# 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 formMust 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 siteAustralian 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 verticallyWHS 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 periodsZone 1 - Flammable atmosphere likely to occur in Normal operationZone 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 ATEXLook 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 |  |