transport	Hazard: LPG Forklift, 18 Overhead Gantry Cranes, Truck and Trailer Units, Side Loaders, EWP.
Fabricated Metal Product Manufacturing	General Observations: Moving to remote management of gantry cranes – undergoing process now – 8 to complete in next month. Chains all tagged including insulation stops used when material is being welded while held in place by the crane.
Primary Metal and Metal Product Manufacturing	- Forklift and Overhead Gantry Cranes - General Observations: Forklift old and showing wear and tear but no immediate hazards. Overhead Gantry Cranes regularly serviced including tagged and tested chains that are current.

Food Product Manufacturing Wood Product Manufacturing	- General Observations: LPG Forklift and Stand up Stacker in use in the warehouse area. Issues: Pallets of cans were stacked very high on racking and no segregation of foot traffic exists. Likelihood of serious injury if cans fall from height onto a person walking past. No hard hats worn. - Actions Taken: Discussion with duty holder. Improvement Notice
	- Hazards: Fork hoist. - General Observations: Trained operators claimed, but unable to provide evidence. - Actions Taken: Will provide information on requirements of Act and Regs.
	- Mobile Plant: 2 fork hoist. Hazards: Crushing, Trapping, Run over General observations: regular maintenance carried out. Approved operators only. - Issues: No apparent issues at time of assessment.
	- Hazards: Fork hoist (crushing) General Observations: Small hoist used occasionally, mainly as a lifting device. Maintained by owner. All specialist work carried out by qualified person. Issues: No one had a current fork hoist certificate. - Actions Taken: Improvement notice to ensure all persons who operate fork hoist have a valid fork hoist operator's certificate.
	- Mobile Plant - Hazards: Forklifts (1x electric internal use and 1x Diesel outdoor use) - General Observations Owner has thought about hazards associated with machinery – particularly diesel fumes and so has purchased accordingly for specific use. Drivers trained and use prestart checks. - No Issues
	- Fork hoist Hazards: Crushing, trapping, exhaust fumes, falling objects. - General observations: 3 approved operators on site. Regular maintenance carried out. Traffic management plan in place. Hoists only work in certain area. All other work carried out by pallet jacks.
	HAZARDS: Forklifts □OBSERVATIONS; Was shown forklift training records by branch manager, had observed it being used safely when entering site, site has designated walk ways and public access has been taken into account. Forklift is in good working order with evidence of seat belts being worn. Hazards identified using a BBS system, and by industry working group, hazard alerts
	Hazards: Fork lifts, delivery trucks, chip loaders, quad bikes for transport around site Observations: Looked at the training of staff

	that operates this equipment, and the contractor who come on site e.g. logging trucks and chip liners, discussed loading and unloading, and the controls around this, along with who is responsible for contractors' staff well on site. Talked about helmets for quad bikes and the requirements for seat belts to be worn where fitted to forklifts and other mobile plant. No issues found at time of assessment.
	▪ Hazards: Forklifts (Crushing), Mobile Elevating Work Platform (Fall From Height), T Lift (Crushing) General observations: Machine being maintained. Employees are being trained to operate mobile plant. Observed maintenance records. Observed daily check sheets. Observed licenses. Observed condition of forklifts. ▪ Issues. No issues, apart from safety signs that have been removed from MEWP due to 10 year service. Will be replaced.
	▪ Hazards: Forklifts (Crushing), Trucks (Crushing), Side Loaders (Crushing) General Observation: All operators are licensed to operate forklifts. Forklift being serviced. Stated that daily checks are being carried out on forklifts, but paperwork does not reflect that statement. Observed employee driving forklift without wearing seat belt. All forklift seats have a fail-safe in them (Can operate forklift without being seated). No traffic management system in place. No clear indication of truck direction when loading or off-loading. Large number of employees in storage and loading bay. Issues: No traffic management system in place. ▪ Action Taken: Improvement notice to implement traffic management plan.
	▪ Large forklifts now inside. Trucks access loading area. Have a booth that only allows authorised entry, they are planning on providing designated pedestrian areas and barriers where possible. Have speed limit signs of 10km around plant ▪ Forklifts are leased with external servicing. Regular checks by employees as part of job sheet
	▪ Hazards: gantry cranes, forklifts, delivery trucks, side loader, cherry pickers used on site. ▪ General observation: all operators trained via third party and have a competency assessment in-house to check skills (sighted). Expiry of licenses monitored via training matrix. Maintenance program for all mobile equipment (sighted). All forklifts battery. Daily checks/pre-use checks of all vehicles. All forklifts fitted with ROPS, seatbelts as per requirements. Observed forklifts and gantry cranes in use. No issues observed. Issues: None observed; however read report of recent near miss with delivery truck and pedestrian worker managed in-house by H&S committee (as per their procedures). Investigation identified excessive speed and narrow drive area and parked vehicles restricting vision. ▪ Corrective action: implemented and enforced

	site-wide speed limit. Made area of near miss 1-way. Driveway markings and stop/give way areas marked out on site inside and outside factory. Discussed at toolbox meeting. Entered in hazard register. ▪ Action taken: Nil required.
	▪ No forklifts on site; do sometimes drive van in to workshop to load up. Doors chained off, area clear, visibility good. Have identified in hazard register. Contractor induction in place. ▪ Accident and near miss reporting in place.

CLEAN AIR

▪ Hazard: Welding, Painting ▪ General Observations: Welding fumes appear to be managed by sensitivity to fumes unless welding steel with paint (where extraction is used) - no hazard identification appears to have been done around gas fumes.
▪ Hazards: Welding Gas, Paints including Isocyanate containing primers. ▪ General Observations: Welding undertaken in the workshop with roller doors continuously open and with Welding specific PPE provided, ceiling extraction fan in place - not sure of its effectiveness. Spray-booth outside - does not meet spray-coating standards but is only used for short sprays (20mins over 2 hr. period) - some Isocyanate containing primers used - full spray-coating PPE provided but no monitoring done to determine health impacts of exposure to toxic substances. ▪ Actions Taken: Improvement Notice to review systems around identification, and controls around airborne contaminants
▪ Hazards: Hot room, Cold room. ▪ General Observations: No contaminants identified but temperature variance noted as in issue to be noted in the Hazard ID procedure. - Issues: None ▪ Actions Taken: None
▪ Hazards: Wood dust produced during manufacturing process. - General Observations: Effective and efficient local extraction system in operation on machinery. - Issues: None. ▪ Actions Taken: None.
▪ Hazards: Dust from wood, - General Observations: Dust extraction system. Front and rear opening doors & ceiling fans. Sawdust cleaned away every morning before commencement of work. ▪ Issues: No apparent issues at time of assessment.
▪ Hazards: Wood dust. ▪ General Observations: Extremely clean workshop. Extraction in place on all machines in use. Mobile extraction used on machines that are not used all the time on an as used basis. Previously had spray booth but taken out of commission because compliance was too much trouble. ▪ No issues or action taken
▪ Hazards: Wood Dust ▪ General Observations: Extensive extraction provided – no wood dust in evidence across the workshop – all machines have extraction including hand tools.

▪ Hazards: Wood dust and shavings. General Observations: Extraction system in place. Issues: Extraction System appears to be struggling to cope with the amount of waste produced. ▪ Action Taken: Discussion with duty holder on maintenance of extract system to ensure it was providing adequate protection to employees.
▪ Hazards: Wood dust and shavings. General Observations: Extraction system in place. Issues: Extraction system was not connected to all portable machines which needed to be swapped in and out for connection. Action Taken: None Hazards: Dust particles from wood. General observations: Two dust extraction systems and large opening doors to extract and remove dust. Regular cleaning is also carried out. ▪ Issues: No apparent issues
▪ General Observations: One extraction system in place (located at one end of the bakery - Away from where mixing takes place). Did not recognise flour dust as a hazard. No masks being used. One employee has requested a mask, and was provided with one. No idea as to level of exposure. ▪ Issues: Not monitoring airborne contaminant exposure. ▪ Action Taken: Improvement notice to conduct air monitoring. (one month allowed)
▪ Hazards: Dust from wood General Observation: New dust extraction system in place. Stated that it is being serviced. Ventilation system in place. Stated that it is being serviced. Observed dust on the workshop floor, indicating that there is still a large amount of dust that is not going being collected by the dust extraction system. No monitoring around employee health. Issues: No monitoring being carried out around employee health. (Lung function test). Stated that employees hearing were tested in the past, but haven't done so recently. Recommended that hearing test also be carried out. ▪ Action Taken: Improvement notice to monitor employee's health.
▪ General Observation: New Dust extraction system in place. Stated that it is being serviced. Ventilation system in place. Stated that it is being serviced. Observed dust on the workshop floor, indicating that there is still a large amount of dust that is not going being collected by the dust extraction system. No monitoring around employee health. ▪ Issues: No monitoring being carried out around employee health. (Lung function test). Stated that employees hearing were tested in the past, but haven't done so recently. Recommended that hearing test also be carried out. ▪ Action Taken: Improvement notice to monitor employees' health.
▪ Employees handling fertiliser garden products with inadequate PPE. Nowhere near the level of protection that their own SDS advice. Discussed with one employee bagging product why he didn't wear gloves he said the disposable latex ones too difficult to work with - when raising this in office was shown other gloves they had but seems to be a missing link between employees. The same with hearing and respiratory protection it wasn't issued to each staff member but available if they chose to wear it. Some areas have a lot of dust must wear protection and to protect against biological hazards such as legionella. Notices will be issued regarding this
▪ Air is monitored 5 yearly Data logger monitors the mixing room continually and alarm sound when hazardous atmosphere is within 20% of LEL. ▪ Good ventilation with more in the pipeline

- workplace transport:
- Have extraction system in place, provide dust masks but leave it up to employee to wear them. Workshop was clean and tidy. Discussed identifying the hazard and working with employees to identify what machines create the most dust that would require additional protection. No monitoring of employees health
Corrective action: implemented and enforced site-wide speed limit. Made area of near miss 1-way. Driveway markings and stop/give way areas marked out on site inside and outside factory. Discussed at toolbox meeting. Entered in hazard register.
- Action taken. Nil required.