



UNIVERSITY  
OF WOLLONGONG  
AUSTRALIA

**SAFE@WORK**

## WORKSHOP INSPECTION CHECKLIST

Inspection Team Members: \_\_\_

Workshop Room No: \_\_\_\_\_

Workshop Supervisor: \_\_\_\_\_

Inspection Date: \_\_\_\_\_

**Instructions:**

- Boxes to be marked ticked (✓) as items are sighted or with a cross(x) if not present. Otherwise NA indicates the item is not applicable to this laboratory. *Any question marked with a cross requires a corrective action.*
- Any corrective actions which cannot be immediately resolved are to be entered into the SafetyNet Hazard-Incident Report Form at the completion of the inspection to assess the risk and determine appropriate controls, responsibilities and time frames.
- If the corrective action is immediately completed please write “Completed” in the column with the heading “SAFETYNET REF.NO”.
- If a maintenance number has been identified please enter the BEIMS number in the column with the heading “SAFETYNET REF.NO”.

Criteria	✓	X	NA	Corrective Action	SafetyNet Ref. No.
<b>Work Environment</b>					
The general area is tidy and free of obstruction and mess.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Spaces between and under benches, cabinets and equipment are accessible for cleaning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Walkways/floor areas are clear of obstructions and trip hazards (e.g. electrical cords).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Floor surfaces/coverings are even, not slippery and are in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Stair treads are in good condition (no worn or broken treads).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Handrails present, secure, and in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Landings are clear of obstruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Lighting adequate and operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Temperature is comfortable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Area is free from odours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Noise level is acceptable or controlled to an adequate level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Ventilation is adequate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Hand basin or alternative means of decontaminating hands is available within the area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Facilities for the storage of outer garments and personal items are available outside the room.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Walkways/forklift areas are clearly marked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Signage</b>					
First aid signage is visible and contains details of first aid officers for the area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
An Emergency Evacuation Diagram (from FMD) is located in the near vicinity and is clearly displayed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Exit signs are in place and illuminated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Building warden signage is visible and contains details of building wardens for the area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Hazard/safety signage on entrance/s clearly visible and contains information including: <ul style="list-style-type: none"> <li>• Authorized access only</li> <li>• No food or drink</li> <li>• Type of chemicals</li> <li>• Lab supervisor details</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Emergency Requirements</b>					
Exit doors are marked, clearly visible and can be opened from inside (no pad-locks).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Exit corridors and stairwells are clear of obstructions (including outside of the building).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
A first aid kit is located in the near vicinity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Fire equipment (fire blanket, extinguisher, hose reel) is accessible and clear of obstruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Fire equipment (fire blanket, extinguisher, hose reel) have been inspected/tagged within the last 6 months.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Overhead sprinklers and detectors are clear of obstruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Safety shower and emergency eye wash station is functional and easily accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
'Experiments in Progress' are labeled with procedures outlining response in case of emergency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Electrical</b>					
Electrical equipment tested, tagged and in date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
All power leads, outlets and switches are in good condition (not broken).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Extension leads / power boards are used as designed (no temporary or makeshift leads/power boards, double adaptors, overloading).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Hazardous Manual Tasks</b>					
Frequently used items within easy reach between knee and shoulder height, heavy items stored at waist height.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Step ladders or stools are accessible to access items stored on high shelves if required and are in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Materials handling equipment available for heavy or awkward items and loads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Personal Protective Equipment</b>					
PPE is available and in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
PPE is stored appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Signage of PPE requirements displayed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Chemical</b>					
Chemicals stored in appropriate containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Containers are labelled correctly (e.g. not handwritten, label contains minimum chemical name and GHS pictogram).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Chemicals are stored according to compatibility. Compatibility chart is readily available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Dangerous goods cabinets are used and maintained in accordance with the relevant Australian Standard including: <ul style="list-style-type: none"> <li>• Self-closing and close fitting doors</li> <li>• Locking automatically (flammable)</li> <li>• Locking mechanism in 2 or more places (flammable/corrosive)</li> <li>• Self-releasing locking mechanism (oxidizing agents and organic peroxides)</li> <li>• Clearance from ignition/heat sources (flammable, oxidizing agents, organic peroxides)</li> <li>• Bunding</li> <li>• Ventilation</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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• Other specific requirements					
Maximum volumes of chemicals in laboratory inventory has been checked (and recorded) against ChemAlert stock holdings in the past 12 months	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
There is bunding or spill trays for the storage of hazardous liquids.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Spill kits are available and maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Refrigerators used to store flammable materials are intrinsically safe.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Refrigerators are suitably labeled (e.g. no food, no drink, no flammables, biohazard).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Segregated waste disposable containers are available and labelled correctly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Materials that are subject to spontaneous combustion, such as oily rags and paint rags, placed in approved oily waste cans that are emptied daily.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Compressed Gas</b>					
Compressed gas cylinder contents are appropriately identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Cylinders are secured appropriately by bracket or chain.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
All cylinders are at least 3m away from ignition sources, combustible material and are stored according to dangerous goods class with compatible gases.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Empty cylinders are separated from full cylinders and clearly labelled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Appropriate resources (eg. cylinder trolley) are available for transporting gas cylinders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
The regulator is appropriate for the gas being used (e.g. stainless steel for corrosive gases, brass for non-corrosive gases).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Gas lines are labelled and free of leaks, kinks, signs of wear & tear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Gas use is confined to areas with good local exhaust ventilation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Cylinders, pipes and valves are protected from mechanical damage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Cryogenics</b>					
Dewars < 25 L have handles and loose fitting lids.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Dewars > 25 L have wheels and pressure release valves.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Cryogen storage areas are appropriately ventilated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Wet Areas</b>					
Floor/area free from water and being wet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Drains (floors and sink ) clear and free flowing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Taps free from drips	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Plant &amp; Equipment</b>					
Area around plant clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Plant and equipment maintained and in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Plant cannot be operated/accessed when unattended	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Emergency stops are working.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Guarding on plant and equipment is in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Log book maintained for use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Warning labels/procedures on equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Welding screens maintained and in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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<b>Other Comments:</b>					