

KEEPING WORKERS ENGAGED

5/
MONITOR

Run a series of talking point sessions relating to different machine hazard topics. The following talking points are suggestions – please adapt and change the questions / topics based on the needs of your business.

Topic 1: Use of machinery – worker responsibilities

(Refer to the Best Practice Guidelines – Section 2.10)

Employers / Health & Safety representatives discuss with employees:

- > What are your responsibilities in terms of health and safety?
- > How can you keep yourself safe around machines?
- > What improvements could we make to the system of reporting faults or maintenance needs?

Topic 2: Identifying and assessing machinery hazards

(Refer to the Best Practice Guidelines – Sections 3 and 4)

Employers / Health & Safety representatives discuss with employees:

- > Who is best placed to identify hazards?
- > What things do we have that aren't machines but that might affect the use of machinery (eg chairs, heaters).
- > Which hazard identification methods work best for us?
- > What do our injury records show are the most common accidents?
- > What are the most significant hazard risks for us?
- > What is the best way to report and follow up on any accidents, injuries or near misses?

Topic 3: Buying or modifying machines

(Refer to the Best Practice Guidelines – Section 6)

Employers / Health & Safety representatives discuss with employees:

- > What do we want our machines to do?

- > What hazards need to be considered with a new or modified machine and how could we control those hazards?
- > What can we refer to so we get the best machine (Standards, Codes of Practice)? Does AS 4024 apply?

Topic 4: Machine guards

(Refer to the Best Practice Guidelines – Sections 7 - 9)

Employers / Health & Safety representatives discuss with employees:

- > Who can we ask to act as a competent person?
- > Do our guards meet the maximum gap size and minimum separation distance guides in the Safe use of machinery BPG?
- > Using the 'Choose the right guard' Flowchart what would be the best guarding option?
- > What stops staff from using guards – and how could we control for that?

Topic 5: Safe systems of work

(Refer to the Best Practice Guidelines – Section 10)

Employers / Health & Safety representatives discuss with employees:

- > How can everyone be involved when developing a safe system of work?
- > How are people trained in the safe system of work?
- > What are our safety procedures?
- > When were our systems last reviewed?
- > How will we involve the right people in reviewing the safe system of work?

For more information on monitoring the effectiveness of control measures see Section 8 of the Safe Use of Machinery BPG.