# Distilleries: Guide to Achieving Compliance

In 2022, WorkSafe’s inspectors around the state will be focussing on work health and safety compliance in:

* the construction industry
* the transport industry
* the distillery sector
* workplaces where engineered stone is worked or used (silica inspections).

Inspectors will be making both planned and unannounced visits to workplaces in distilleries to ensure that health and safety risks associated with this industry are being managed appropriately. Inspectors take an educative approach to compliance, particularly where employers and workers are making genuine attempts to comply with their obligations under the work health and safety laws.

In the distillery industry, this means increasing employers’ and workers’ awareness of the hazards involved in the manufacture, use and storage of class 3 alcohol-based products.

If you work in the distillery industry, this guide will help you achieve compliance and get ready for an inspection by a WorkSafe inspector.

For further resources to manage this and other health and safety resources in your workplace, go to [worksafe.tas.gov.au](http://www.worksafe.tas.gov.au) and search for ‘2022 inspectors’.

## Part 1: General Inspection

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| **Business Name:** |  | | **ABN/ACN:** | | |  | |
| **Business Contact:** |  | | **Contact Number:** | | |  | |
| **Address:** |  | | | | | | |
| **Workers compensation policy current?** | **Yes  No** | **Insurer:** | |  | | | |
| **Policy Number:** |  | | | | **Expiry Date:** | |  |

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| **General Environment** | | **Comments:** |
| Are slips trips and falls managed? | Yes  No  N/A |  |
| Is general storage adequate? | Yes  No  N/A |  |
| Are racks and shelves in good condition and appropriate for load? | Yes  No  N/A |  |
| Are work areas safe from protruding sharp edges or objects? | Yes  No  N/A |  |
| Is lighting suitable? | Yes  No  N/A |  |
| Is temperature and airflow adequate? | Yes  No  N/A |  |
| Is there a drug and alcohol policy? | Yes  No  N/A |  |
| Are hazardous manual tasks managed? | Yes  No  N/A |  |
| Is working at heights managed? | Yes  No  N/A |  |
| Are confined spaces managed?   * Identification * Entry into * Training provided * Permit system used | Yes  No  N/A |  |
| Is on-site traffic managed?   * Management plan * Signs * Walkways * Separation * Vehicle controls * Blind spots * Driver safe zones | Yes  No  N/A |  |
| Is noise managed? | Yes  No  N/A |  |
| Are electrical risks managed? | Yes  No  N/A |  |
| Is there an emergency plan in place? | Yes  No  N/A |  |
| Has an emergency exercise been conducted?   * Date of exercise | Yes  No  N/A |  |
| Are there suitable first aid supplies? | Yes  No  N/A |  |
| Is there suitable fire equipment available and serviced? | Yes  No  N/A |  |
| **Plant and Equipment** | | |
| Are ladders in good working order and industrial rated? | Yes  No  N/A |  |
| Is the risk of coming into contact with moving parts upon fixed plant and portable power tools managed? | Yes  No  N/A |  |
| Is all registerable plant registered? | Yes  No  N/A |  |
| Are there Standard Operating Procedures (SOP), operational instructions and/or warning signs? | Yes  No  N/A |  |
| Are stop/start switches clearly marked and in easy reach of an operator? | Yes  No  N/A |  |
| Are E-Stops clearly identified and fit for purpose? | Yes  No  N/A |  |
| Are all pipes labelled and in good condition? | Yes  No  N/A |  |
| Is there an isolation procedure in place? | Yes  No  N/A |  |
| Is there an inspection process in place for lifting equipment? | Yes  No  N/A |  |
| Is there evidence of training? | Yes  No  N/A |  |
| **Mobile Plant** | | |
| Do workers hold appropriate licences? | Yes  No  N/A |  |
| Are forklifts suitable to the environment they are working?  For example, internal: electric | Yes  No  N/A |  |
| Are pre-start inspections done? | Yes  No  N/A |  |

## Part 2: Hazardous materials inspection

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| **Hazardous Chemicals** | | **Comments:** |
| Is there a compliant chemical register for the site? | Yes  No  N/A |  |
| Are safety data sheets available to workers and no older than 5 years? | Yes  No  N/A |  |
| Do workers receive training and instruction on the safe use, handling, transport, and storage of all hazardous substances? | Yes  No  N/A |  |
| Is the correct personal protective equipment (PPE) used for the types of hazardous chemicals in use, according to their safety data sheet? | Yes  No  N/A |  |
| Do you store schedule 11 chemicals over the manifest quantity?  Must notify the regulator in the correct form  Must prepare a manifest in accordance with schedule 12 WHS regs   * 5000 L LPG * 2500 L greater than 70% ethanol * 10000 L less than 70% ethanol * or combination | Yes  No  N/A |  |
| Do you have a manifest of schedule 11 chemicals and is the manifest in a place determined in agreement with the primary emergency service organisation? | Yes  No  N/A |  |
| Do you store schedule 11 chemicals over the placard quantity?  Must display outer placard ‘HAZCHEM’ in and placards for each chemical store in accordance with Schedule 13 WHS regs  - 5000 L LPG  - 250 L greater than 70% ethanol  - 1000 L less than 70% ethanol  - or combination | Yes  No  N/A |  |
| Are placards displayed?  HAZCHEM at entrance to site  Australian Dangerous Goods Code transport placards at chemical storages | Yes  No  N/A |  |
| Are all hazardous chemical containers appropriately labelled? | Yes  No  N/A |  |
| Are incompatible substances appropriately stored and segregated according to their safety data sheet? | Yes  No  N/A |  |
| Is there adequate bunding? | Yes  No  N/A |  |
| Are flammable chemicals stored in flammable cabinets in locations that are not designed and designated as flammable storage areas? | Yes  No  N/A |  |
| Is ventilation implemented to prevent build-up of flammable atmosphere? | Yes  No  N/A |  |
| **Ignition Control** | | |
| Has a hazardous area assessment been completed by a competent person? | Yes  No  N/A |  |
| If no assessment has been completed by a competent person, have generic overlays from Australian Standards been applied?  See standard for specific overlays that apply to situation e.g.   * ZA.5.2.4 Package filling process * ZA.10.4 Batch-type processes   Typically up to 6 m laterally from source of release and 1 m vertically  WHS Regs 51 & 52 - AS\_NZS 60079.10.1\_2009 Explosive atmospheres Part 10.1 Classification of areas - Explosive Gas Atmospheres | Yes  No  N/A |  |
| Is there a hazardous area dossier which includes drawings of hazardous area zones?  Zone 0 - Flammable atmosphere continuously present, or present for long periods  Zone 1 - Flammable atmosphere likely to occur in Normal operation  Zone 2 - Flammable atmosphere not likely to occur and if it occurs will exist only for a short time | Yes  No  N/A |  |
| Is electrical equipment within hazardous areas intrinsically safe?  IECEX vs ATEX  Look for on name plate of equipment. Commonly identified with the following | Yes  No  N/A |  |
| Has maintenance on electrical equipment in hazardous area been done by an Electrical Equipment in Hazardous Areas (EEHA) trained electrician? | Yes  No  N/A |  |
| Are workers, contractors and visitors are aware of the hazardous areas? | Yes  No  N/A |  |
| Are hazardous areas clearly identified? | Yes  No  N/A |  |
| Are rules regarding no ignition sources are clearly identified and understood? | Yes  No  N/A |  |

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| **Dust** | | |
| Is the risk of dust explosion from grain storage managed?   * Hazardous area identified * Electrical equipment appropriately rated for hazardous area * Ignition control * Procedures for safely opening the silo * Entering the silo (confined space) * Working on the silo | Yes  No  N/A |  |
| Are the health hazards of grain dust recognised and managed? | Yes  No  N/A |  |

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| **Carbon Dioxide** | | |
| Has an assessment been completed for carbon dioxide in the localised atmosphere in fermentation areas? | Yes  No  N/A |  |
| Are carbon dioxide levels in the localised atmosphere monitored in fermentation areas? | Yes  No  N/A |  |
| Is ventilation adequate to ensure carbon dioxide does not accumulate? | Yes  No  N/A |  |
| **Gas Cylinders** | | |
| Are gas cylinders kept upright, secured, away from heat and ignition sources, and only transported in vehicle cabins with a vented compartment? | Yes  No  N/A |  |
| Are empty gas cylinders stored upright and secured in an area clearly marked ‘empty cylinders’? | Yes  No  N/A |  |
| **Waste Disposal** | | |
| Are hazardous chemicals disposed in accordance with the safety data sheet? | Yes No  N/A |  |