

Item	Task	Hazard	Objective	Actions completed / Existing WHS Controls	Comments / Ongoing Actions (Improve existing controls / implement new controls)
BYFORD - WORKPLACE SAFETY INSPECTION					
1.01	Facility - Change Room - Byford	No changeroom facilities in building/ emergency response	Create a private area for members to change when mobilising for an incident	Temporary Administrative Control: IN PROGRESS - Capital Project Members wishing to change in private can do so in the bathroom facilities (actions completed). Brigade Operating Procedure being reviewed and updated. Will include section on response/turnout gear.	Comment: Due to poor amenities/ lack of space and condition of the building, changerooms proposed to be part of Byford Enhancement Project (Engineered control). Concept design in development.
1.02	Facility Storage - Vehicle Parking - Byford	The light tanker parking arrangement, which encroached into the training room	Zero incidents resulting from current parking arrangement	Temporary Administrative Control: IN PROGRESS - Capital Project Vehicle is removed from facility on training nights or when the brigade is operating. Signage installed. Work instruction completed & issued 27/03/23 Communication regarding required practice occurring ongoing to existing and new members (including via inductions).	Comment: Due to poor amenities/ lack of space and condition of the building, upgrade required to eliminate risk (Engineered control). This is being considered through the Byford Enhancement Project. Concept design in development.
1.03	Facility Storage - Vehicle Parking - Byford	The proximity of fire response vehicles to roller doors, restricting movement around the vehicles	Zero incidents resulting from current parking arrangement	Temporary Administrative Control: IN PROGRESS - Capital Project Vehicle is removed from facility on training nights or when the brigade is operating. Signage installed. Work instruction completed & issued 27/03/23 Communication regarding required practice occurring ongoing to existing and new members (including via inductions).	Comment: As above
1.04	PPE - Lockers - Byford	The lack of lockers, resulting in PPEC being stored in limited space adjacent to the fire response vehicles	Zero loss of functioning PPE	Temporary Administrative Control: IN PROGRESS - Capital Project Procedure for care and storage of PPE reviewed and complete. Routine building inspections occurring by Shire WHS Officer to ensure PPE stowed safely.	Comment: Due to lack of space, installation of compliant storage containers to eliminate risk not currently achievable (Engineered control). To be considered for implementation through the Byford Enhancement Project. Concept design in development.
1.05	Station General Tidiness - Byford	Poor housekeeping practise	Workplace is clean and tidy and ready to go in an incident	Temporary Administrative Control: IN PROGRESS - Capital Project General declutter and disposal of items complete. Routine building inspections occurring by Shire WHS Officer, to ensure suitable housekeeping practices are being implemented by Brigade Captain.	Comment: This hazard partially caused by lack of available storage spaces to eliminate risk (Engineered control). Improved storage options to be considered for implementation through the Byford Enhancement Project. Concept design in development.
1.06	Facility -Mezzanine floor being utilised as a storage area - Byford	Poor housekeeping practise	Zero incidents resulting from mezzanine access	Isolation Control: COMPLETE Mezzanine access has been isolated, ladderphysically isolated, hoist removed and signage installed 23/03/23. Area no longer used and will be removed entirely in due course. Routine building inspections occurring to ensure ongoing compliance. Also relevant to Items 1.15; 1.16 and 1.17.	Comment: Nil
1.07	Fire Extinguisher/ emergency response - Byford	Poor housekeeping practise	Zero incidents resulting from shower access, Extinguishers ready emergency use	Elimination Control: COMPLETE The single shower facility, located next to the female toilet was obstructed by fire extinguishers. Obstruction has been removed via relocation of fire extinguishers.	Comment: Nil

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1.08	Emergency Exit - signage & diagrams - Byford	Emergency evacuation	Zero incidents resulting from emergency evacuation	Administrative Control: COMPLETE Emergency exit signage installed. Evacuation Diagrams complete and installed.	Comment: EMERGENCY ACCESS DOORS. This action not identified in original audit but will be addressed via Byford Enhancement Project.
1.09	Facility - Fluorescent tubes were exposed and not protected from impact damage by a cover. - Byford	Glass / Electrical Hazard	Zero incidents resulting from fluorescent tubes	Substitution Control: COMPLETE All fluros replaced with LED light batons	Comment: Nil
1.10	PPE - Some uniforms appeared blackened - Byford	Poor housekeeping practise	Zero loss of functioning PPE	Substitution and Administrative Controls: COMPLETE Uniforms requiring disposal complete. WHS inspection 13/03/23: PPE sighted and. some PPE is blackened, however to be expected as this brigade attends the most call outs. Procedure for care and storage of PPE reviewed. Captains to monitor and change PPE if it is contaminated in accordance with procedures. Training and induction of new members in required practices to occur ongoing.	Comment: Nil
1.11	Hazardous -Unlabelled chemical substances present in spray bottles - Byford	Poor Hazardous/ Dangerous Material Storage	Zero hazardous incidents	Elimination Control: COMPLETE All unlabelled or incorrectly labled chemicals removed from station.	Comment: NIL.
1.12	Hazardous - No material safety data sheets (MSDS) were observed to be present - Byford	Poor Hazardous/ Dangerous Material Storage	Zero hazardous incidents	Administrative Control: IN PROGRESS - Hazardous Substances Register Created and deployed to station. - SDS folder supplied - Hazardous materials Risk Assessment Created for all Chemicals	Comment: Hazardous Materials Awareness Training in development and to be made available to the Brigade Members. Currently being created to roll out with One Comm Training package. Brigade Captain to ensure that all chemicals on station have a current SDS and Risk Assessment in the Hazardous Chemical Register ESD to be notified if there are missing documentation so these can be supplied.
1.13	Hazardous - Flammable goods, flammable liquids not stored appropriately -- Byford	Poor Hazardous/ Dangerous Material Storage	Zero hazardous incidents	Administrative and Engineered Controls: IN PROGRESS Formalise procedure for hazardous substance storage Aerosols to be stored in Flammable Dangerous Goods Storage Cabinet	Comment: LPG cylinders are connected to consuming devices. To be monitored.

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1.14	Air Receiver - Byford	Presssure Vessell Explosion	Zero incidents resulting from operating light vehicle	Substitution Control: COMPLETE New air compressor installed.	Comment: Nil.
1.15	Facility -Mezzanine floor being utilised as a storage area - Byford	Undertaking servicing and repair activities	Zero incidents resulting from operating light vehicle	Isolation Control: COMPLETE Mezzanine access has been isolated, ladderphysically isolated, hoist removed and signage installed 23/03/23. Area no longer used and will be removed entirely in due course. Routine building inspections occurring to ensure ongoing compliance. Also relevant to Items 1.15; 1.16 and 1.17.	Comment: Nil
1.16	Equipment -Hoist which appeared intended for use in raising and lowering objects to the mezzanine floor - Byford	Falling load	Zero incidents resulting from falling loads	Elimination Control: COMPLETE Hoist removed.	Comment: Nil
1.17	Fall Risk - Ladder was observed with markings indicating it is intended for 'domestic' use - Byford	Falling from ladder	Effective response with no further incidents	Engineering / Isolation: - Removed non compliant ladder and purchased Compliant commercial Ladders to Australian Standards	Comment: Nil
1.18	Electrical - Missing electrical test tags were noted - Byford	Electrocution	Zero incidents resulting from electrical equipment usage	Administrative Control: COMPLETE Regular test and tagging now occurring as Brigade added to Shire's annual program/schedule.	Comment: Nil
1.19	Facility - Change Room - female toilet low light fitting poses an impact cut hazard s - Byford	Building Safety	Effective response with no further incidents	Substitution Control: COMPLETE The female toilet light fitting which posed an impact cut hazard if inadvertently struck has been replaced with a low profile LED fitting.	Comment: Further improvement to the toilet amenities to be considered through the Byford Brigade Enhancement Project. Concept Design in development.

Item	Task	Hazard	Objective	Actions completed / Existing WHS Controls	Comments / Ongoing Actions (Improve existing controls / implement new controls)
1.20	Falls Risk - No Ladder access points fitted to allow access to the external roof area	Roof Access	Effective response with no further incidents	Administrative Control: COMPLETE No unauthorised roof access signage installed. Volunteers prohibited from accessing roof, which has been communicated to current members and formalised in a Procedure.	Comment: Safe roof access system to be installed. This will be for ongoing maintenance and repair purposes - which are the responsibility of the Shire. Installation to occur by qualified contractors and rated to a minimum of 15KN. Any roof work/access to be completed prior to the installation of the system are to be undertaken using other safe work practices per relevant procedures/policies of the contractor.
1.21	Facility Storage - A community bus was observed to be stored at the site.	Safety	Safe storage of bus	NOTED - No further action required. Identified as a security hazard, not a work, health and safety hazard.	Comment: Nil
OAKFORD - WORKPLACE SAFETY INSPECTION					
2.01	Electrical - Festoon Lighting - Oakford	Electrocution	Zero incidents resulting from electrical equipment usage	Elimination Control: COMPLETE Festoon lights removed.	Comment: Nil
2.02	Electrical - Switch Board - Oakford	Electrocution	Zero incidents resulting from electrical equipment usage	Isolation and Substitution Controls: COMPLETE Ceramic Fuses isolated and circuits relaced with RCD's	Comment: Nil
2.03	Air Receiver - Oakford	Presssure Vessel Explosion	Zero incidents resulting from operating light vehicle	Substitution Control: COMPLETE Inspection completed 13/3/2023. Compressor installed.	Comment: Nil
2.04	Facility - Fluorescent tubes not protected from impact damage by a cover - Oakford	Glass / Electrical Hazard	Zero incidents resulting from fluororesent tubes	Substitution Control: COMPLETE Fluorescent tubes replaced with LED Batons and High BAY LED's	Comment: Nil
2.05	Fall Risk - Ladder was observed intended for 'domestic' use - Oakford	Falling from ladder	Effective response with no further incidents	Substitution Control: COMPLETE Replacement platform ladder provided.	Comment: Nil
2.06	Facility - Storage - Containers of Phos-Chek WD881 foam concentrate - Oakford	Poor Material Storage	Zero contaminate incidents	Isolation Control: COMPLETE Bunded Pallet supplied to the brigade.	Comment: Nil
2.07	Hazardous - No material safety data sheets (MSDS) were observed to be present - Oakford	Poor Hazardous/ Dangerous Material Storage	Zero hazardous incidents	Administration Control: IN PROGRESS - Hazardous Substances Register Created and deployed to station. - SDS folder supplied - Hazardous materials Risk Assessment Created for all Chemicals	Comment: Hazardous Materials Awareness Training in development and to be made available to the Brigade Members. Currently being created to roll out with One Comm Training package. Brigade Captain to ensure that all chemicals on station have a current SDS and Risk Assessment in the Hazardous Chemical Register ESD to be notified if there are missing documentation so these can be supplied.

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2.08	Equipment - Tyre Inflation - Sack Trolley - Oakford	Tyre Inflation cause explosion	Zero incidents resulting from tyre inflation	Elimination Control: COMPLETE Removed Sack Trolley and update housekeeping practises.	Comment: Nil
2.09	Equipment - Collar Tank Hoist - Oakford	Falling load	Zero incidents resulting from falling loads	Engineering Control: COMPLETE Hoist rated to 500 kilos. Data plate on winch.	Comment: Nil
2.10	Equipment - Emergency Generator (ABLE BGE6500) - Oakford	Incorrect Usage of generator indoors	Zero loss of functioning PPE	Engineering Control: COMPLETE Installed fitted exhaust outside of building	Comment: Nil
2.11	Equipment -Large Generator - Oakford	Incorrect Usage of generator and electrocution	Zero hazardous incidents	Isolation Control: COMPLETE Old Generator Decommissioned.	Comment: Nil
2.12	Falls Risk - Roof Access Points/Gutters - Oakford	Roof Access/ Fire Risk	Effective response with no further incidents	Administration Control: COMPLETE No unauthorised roof access signage installed. Volunteers prohibited from accessing roof, which has been communicated to current members and formalised in a Procedure.	Comment: Safe roof access system to be installed. This will be for ongoing maintenance and repair purposes - which are the responsibility of the Shire. Installation to occur by qualified contractors and rated to a minimum of 15KN. Any roof work/access to be completed prior to the installation of the system are to be undertaken using other safe work practices per relevant procedures/policies of the contractor.

MUNDIJONG - WORKPLACE SAFETY INSPECTION

3.01	PPE - Change Rooms - Mundijong	No changeroom facilities in building/ emergency response	Create a private area for members to change when mobilising for an incident	Isolation Control: COMPLETE Solid wall constructed to separate female/male changerooms	Comment: Nil
3.02	Facility -Mezzanine floor being utilised as a storage area - Mundijong	Poor housekeeping practise	Zero incidents resulting from mezzanine access	Isolation Controls: COMPLETE Mezzanine access has been isolated with access removed. Area no longer used. Routine building inspections occurring to ensure ongoing compliance by Brigade.	Comment: Nil
3.03	Station General Tidiness - Mundijong	Poor housekeeping practise	Zero incidents resulting from mezzanine access	Administrative Control: COMPLETE Chairs not to be stacked above 5ft. Signage installed - 'NO Chair Stacking over 1.5 metres' Lock up procedure ensuring housekeeping practise are being met completed Training and Induction on housekeeping practises occurring ongoing. Routine building inspections occurring to ensure ongoing compliance by Brigade.	Comment: Nil

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3.04	Emergency Exit - Signage - Mundijong	Emergency evacuation	Zero incidents resulting from emergency evacuation	Administrative Control: COMPLETE Emergency exit signage installed.	Comment: Nil
3.05	Fire Extinguisher/ emergency response - Mundijong	Poor housekeeping practise/ emergency response	Effective response with no further incidents	Elimination Control: COMPLETE Torch suspended from bracket has been removed, fire extinguisher replaced. Training and Induction on housekeeping practises ongoing.	Comment: Nil
3.06	Air Receiver - Mundijong	Pressure Vessel Explosion	Zero incidents resulting from operating light vehicle	Substitution Control: COMPLETE -New Hazard class D air compressor installed	Comment: Nil
3.07	Equipment - Gas Cylinder - Mundijong	Gas Explosion	Zero hazardous incidents	Elimination Control: COMPLETE There were several 9kg LPG cylinders observed to be stored inside and in the immediate vicinity of a potential ignition source (air compressor motor). These have been removed.	Comment: Nil
3.08	Hazardous - No material safety data sheets (MSDS) were observed to be present - Mundijong	Poor Hazardous/ Dangerous Material Storage	Zero hazardous incidents	Administration Control: IN PROGRESS - Hazardous Substances Register Created. - SDS Folder Supplied - Hazardous materials Risk Assessment Created for all Chemicals	Comment: Hazardous Materials Awareness Training in development and to be made available to the Brigade Members. Currently being created to roll out with One Comm Training package. Brigade Captain to ensure that all chemicals on station have a current SDS and Risk Assessment in the Hazardous Chemical Register ESD to be notified if there are missing documentation so these can be supplied.
3.09	Fall Risk - Ladder Defect - Mundijong	Falling from ladder	Zero climbing incidents	Substitution Control: COMPLETE A ladder was observed to be present with a damaged rung. This has been replaced with an industrail rated ladder.	Comment: Nil

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3.10	Station General Tidiness - Mundijong	Poor housekeeping practise	Workplace is clean and tidy and ready to go in an incident	Administration Control: COMPLETE -General declutter and removal of unnecessary items complete. Do not obstruct signage installed. -Routine building inspections ocuring by Shire WHS Officer, to ensure suitable housekeeping practices are being implemented by Brigade Captain.	Comment: Nil
3.11	Station General Tidiness - Mundijong	Poor housekeeping practise/ electrocution	Zero incidents resulting from electrocution	Administration Control: COMPLETE A helmet was observed to be hanging from an electrical charging cable, rather than being appropriately stored with other PPEC. Helmet returned to correct storage area.	Comment: Nil
3.12	Electrical - Equipment Storage /Incorrect appliance usage - Mundijong	Poor housekeeping practise/ electrocution	Zero incidents resulting from electrocution	Engineered Control: COMPLETE A charging cable was observed to be laying on the floor, rather than suspended by a cable hanger and identified as a trip hazard. Charging cable for ICV installed correctly and no further action required.	Comment: Nil
3.13	Emergency Response Vehicle Readiness - Mundijong	Poor vehicle inspection / emergency response	Vehicle ready mobilising for an incident	Administrative Control: COMPLETE A hose was observed in a front storage position on a light tanker. Hose removed and stowed correctly. No further action required.	Comment: Nil
3.14	Emergency Response Vehicle Readiness - Mundijong	Poor vehicle inspection / emergency response	Vehicle ready mobilising for an incident	Administrative Control: COMPLETE -Some vehicles were observed to be stored with bug splattered windscreens, reducing visibility. -Windscreens have been addressed and ongoing vehicle inspections by Brigades are occurring.	Comment: Nil
3.15	Emergency Response Vehicle Readiness - Mundijong	Lack of vehicle storage / emergency response	Effective response with no further incidents	Administration Control: IN PROGRESS - Guides for driving vehicles in/out of bays in place. - Vehicles reversed into the station using spotters	Comment: The vehicles are stored, by necessity, in close proximity to each other and roller doors. This lack of vehicle storage space reduces free access to the vehicles and increases the risk of personal injury, vehicular or facility damage. No immediate solution to this exists. New Oakford Fire Station and relocation of ESB will eliminate the risk.
3.16	Fire Extinguisher/ emergency response - Mundijong	Poor housekeeping practise	Extinguishers ready emergency use	Engineering Control: COMPLETE Relocation of fire extinguishers according to AS2 444 complete and obstructions removed.	Comment: Nil

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3.17	Trip Hazards - Mundijong	Poor housekeeping practise	Zero incidents resulting from trip hazard	Elimination Control: COMPLETE A carpet strip which a vehicle was parked on was observed to pose a trip hazard. This has been removed.	Comment: Nil
3.18	Fire Extinguisher/ emergency response - Mundijong	Poor housekeeping practise	Extinguishers ready emergency use	Elimination Control: COMPLETE Unsecured fire extinguishers addressed and installed according to AS2 444. No further action required.	Comment: Nil
3.19	Equipment -Engine Lifting Crane - Mundijong	Falling load	Zero incidents resulting from falling loads	Elimination Control: COMPLETE Lifting device removed.	Comment: Nil
3.20	Station General Tidiness - Mundijong	Poor housekeeping practise	Workplace is clean and tidy and ready to go in an incident	Administrative Control: COMPLETE Kitbags removed from service due to concerns about weight and potential manual handling issues were observed to be present. DFES contacted for clarification (DFES responsibility) and matter rectified.	Comment: Nil
3.21	Fire Extinguisher/ emergency response - Mundijong	Poor housekeeping practise	Extinguishers ready emergency use	Engineering/Isolate Control: COMPLETE Fire extinguishers observed to be installed at incorrect heights have been rectified and installed according to AS2 444. No further action required.	Comment: Nil
3.22	Equipment - Collar Tank Hoist - Mundijong	Falling load	Zero incidents resulting from falling loads	Substitution Control: COMPLETE Non-compliant 'Collar Tank Hoist' has been removed and replaced with frame.	Comment: Nil

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3.23	Falls Risk - Roof Access Points - Mundijong	Roof Access	Effective response with no further incidents	<p>Administrative Control: COMPLETE</p> <p>No unauthorised roof access signage installed.</p> <p>Volunteers prohibited from accessing roof, which has been communicated to current members and formalised in a BOP.</p>	<p>Comment: Safe roof access system to be installed. This will be for ongoing maintenance and repair purposes - which are the responsibility of the Shire). Installation to occur by qualified contractors and rated to a minimum of 15KN.</p> <p>Any roof work/access to be completed prior to the installation of the system are to be undertaken using other safe work practices per relevant procedures/policies of the contractor.</p>
3.24	Fall Risk - Air Conditioning - Mundijong	Station Maintenance/ Manual Task Injury	Effective response with no further incidents	<p>Administrative Control: COMPLETE</p> <p>Not a risk to the Brigades</p> <p>The facility has air conditioning units mounted at roof line height. Safe roof access systems are to be used during maintenance to reduce likelihood of injury during maintenance and repair works.</p>	<p>Comment: As above. Heights maintenance tasks are only to be carried out by trained and competent contractors using their own procedures</p>
3.25	Falls Risk - Radio Mast - Mundijong	Mast Access/Manual Task & Heights Injury	Effective response with no further incidents	<p>Engineering Controls: COMPLETE</p> <p>The facility has a radio mast present which has floodlights fitted to it. A report by a structural engineer has been completed and instructions that all works on Floodlights to be carried out by EWP communicated.</p> <p>No unauthorised roof access signage installed as above.</p>	<p>Comment: As above. Heights maintenance tasks are only to be carried out by trained and competent contractors using their own procedures</p>
3.26	Equipment - Gas Cylinder - Mundijong	Gas Explosion/ Fire Hazard	Zero hazardous incidents / fires	<p>Engineering Control: COMPLETE</p> <p>Fire hazard identified as a result of leaf and litter present in proximity to two x 45kg LPG cylinders and large BBQ.</p> <p>Exterior cylinders now secured with a chain and associated debris/leaves removed.</p>	<p>Comment: Nil</p>
3.27	Facility - Fluorescent tubes not protected from impact damage by a cover. - Mundijong	Glass / Electrical Hazard	Zero incidents resulting from fluorescent tubes	<p>Substitution Control: COMPLETE</p> <p>All fluros replaced with LED light batons and High Bay Lighting</p>	<p>Comment: Nil</p>

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SERPENTINE - WORKPLACE SAFETY INSPECTION					
4.01	Non Compliant Lifting Frame (Windmill) No displayed WLL	Falling Object/ Suspended Loads	Zero Incidents from Suspended Loads	Elimination Control: COMPLETE Lifting Device disabled and no longer in use.	Comment: Nil
4.02	Facility - Fluorescent tubes not protected from impact damage by a cover - Serpentine	Glass / Electrical Hazard	Zero incidents resulting from fluorescent tubes	Substitution Control: COMPLETE All fluorescent Tubes replaced with LED batons.	Comment: Nil
4.03	Hazardous - No material safety data sheets (SDS) were observed to be present - Serpentine	Poor Hazardous/ Dangerous Material Storage	Zero hazardous incidents	Administration Control: IN PROGRESS - Hazardous Substances Register Created. - SDS Folder Supplied - Hazardous materials Risk Assessment Created for all Chemicals	Comment: Hazardous Materials Awareness Training in development and to be made available to the Brigade Members. Currently being created to roll out with One Comm Training package. Brigade Captain to ensure that all chemicals on station have a current SDS and Risk Assessment in the Hazardous Chemical Register ESD to be notified if there are missing documentation so these can be supplied.
4.04	Hazardous -Unlabelled chemical substances in spray bottles - Serpentine	Poor Hazardous/ Dangerous Material Storage	Zero hazardous materials incidents	Elimination Control: COMPLETE Removed all Unlabelled and incorrectly labelled substances.	Comment: Nil
4.05	Fire Extinguisher/ emergency response - Serpentine	Poor housekeeping practise/ emergency response	Effective response with no further incidents	Elimination Control: COMPLETE Removed all incorrectly stored fire extinguishers.	Comment: Nil
4.06	Electrical - Missing electrical test tags were noted - Serpentine - Serpentine	Electrocution	Zero incidents resulting from electrical equipment usage	Engineering Control: COMPLETE Regular test and tagging now occurring as Brigade added to Shire's annual program/schedule.	Comment: Ongoing monitoring to ensure compliance is maintained
4.07	PPE - Lockers - Serpentine	The lack of lockers, resulting in PPEC being stored in limited space adjacent to the fire response vehicles	Zero loss of functioning PPE	Administrative and Engineered Controls: COMPLETE Procedure for care and storage of PPE reviewed and complete. PPE Storage area lined to reduce impact of dampair Routine building inspections occurring by Shire WHS Officer to ensure PPE stowed safely.	Comment: Availability of adequate storage for PPE to be addressed via the Serpentine Enhancement Project. Concept design in development.

Item	Task	Hazard	Objective	Actions completed / Existing WHS Controls	Comments / Ongoing Actions (Improve existing controls / implement new controls)
4.08	Equipment - Guillotine - no safety guard fitted Serpentine	"Poor Hazardous/ Dangerous Material Storage"	Zero hazardous incidents	Elimination Control: COMPLETE Guillotine has been removed.	Comment: Nil
4.09	Emergency Exit - Signage - Serpentine	Emergency evacuation	Zero incidents resulting from emergency evacuation	Administration Control: COMPLETE - Emergency Exit Signage Installed	Comment: Nil
4.10	Emergency Exit - diagrams - Serpentine	Emergency evacuation	Zero incidents resulting from emergency evacuation	Administration Control: COMPLETE - Emergency Evacuation Diagram installed	Comment: Nil
4.11	Emergency Exit - Door - Serpentine	Emergency evacuation	Zero incidents resulting from emergency evacuation	Engineering Control: COMPLETE - Check for compliance. - Exit door replaced with compliant door and hardware	Comment:
4.12	PPE - Change Rooms - Serpentine	No changeroom facilities in building/ emergency response	Create a private area for members to change when mobilising for an incident	Temporary Administrative Control: IN PROGRESS - Capital Project Members wishing to change in private can do so in the bathroom facilities. Members required to wear appropriate undergarments to station fro wearing undre their PPC	Comment: Due to poor amenities/ lack of space and condition of the building, changerooms proposed to be part of Serpentine Enhancement Project (Engineered control). Concept design in development. Brigade Comment: This admin action is differnt to what has been given to the brigade an induces safety hazard in itself. I would be looking for here if it is deemed needed by the shire that the residual risk is unchanged (major) from baseline. If this is not acceptable, need to consider interim solution (screens) for privacy as discussed with Leigh and Brian. If dont want to spend money, need to include a statement that the shire deems that risk to be low (brigade does not) and need to wait for full solution. This also needs a timeline attached to it. I would be marking it as red, not orange.
4.13	Station General Tidiness - Serpentine	Poor housekeeping practise	Workplace is clean and tidy and ready to go in an incident	Elimination Control: COMPLETE General declutter has occurred.	Comment: Ongoing monitoring to ensure station remains tidy is occurring.
4.14	Trip Hazards - Serpentine	Poor housekeeping practise	Zero incidents resulting from trip hazard	Administrative Control: COMPLETE - Grate has been painted Safety Yellow.	Comment: Nil

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4.15	Station General Tidiness - Serpentine	Poor housekeeping practise/ electrocution	Zero incidents resulting from electrocution	Substitution Control: COMPLETE - Cable has been removed and replaced with a retractable clothes line to be retracted when not in use.	Comment: Nil
4.16	Fire Extinguisher/ emergency response - Serpentine	Poor housekeeping practise	Extinguishers ready emergency use	Elimination Control: COMPLETE - All unsecured Fire Extinguishers have been removed from the station.	Comment: Nil
4.17	Facility / Shelving - Serpentine no Working Load Limit (WLL)	Poor housekeeping practise	Zero incidents resulting from trip hazard	Administration Control: IN PROGRESS - Structural Assessment Completed - Temporary WLL information applied to the shelving - Metal Plate to be installed on receipt	Comment: WLL Plates being fabricated, and once supplied will be installed. Brigade Comment: Not complete until installed
4.18	Facility - Storage - Containers of Phos-Chek WD881 foam concentrate - Serpentine	Poor Material Storage	Zero contaminate incidents	Engineering/Isolate Control: COMPLETE - Spill Pallet supplied to the station	Comment: Nil
4.19	Equipment - Gas Cylinder - Serpentine	Gas Explosion/ Fire Hazard	Zero hazardous incidents / fires	Engineering/Isolate Control: COMPLETE - All 9kg gas cylinders are fitted to consuming devices	Comment: Nil
4.20	Air Receiver - Serpentine	Presssure Vessell Explosion	Zero incidents resulting from operating light vehicle	Substitution Control: COMPLETE - Air Compressor Hazard Class C replaced with Hazard Class D unit which does not require registration.	Comment: Nil
4.21	Hazardous - Flammable goods, flammable liquids not stored appropriately - Serpentine	Poor Hazardous/ Dangerous Material Storage	Zero hazardous incidents	Engineering/Isolate Control: COMPLETE - Flammable Goods cabinet replaced with a larger unit to facilitate safe storage of flammable and combustible liquids	Comment: Nil
4.22	Falls Risk - No Ladder access points fitted to allow access to the external roof area - Serpentine	Roof Access	Effective response with no further incidents	Administration / Training Control: COMPLETE No unauthorised roof access signage installed. Volunteers prohibited from accessing roof, which has been communicated to current members	Comment: Safe roof access system to be installed. This will be for ongoing maintenance and repair purposes - which are the responsibility of the Shire). Installation to occur by qualified contractors and rated to a minimum of 15KN. To be formalised in the BOP Any roof work/access to be completed prior to the installation of the system are to be undertaken using other safe work practices per relevant procedures/policies of the contractor.

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KEYSBROOK - WORKPLACE SAFETY INSPECTION					
5.01	Falls Risk -Facility Maintenance- Keysbrook	Roof Access	Effective response with no further incidents	Administrative Control: COMPLETE No unauthorised roof access signage installed. Volunteers prohibited from accessing roof, which has been communicated to current members and formalised in a BOP.	Comment: Safe roof access system to be installed. This will be for ongoing maintenance and repair purposes - which are the responsibility of the Shire). Installation to occur by qualified contractors and rated to a minimum of 15KN. Any roof work/access to be completed prior to the installation of the system are to be undertaken using other safe work practices per relevant procedures/policies of the contractor.
5.02	Hazardous - Flammable goods, flammable liquids not stored appropriately - Keysbrook	Poor Hazardous/ Dangerous Material Storage	Zero hazardous incidents	Engineering Control: COMPLETE Flammable Goods Cabinet purchased and installed	Comment: Nil
5.03	Fire Extinguisher/ emergency response- Keysbrook	Poor housekeeping practise/ emergency response	Effective response with no further incidents	Elimination Control: COMPLETE A fire extinguisher was observed to be obstructed by a ladder and table. These have been removed/relocated.	Comment: Nil
5.04	Station General Tidiness- Keysbrook	Poor housekeeping practise	Workplace is clean and tidy and ready to go in an incident	Elimination Control: COMPLETE General declutter and disposal of unnecessary items completed.	Comment: Nil
5.05	Hazardous - No material safety data sheets (MSDS) were observed to be present - Keysbrook	Poor Hazardous/ Dangerous Material Storage	Zero hazardous incidents	Administration Control:IN PROGRESS - Hazardous Substances Register Created. - SDS Folder Supplied - Hazardous materials Risk Assessment Created for all Chemicals	Comment: Hazardous Materials Awareness Training in development and to be made available to the Brigade Members. Currently being created to roll out with One Comm Training package. Brigade Captain to ensure that all chemicals on station have a current SDS and Risk Assessment in the Hazardous Chemical Register ESD to be notified if there are missing documentation so these can be supplied.
5.06	Electrical - Festoon Lighting - Keysbrook	Electrocution	Zero incidents resulting from electrical equipment usage	Substitution Control: COMPLETE Festoon lights removed by Electrician.	Comment: Nil
5.07	Air Receiver - Keysbrook	Presssure Vessel Explosion	Zero incidents resulting from operating light vehicle	Substitution Control: COMPLETE - New Hazardous class D Air Compressor installed.	Comment: Nil
5.08	Air Receiver - Tyre Inflater - Keysbrook	Tyre Inflation cause explosion	Zero incidents resulting from tyre inflation	Administration Control: COMPLETE Unclear at time of audit whether type changing activities occurred on site, which should be undertaken by approved service personnel. Captains informed of approved service providers if required.	Comment: Nil
5.09	Facility Adequacy - Keysbrook	Non Compliant Room Size	Zero incidents	Substitution Control: COMPLETE Capacity of venue not adequate if all 30 members in attendance. Community Hall utilised when required.	Comment: Nil
5.10	Trip Hazards - Keysbrook	Poor housekeeping practise	Zero incidents resulting from trip hazard	Engineering Control: COMPLETE - Pipe has been modified to reduce the trip hazard	Comment: Nil

Item	Task	Hazard	Objective	Actions completed / Existing WHS Controls	Comments / Ongoing Actions (Improve existing controls / implement new controls)
JARRAHDALE - WORKPLACE SAFETY INSPECTION					
6.01	Facility Maintenance - Jarrahdale	Steps	Effective response with no further incidents	Administrative Control: COMPLETE - WHS Officer checked Building Code Australia (BCA), steps do not require a handrail. No further action required.	Comment: Nil
6.02	Emergency Exit - signage & diagrams - Jarrahdale	Emergency evacuation	Zero incidents resulting from emergency evacuation	Administrative Control: COMPLETE - Emergency Exit Signage Installed	Comment: Nil
6.03	Emergency Exit - diagrams - Jarrahdale	Emergency evacuation	Zero incidents resulting from emergency evacuation	Administrative Control: COMPLETE - Evacuation Diagram installed.	Comment: Nil
6.04	Emergency Exit - Door - Jarrahdale	Emergency evacuation	Zero incidents resulting from emergency evacuation	Substitution Control: COMPLETE Exit door replaced with compliant door and hardware	Comment: Nil
6.05	First Aid not adequate - Jarrahdale	Lack of First Aid Equipment	Zero incidents resulting from no first aid	Administration Control: COMPLETE - First Aid Kits installed and inspected as per the legislation.	Comment: Nil
6.06	Hazardous - Flammable goods, flammable liquids not stored appropriately - Jarrahdale	Poor Hazardous/ Dangerous Material Storage	Zero hazardous incidents	Engineering/isolate Control: COMPLETE - Hazardous Materials Stored Correctly - Excess LPG Cylinders removed from station - Chemicals in unlabelled containers removed - Flammable liquids stored appropriately	Comment: Ongoing monitoring to ensure compliance
6.07	Station General Tidiness - Jarrahdale	Poor housekeeping practise	Workplace is clean and tidy and ready to go in an incident	Elimination Control: COMPLETE - Area decluttered and cleaned up - Excess materials removed and disposed of from station	Comment: Ongoing monitoring to maintain compliance
6.08	Hazardous - No material safety data sheets (MSDS) were observed to be present - Jarrahdale	Poor Hazardous/ Dangerous Material Storage	Zero hazardous incidents	Administration Control: IN PROGRESS - Hazardous Substances Register Created. - SDS Folder Supplied - Hazardous materials Risk Assessment Created for all Chemicals	Comment: Hazardous Materials Awareness Training in development and to be made available to the Brigade Members. Currently being created to roll out with One Comm Training package. Brigade Captain to ensure that all chemicals on station have a current SDS and Risk Assessment in the Hazardous Chemical Register ESD to be notified if there are missing documentation so these can be supplied.
6.09	Facility / Shelving - Jarrahdale	Poor housekeeping practise	Zero incidents resulting from trip hazard	Engineering Control: IN PROGRESS - Structural Assessment Completed - Temporary WLL information applied to the shelving	Comment: WLL Plates being fabricated, and once supplied will be installed.

Item	Task	Hazard	Objective	Actions completed / Existing WHS Controls	Comments / Ongoing Actions (Improve existing controls / implement new controls)
6.10	Air Receiver - Jarrahdale	Presssure Vessell Explosion	Zero incidents resulting from operating light vehicle	Engineering and Administrative Control: COMPLETE - Air compressor inspection complete and deemed fit for purpose. - Registration with Worksafe in progress - Documentation to be filed appropriately once above completed.	Comment: Nil
6.11	Facility -Mezzanine floor being utilised as a storage area - Jarrahdale	Poor housekeeping practise	Zero incidents resulting from mezzanine access	Isolation / Administration Control: COMPLETE Mezzanine access has been isolated, ladder (and ladder access) removed and signage installed. Area no longer used.	Comment: Routine building inspections occurring to ensure ongoing compliance.
6.12	PPE - Lockers - Jarrahdale	The lack of lockers, resulting in PPEC being stored in limited space adjacent to the fire response vehicles	Zero loss of functioning PPE	Engineering Controls: COMPLETE - Updated storage racking installed and complete	Comment: Nil
6.13	Facility - Vehicle / Facility Maintenance - Jarrahdale	Water on floor around vehicles	Zero incidents resulting from slips and falls	Engineering/Isolate Control: COMPLETE - Water spills cleaned immediately - Roller door serviced. - Fire appliance serviced.	Comment: Installation of a spoon drain across the front of the engine bays being investigated.
6.14	Emergency Response Vehicle Readiness - Jarrahdale	Poor vehicle inspection / emergency response	Vehicle ready mobilising for an incident	Administration Control: COMPLETE -Some vehicles were observed to be stored with bug splattered windscreens, reducing visibility. -Windscreens have been addressed and ongoing vehicle inspections by Brigades are occurring.	Comment: Nil
6.15	Facility Maintenance / Fire hazard - Jarrahdale	Fire Risk	Zero incidents resulting from fire	Administration / Training Control: COMPLETE / ONGOING MONITORING - Gutters have been cleaned.	Comment: Ongoing monitoring required to maintain compliance
6.16	Falls Risk - No Ladder access points fitted to allow access to the external roof area - Jarrahdale	Roof Access	Effective response with no further incidents	Elimination Control: COMPLETE No unauthorised roof access signage installed. Volunteers prohibited from accessing roof, which has been communicated to current members and formalised in a BOP.	Comment: Safe roof access system to be installed. This will be for ongoing maitenance and repair purposes - which are the responsibilty of the Shire). Installation to occur by qualified contractors and rated to a minimum of 15KN. Any roof work/access to be completed prior to the installation of the system are to be undertaken using other safe work practices per relevant procedures/policies of the contractor.
6.17	Facility Maintenance / Fire hazard - Jarrahdale	Fire Risk	Zero incidents resulting from fire	Elimination Control: COMPLETE Identified fire hazards have been removed or relocated from verandah areas.	Comment: Ongoing monitoring to ensure compliance