



# WORKSHOP INSPECTION CHECKLIST

<b>Inspection Team:</b>					
<b>Location / Room No.:</b>		<b>Supervisor:</b>		<b>Inspection Date:</b>	

NB: Boxes to be ticked as items are sighted (✓) or not present (✗), or otherwise **NA** indicates the item is not applicable to this workshop.

No.	Question	✓/✗/ NA	Corrective Actions	Responsible Person	Target Completion Date
<b>1</b>	<b>Induction and Training</b>				
1.1	Is there a register of inductions for this area?				
1.2	Is there a log book for training on specific equipment?				
<b>2</b>	<b>Placarding</b>				
2.1	Is there placarding on the entrance to the area showing safety symbols, PPCE requirements, storage precautions and hazards?				
<b>3</b>	<b>Emergency Procedures</b>				
3.1	Are all access and egress points clear of obstruction?				
3.2	Are there emergency procedures placarded?				
3.3	Are Emergency Exits clearly marked?				
3.4	Have designated building wardens been identified?				
<b>4</b>	<b>Safe Working</b>				
4.1	Are there written procedures: a) SWPs b) RAs c) SOPs?				
4.2	Are hazards and incidents reported (through UOW hazard/incident reporting system) and investigated?				
4.3	Is there an out of hours system/log book in use (security informed, doors locked)?				
4.4	Do people comply with the working alone policy?				
4.5	Is there dangerous clutter, (floor, walkways, cupboards)?				
<b>5</b>	<b>Ergonomics</b>				
5.1	Are all frequently used items within easy reach?				
5.2	Is the work area set-up to prevent undue twisting of the neck and trunk?				
5.3	Is there a chair of appropriate height provided at the work bench where sitting/standing work is performed?				
5.4	Can the worker get close to the workstation when seated?				
5.5	Is the seat and backrest height of the chair adjustable?				
<b>6</b>	<b>Manual Handling (MH)</b>				
6.1	Is there adequate space for all movements involved in the MH task: a) bench space for equipment				

No.	Question	✓/x/NA	Corrective Actions	Responsible Person	Target Completion Date
	b) leg space under bench?				
6.2	Are heavy/awkward objects stored between knee and shoulder height?				
6.3	Are correct MH techniques/equipment used for lifting heavy/awkward or unstable items?				
<b>7</b>	<b>Personal Protective Clothing &amp; Equipment (PPCE)</b>				
7.1	Are the Personal Protective Equipment (PPE) requirements for the workshop clearly displayed?				
7.2	Is PPCE used correctly by workers?				
7.3	Are personnel trained to use PPCE correctly?				
7.4	Is PPCE maintained and in good condition?				
7.5	Are the correct gloves being used for each task?				
<b>8</b>	<b>Plant &amp; Equipment</b>				
8.1	Is there a log book for use?				
8.2	Are there warning labels/safe operating procedures near equipment?				
8.3	There is adequate distance between machines/equipment?				
8.4	The emergency stop switch is accessible, clearly labeled and painted red?				
8.5	All machines have anti-start protection?				
8.6	Are e-tagging procedures carried out at appropriate times?				
8.7	Are residual current detectors in use for portable electrical equipment, if appropriate?				
8.8	Are machines adequately guarded or protected to prevent contact, entanglement or damage?				
8.9	Are welding screens used when performing welding tasks?				
8.10	Are there any sources of excessive noise in the immediate work area or from an external source?				
8.11	Does the workshop floor clearly outline safe walkways?				
8.12	Is the maintenance schedule for med-high risk equipment adhered to?				
8.13	Are maintenance records available?				
<b>9</b>	<b>Chemical Safety</b>				
9.1	Are MSDS easily accessible online via Chem Alert?				
9.2	Are paper copies of MSDS less than 5 years old?				
9.3	Is the OHS unit contacted when an MSDS is not available on Chem Alert?				
9.4	Does the area have an up-to-date inventory of its chemicals (via Chem Alert)?				
9.5	Are all containers labelled correctly?				
9.6	Are correct containers being used to store substances?				
9.7	Are hazardous substances stored according to Dangerous Goods class?				
9.8	Are flammables and corrosives stored in approved cabinets?				
9.9	Are any incompatible chemicals being stored together? (check with incompatibility report on Chem Alert)				

No.	Question	✓/x/ NA	Corrective Actions	Responsible Person	Target Completion Date
9.10	Is there bunding or spill trays for the storage of liquids?				
9.11	Are refrigerators suitably labeled (no food, no drink)?				
9.12	Are the refrigerators which are being used for storing flammable materials, flame proofed?				
9.13	Are people aware of hazardous waste disposal procedures: a) location of waste store b) dates of collection c) waste log procedure?				
9.14	Are cylinders secured upright to wall trolley or other permanent fixture by bracket or chain?				
9.15	Are gas cylinders stored according to class (refer to Chem Alert)?				
9.16	Are gas cylinders secured to purpose-built trolleys during transportation?				
<b>13</b>	<b>Emergency Equipment</b>				
13.1	Is the First Aid Kit accessible and serviced regularly (check certificate date)?				
13.2	Are the designated First Aid personnel identified?				
13.3	Are appropriate Spill kits available for the lab?				
13.4	Is a Fire blanket accessible?				
13.5	Are appropriate fire extinguishers visible and clear of obstructions?				
13.6	Have fire extinguishers/ equipment been service in previous 6 months?				
13.7	Is the Safety Shower accessible and tested regularly?				
13.8	Is the Eye wash hose accessible and tested regularly?				
<b>14</b>	<b>Floor/Lighting &amp; Ventilation</b>				
14.1	Is the floor kept clean, dry and free from slip & trip hazards?				
14.2	Is the area cleaned regularly?				
14.3	Is there adequate lighting and cross room ventilation for utilizing equipment?				

Other Comments :