

RETAILERS SAFETY CHECKLIST

If you mark a NO box on the checklist, you have identified a hazard.

Next Step? Complete a Hazard Identification form and complete a risk assessment.

Organisation Name:

Date checklist completed:

Name of person who completed checklist:

SLIPS, TRIPS AND FALLS

Injuries due to slips, trips and falls account for nearly a quarter of workers injuries. You must make sure that your retail workplace is free of hazards that can cause an injury. You should involve your employees in completing this checklist.

Floors

Are floor surfaces free of water, ice, oil and other fluids? Yes No

Are floor surfaces even? (e.g. no loose tiles, torn carpet, no ridges or holes) Yes No

Are ramps designed to prevent slips and falls? Yes No

Housekeeping

Are walkways kept clear of boxes, stock, extension cords and litter? Yes No

Are spills cleaned up immediately? Yes No

Are the responsibilities for cleaning of floors and clearing of work areas and walkways clearly specified? Yes No

Stairs

Are stairways kept clear of boxes, stock, equipment and other obstructions? Yes No

Is the tread on stairs and escalators adequate to minimise slipping? Yes No

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Is the foot-space on each stair adequate? Yes No

Are hand-rails adequate? Yes No

Lighting

Are work areas, stock storerooms, walkways, stairs, lifts and escalators well lit? Yes No

Does the lighting enable workers to move between indoors and outside of the shop and to stock storerooms adequately? Yes No

Footwear

Is the footwear worn by workers suitable for the workplace and all tasks that your retail staff must undertake? Yes No

MANUAL HANDLING

Manual handling is a component of many retail tasks. It can involve lifting and carrying heavy stock items, repetitive movements such as operating a supermarket checkout, sedentary work such as operating a computer to conduct a stock take. Manual handling can be a major factor in workplace injuries. You should involve your employees in completing this checklist.

Work Tasks

Can all materials including stock be lifted and carried easily? Yes No

Are mechanical aids such as trolleys, trolley jacks, forklifts, pallet jacks available and used? Yes No

Are workers trained in manual handling techniques and in the use of mechanical aids? Yes No

Work Equipment

Are work benches at a comfortable height? Yes No

Are chair backs and seat heights adjustable? Yes No

Is office equipment (such as computers and screens, point of sale equipment) adjusted to avoid strain? Yes No

Are storage shelves organised to minimise stretching? Yes No

Are storage shelves organised to allow ease of access to most used stock? Yes No

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Work Organisation

- Is rotation of tasks used to avoid repetitive work? Yes No
- Is work planned to reduce periods of high and low demand? Yes No
- Are there sufficient rest breaks? Yes No

Work Area

- Is the workspace adequate to enable ease of movement? Yes No
- Are work items that are regularly used within easy reach? Yes No

Note: manual handling is not a hazard that can be eliminated. You'll need to control the risks from this hazard by redesigning work processes e.g. provide adequate breaks to cashiers to avoid repetitive strain. You'll also need to think about providing mechanical aids to move large stock items or bulk amounts of stock. Training in manual handling techniques is also an important control measure for retailers.

ELECTRICAL FITTINGS & EQUIPMENT

Electricity has a great potential to seriously injure and kill. You have a responsibility to ensure that electrical fittings and equipment in your workplace are safe, inspected and maintained. You should involve your employees in completing this checklist.

Electrical switchboards and Equipment

- Are switchboards, electrical equipment in a safe condition? Yes No
- Is portable electrical equipment such as microphones and speakers and point of sale equipment protected by safety switches? Yes No

Power Points, Light Fittings and Switches

- Are power points, light fittings and switches in a safe place and free of obvious defects? Yes No
- Are they mounted securely, are there any loose covers or wires, broken or damaged fittings or signs of overheating? Yes No
- Is the power properly connected to the point of sale equipment? Yes No
- Are extension leads and power boards located in a safe position to prevent mechanical or other Yes No

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damage?

Is electrical equipment isolated from elements such as water that can cause shock? Yes No

Is electrical equipment isolated from sharp items such as power tool blades and box cutters that can cause damage to cords which can cause shock? Yes No

Inspection and Maintenance of all Electrical Equipment

Are the electrical fittings and electrical equipment, including portable items such as power tools, amplifiers and point of sale equipment regularly inspected and maintained? Yes No

Electrical equipment and fittings should be repaired and maintained by a qualified person such as an electrician.

MACHINERY & EQUIPMENT

Machinery and equipment, known as plant, are major sources of hazards in the workplace. You must ensure that plant is safe, used properly and maintained in good repair. Retailers are diverse and some do use equipment that must be guarded e.g. key cutting equipment, slicing machines in delicatessens, electrical saws in hardware. Whatever the nature of your retail outlet, you should involve your employees in completing this checklist.

Safety Devices

Are machine guards in place on all operating equipment? Yes No

Are belts, pulleys and other rotating parts properly guarded? Yes No

Are emergency stop buttons and cut off switches visible and operational? Yes No

Work Areas

Is there adequate clearance space around machinery and equipment? Yes No

Are machinery and equipment areas kept clean? Yes No

Is ventilation appropriate and adequate for the work area? Yes No

Is noise reduced by mufflers, baffles or isolation of the machinery or equipment? Yes No

Are tools and equipment stored in their proper places? Yes No

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Safe Operation

Are workers trained to operate machinery safely? Yes No

Are workers supervised to ensure correct operating procedures are followed? Yes No

Is personal protective equipment provided to and worn by employees and maintained in good condition?(e.g. eyewear when cutting keys, hearing protection when cutting timber, appropriate clothing when working in cool rooms) Yes No

Is equipment regularly inspected for damage and wear and maintained in accordance with the manufacturer's instructions? Yes No

EMERGENCY PROCEDURES

As part of your responsibility to ensure the safety of people in your workplace, you are required to make arrangements for a safe and rapid evacuation in case of an emergency. This checklist will help you develop your emergency procedures and if you share your worksite with other businesses, you can use this checklist to co ordinate with them. You should involve you employees in completing this checklist.

Identification of Typical Emergencies

Have you identified emergencies that may require an evacuation of the working area? Yes No

For example, fire, explosion, chemical spills, bomb threat, flooding

Responsibility

Have you nominated a person/s to be responsible for managing the evacuation? Yes No

Signal to Evacuate

Have you identified what signals will be used to start the evacuation? Yes No

Have you identified where these signals will be located and used? Yes No

Is someone authorised to activate the signal? Yes No

Evacuation Procedure

Have you identified how people will evacuate from the workplace? (the shortest and most direct routes to safety that people should use, how people with disabilities would evacuate) Yes No

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Do you have an assembly point after evacuation? Yes No

Have you identified the checks that should be followed to ensure that everyone is accounted for? Yes No

Have you identified a signal that gives the 'all clear' to return, and nominated who will give it? Yes No

Re-entry

Have you established re-entry management procedures? Yes No

Display and Notification of Procedures

Are emergency procedures displayed in your workplace? Yes No

Are all employees aware of the emergency procedures? Yes No

HAZARDOUS SUBSTANCES

Many of the chemicals that are used in many work tasks are hazardous. This will be particularly true for those retailers who work in hairdressing and hardware outlets. You should involve you employees in completing this checklist. Complete one checklist for each hazardous substance that you use.

Identification of Use

What is the product used for and who uses it?

Labelling & Register

Is the substance clearly labelled? Yes No

Is there a material safety data sheet (MSDS) for this product and do we have a copy? Yes No

Has this substance been logged in the hazardous substances register? Is there a copy of the MSDS in the register? Yes No

Employee Information

Do the employees know about the material safety data sheets and do they have access to them? Yes No

Are employees consulted about using this product? Yes No

Are employees aware of any harmful effects? Yes No

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Are employees provided with the correct protective safety equipment?

Yes

No

Are employees trained in storage, use, disposal and emergency procedures?

Yes

No

First Aid

Does the workplace have appropriate first aid to deal with splashes or other incidents?

Yes

No