

## Workplace Inspection - Workshop

Managers / supervisors are responsible for ensuring that corrective actions are implemented within their area as per [Workplace Inspection procedures](#)

College / Portfolio	
Location (identify building, level, rooms):	
Date of inspection	

Name of person(s) conducting inspection:

Are there any actions/ issues from previous inspections requiring review?

No.	A. EMERGENCY HAZARDS	Yes	No	N/A	Comments / Action required
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	Has fire equipment been serviced within the last 6 months (check tag)?				
A6	Are appropriate spill kits stocked & accessible?				
A7	Is an emergency shower accessible and tested at least monthly?				
A8	Is first aid available within 5 minutes?				
A9	Are first aid kits appropriately stocked and up-to-date?				
No.	B. FLOORS, AISLES, STAIRS & LANDING HAZARDS				
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?				
B7	Are traffic areas clearly marked out to separate thoroughfares and work areas? (Vehicle / mobile equipment / pedestrians)				
No.	C. ELECTRICAL HAZARDS				
C1	Are power points, boards, cords and light switches free of visible defects or overload? (No double adaptors or piggy back plugs)				
C2	Are all electrical items used or stored in a safe manner e.g. not a risk of being tripped over or damaged / cut?				
C3	Are power boards fitted with resettable overload current protection? (reset button)				
C4	Are there an adequate number of power points? (No extensions or double adaptors)				

C5	Are electrical appliances free from visible damage and in good working order? (switches, buttons, casing)				
C6	Are all electrical items marked either "New to Service" or have been tested, tagged and in date?				
<b>No.</b>	<b>D. PLANT &amp; EQUIPMENT</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments / Action required</b>
D1	Compressed air lines and fittings are in a satisfactory condition?				
D2	Hand tools well stored & maintained?				
D3	Are safety guards in place on mechanical equipment where required?				
D4	Are pressure vessels or equipment registered with the Regulator and is inspection in date?				
D5	Operator controls labelled and protected / located so as to prevent inadvertent operation?				
D6	Lifting equipment in good condition, inspected and tagged?				
D7	Area and floors around machines marked, clean and free of trip hazards?				
D8	Dust extraction provided and functioning on grinding/cutting/sanding tools?				
D9	Any grinder abrasive wheels undamaged / not worn, guards in place and in satisfactory condition?				
D10	Welding equipment handpiece and tips undamaged, flash back arrestors fitted, hoses free of damage?				
D11	Ladders fitted with rubber feet, non-skid strips on rungs, have an AS 1892 stamp/sticker and are in good condition?				
D12	Are emergency stops visible and easily accessible?				
D13	Are displayed safe work procedures in date?				
<b>No.</b>	<b>E. SIGNAGE and PERSONAL PROTECTIVE EQUIPMENT (PPE)</b>				
E1	Is there placarding/ appropriate signage on the entrance to the workshop showing safety symbols, hazards contained within and PPE requirements?				
E2	Is the correct PPE made available, stored correctly and maintained in good condition?				
<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?				
F7	Is the room where chemicals are stored adequately ventilated?				
<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 flow appropriate, and free of fumes or smells?				
G5	Is furniture in good condition?				
G6	Is there adequate space for all movements involving manual handling tasks?				
G7	Is appropriate manual handling aid equipment provided e.g. step ladder, trolley?				
G8	Are ceilings in good condition and intact?				
G9	Suitable and sufficient facilities provided for storage?				
G10	Are all materials and equipment stored safely?				
<b>No.</b>	<b>H. HYGIENE - OUTSIDE THE WORKSHOP</b>				
H1	Are there clean and separate meals areas provided?				
H2	Is drinking water readily available?				
H3	Are there adequate washing and toilet facilities provided?				
<b>No.</b>	<b>I. OTHER HAZARDS</b>				
I1					
I2					
I3					