

industry, workplace and work activities from commonwealth, state and territory OHS agencies.

Identification strategy	When and how used	Tools
Workplace inspection	Routine basis: daily, weekly, monthly, quarterly. Visual checking and discussion with work colleagues by the manager and an employee	Checklist outlining all areas to be inspected within the workplace/site (sample below)
Job safety analysis	General observation of work practices during the course of the work or pre-arranged and conducted by Area Supervisors and work colleagues Each stage of the work practice is recorded and hazards and control measures identified within each stage. This ensures that the job is carried out in the safest manner possible.	Job analysis work statement to record the major steps in a job process, corresponding hazards within each step and control measures for each step. (sample below)
Plant and equipment safety check	These are pre-operational checks conducted by the person using the plant or equipment.	Checklist, eg amusement equipment checklist, vehicle checklists, electrical equipment checklists
Manual handling checks	Completed by the Area Manager/Supervisor and employees on tasks that contain manual handling. These checks are conducted on a scheduled basis; at least once per year is recommended.	Checklist to itemise manual handling movements
Review of workplace injury and illness	This is conducted by the Area Manager and the members of the organisations OHS consultation committee/representatives or management in general.	Accident reports, sick leave forms and Injury/illness register to record all details of injuries and illnesses that occur in the workplace
Investigation of incidents/accidents	An investigation is conducted by the area supervisor and another work colleague after an incident has occurred.	Accident reports, investigation documents to record all information pertaining to the incident/accident
Complaints/notification of hazards from employee, volunteers etc	These can occur at any time during work activities and anyone can make a complaint or notification.	Hazard report form to record the details of identified hazards
Feedback through consultation mechanisms	This occurs when work colleagues meet to discuss OHS issues.	Minutes of meetings