

## Workplace Inspection – Workshop

<b>College / Portfolio</b>					
<b>Location (identify building, level, rooms):</b>					
<b>Date of inspection</b>					
<b>Name of person(s) conducting inspection:</b>					
<b>No.</b>	<b>A. EMERGENCY HAZARDS</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments / Action required</b>
A1	Are emergency site plans displayed and oriented to their position?				
A2	Are all fire exits accessible, not blocked & uncluttered?				
A3	Is fire equipment accessible & unobstructed?				
A4	Are emergency exit lights functional?				
A5	Is fire equipment regularly serviced with tag attached and stamped within the last 6 months?				
<b>No.</b>	<b>B. FLOORS, AISLES , STAIRS &amp; LANDING HAZARDS</b>				
B1	Are all walkways free from cords, trip hazards and rubbish?				
B2	Are all entrances/exits and doorways kept clear?				
B3	Are all floors clean and not slippery?				
B4	Are slip resistant strips on edge (nosing) of steps in place?				
B5	Are handrails present and in good condition?				
B6	Are paths, corridors and floor coverings safe and in good state of repair?				
<b>No.</b>	<b>C. ELECTRICAL HAZARDS</b>				
C1	Are all power points, boards, and cords free of visible defects or overload?				
C2	Are power boards fitted with resettable overload current protection?				
C3	Are there an adequate number of power points? (No double adaptors or piggy back plugs)				
C4	Are electrical appliances (including any cords and attachments) free from visible defects?				
C5	Are electrical appliances tested and tagged? (Note the last test date)				
C6	Are power points and light switches in good working condition?				
<b>No.</b>	<b>D. PLANT &amp; EQUIPMENT</b>				
D1	Compressed air lines and fittings are in a satisfactory condition?				
D2	Hand tools well stored & maintained?				
D3	Plant & equipment guarding in place?				
D4	Operator controls labelled and protected / located so as to prevent inadvertent operation?				
D5	Any Lifting gear & equipment in good condition and tagged?				
D6	Area and floors around machines marked, clean and free of trip hazards?				

D7	Dust extraction provided and functioning on grinding/cutting/sanding tools?				
D8	Any grinder abrasive wheels undamaged / not worn, guards in place and in satisfactory condition?				
D9	Welding equipment handpiece and tips undamaged, flash back arrestors fitted, hoses free of damage?				
D10	Ladders fitted with rubber feet, non-skid strips on rungs, have an AS 1892 stamp/sticker and are in good condition?				
D11	Are emergency stops visible and easily accessible?				
<b>No.</b>	<b>E. PERSONAL PROTECTIVE EQUIPMENT (PPE)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments / Action required</b>
E1	Is the correct PPE made available, stored correctly and maintained in good condition?				
E2	Is there signage of PPE requirements for specific equipment and tasks?				
<b>No.</b>	<b>F. CHEMICAL MANAGEMENT</b>				
F1	Does the workshop have a complete and current SDS manifest of all its chemical and is it readily accessible?				
F2	Are chemicals stored according to compatibility?				
F3	Are hazardous liquids stored in bunding or spill trays and are these adequate to contain spill?				
F4	Are flammables, corrosives and oxidising substances stored in approved cabinets?				
F5	Are toxics stored in locked cabinets?				
F6	Are all chemical containers labelled correctly including those that have been decanted?				
<b>No.</b>	<b>G. GENERAL HAZARDS</b>				
G1	Is the lighting adequate for work being performed?				
G2	Are all work areas clean and tidy?				
G3	Are all windows/ doors in good working condition?				
G4	Is the air temperature appropriate for the workplace?				
G5	Is the air flow appropriate, and free of fumes or smells?				
G6	Is furniture in good condition?				
G7	Are ceilings in good condition and intact?				
G8	Suitable and sufficient facilities provided for storage?				
G9	Are all materials and equipment stored safely?				
<b>No.</b>	<b>H. OTHER HAZARDS</b>				
H1					
H2					
H3					