

# A risk management checklist for tradies



	Yes	No
<b>Fire safety equipment</b>		
Do you have fire extinguishers or hose reels?	<input type="checkbox"/>	<input type="checkbox"/>
Is the annual servicing up-to-date? (Check the inspection tag on the extinguisher/hose reel)	<input type="checkbox"/>	<input type="checkbox"/>
Have you and your staff been trained to use fire extinguishers?	<input type="checkbox"/>	<input type="checkbox"/>
If you have a fire sprinkler system, is it serviced regularly?	<input type="checkbox"/>	<input type="checkbox"/>
If you have a fire alarm system, is it serviced regularly?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hot work fire safety</b>		
Do you have safety procedures for all hot work (e.g. welding, flame cutting, disc cutting)?	<input type="checkbox"/>	<input type="checkbox"/>
Have you got a Hot Work Permit?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Keeping your Tools Safe</b>		
Is your toolbox secured to your ute or van with round head bolts?	<input type="checkbox"/>	<input type="checkbox"/>
Have you padlocked your toolbox or shed with an ABUS Close Shackle Padlock?	<input type="checkbox"/>	<input type="checkbox"/>
Have you taken photos of your tools and receipts?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Electrical safety</b>		
Have you had an electrical safety check by a registered electrician in the last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an electrical installation Certificate of Periodic Verification?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Battery safety</b>		
Do you have a designated area for the safe battery charging with correct ventilation and safety checklist?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have staff members trained in battery charging?	<input type="checkbox"/>	<input type="checkbox"/>
Has your electric forklift or lift vehicle been inspected and serviced within the past 12 months?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Environmental best practice</b>		
Do you have safeguards to ensure wastewater is not discharged into stormwater drains?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have emergency 'spill control' safety kits?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have wastewater storage tanks for offsite recycling?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Security</b>		
Do you have an intruder alarm?	<input type="checkbox"/>	<input type="checkbox"/>
Has the intruder alarm been serviced recently?	<input type="checkbox"/>	<input type="checkbox"/>
Is the intruder alarm monitored by an external monitoring company?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have security patrols?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have security locks on doors?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have security locks on windows?	<input type="checkbox"/>	<input type="checkbox"/>
Are your valuable items and cash stored in a safe?	<input type="checkbox"/>	<input type="checkbox"/>

## Risk management programmes

	Yes	No
Do you have a housekeeping programme?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a building maintenance programme?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a smoking control programme?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a waste management programme?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a health and safety programme?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a business continuity plan?	<input type="checkbox"/>	<input type="checkbox"/>

\*These guidelines and self-assessment risk management checklist are of a general nature only. They are not intended to be a comprehensive list of all the risk management steps you should consider taking to reduce the risk of damage and financial loss, nor is it intended to be legal advice.