Australian Men's Shed Association
SHOULDER TO SHOULDER

Appendices 5

AMSA RECOMMENDED MEN'S SHED HEALTH & SAFETY AUDIT QUARTERLY CHECKLIST

GENERAL ITEMS	Please tick one	
	YES	NO
1. Are the owned premises you occupy and major equipment insured (contact AMSA for insurance options)		
2. Have you or do you intend to lease premises or equipment?		
3. Are the entrances and emergency exits clearly marked?		
1. Do you regularly practice (at least every six months) fire drills / emergency evacuation?		
2. Are there procedures for dealing with fire/bomb threat / explosion/flood?		
3. Are members trained in the above procedures?		
7. Do you have an WH&S manual that is out of date?		
8. If a member or organisation hires a room / centre, do you check on the hirer's Public Liability Insurance?		
9. Has your Men's Shed been required to sign any form of indemnity in relation to the delivery of its services, hire of property or equipment, use of contractors, etc.?		
EQUIPMENT		
10. Have operators of equipment been trained in their use?		
11. Do you consider human differences in height, strength, allergies, etc. when allocating work tasks?		
12. Is personal protective equipment (PPE) always used by members with instructions/policies e.g. gloves, safety glasses, aprons, helmets?		
13. Are hand tools such as knives, cooking tools, brushes, mops, hammers, saws, etc. kept in good order and replaced if they become faulty?		
14. Are hand tools such as knives, cooking tools, brushes, mops, hammers, saws, etc. checked monthly to ensure they are in good order?		
15. Are transport / special vehicles suited to the task and in a sound condition?		
16. Are ladders / steps used by volunteers – are they safe and sturdy and suited to the job?		
PEOPLE ISSUES		
17. Are members exposed to noise levels that interfere with normal speech level conversation?		
18. Is it possible that anyone working will be unable to hear alarms because of a disability or noise levels?		
19. Is noise protection equipment needed and available?		
20. For members whose disability is general knowledge, is adequate care taken to assist them? In instances where disabilities are be held private – is privacy respected?		

21. Are enough members available to ensure transportation and outings are conducted with safety?		
22. Is anyone subject to substantial vibrations from the work they do for periods longer than 5 minutes? - full body vibration? - hand / arm vibrating?		
23. Is anyone exposed to excessive radiation from the sun, welding, x-ray? Do they wear protective equipment?		
24. Is lighting adequate to perform tasks safely?		
25. Is any medication administered to members on a routine basis? (prescription or non prescription)		
OPERATIONAL ISSUES		
26. Has anyone been trained in First Aid and holds a current certificate?		
27. Do you ensure that no advice is given to members by other members on subjects where members are not properly trained e.g. counselling, finance/Investments, medication, legal issues, building modifications?		
28. Have any members been involved in situations where they have been threatened or subjected to physical or verbal abuse at the Shed or whilst participating in Shed activities?		
29. Have there been any previous recorded incidents of physical or verbal abuse to members?		
30. Have there been any major incidents / injuries or near misses in the past quarter?		
31. Do members wear suitable clothing and footwear while providing services?		
32. Have you a policy / plan for Emergency management?		
33. Do you practice emergency evacuations / drills?		
34. Is any workspace a confined space that has inadequate air comfort (temperature, movement of air?)		
35. Are handrails fitted to stairs that need to be climbed by members?		
36. Are safe work practices encouraged?		
37. Does anyone have to handle harmful substances such as poisons, flammables (normally shown on labels)?		
38. Are they trained and use suitable equipment to handle and store harmful substances safely?		
39. Does your Shed maintain a Register of First Aid, incidents with equipment and near misses?		
40. Are all containers properly labelled so that contents and doses are not mistaken?		
41. Do members have access to communications equipment and contact numbers for emergencies?		
42. Do member records show home contact numbers in order to receive emergency information (e.g. about contaminated food) ?		
43. Is air conditioning plant checked periodically for Legionellosis?		
44. Has vermin / insect traces been found in the premises – particularly kitchens and storage areas?		
45. Have qualified pest control services been applied?		

46. Has any member complained about the need for counselling or stress in relation to the Men's Shed?		
47. Does anyone have a need to work in very confined spaces, where any body movement is very difficult?		
48. Have any of the members been injured or almost injured (near miss) in connection with any activity provided by your Men's Shed? (please list in the space below) **Injuries/Near Misses**		