



UNIVERSITY OF WOLLONGONG
Workshop Safety Inspection Checklist

Area Assessed: _____

Date: ___/___/___ Assessor: _____ Assessor: _____

OH&S Inspections provide for a systemic assessment of the workplace and support essential elements of the University's safety system. The information provided by OH&S evaluations assist with the identification and assessment of hazards in the workplace; and the development of suitable programs and corrective actions.

This checklist serves as a guide for evaluation of the workshop environment. It is not intended to be comprehensive and not all elements need be assessed at one time. Any other potential hazards that are identified in specific areas may be added to this checklist as required. When looking for hazards you should consider the interaction between the work environment, plant equipment or substances, work practices and the individuals involved.

When working through the checklist you should provide a recommendation for corrective action where appropriate and indicate that the relevant steps have been taken to ensure that this is carried out.

Item	Response	Non Conformance <i>Provide Details</i>	Recommended Corrective Action	Individual responsible for ensuring corrective action is underway	Date Completed
1. Plant Safety					
1.1 Is floor space clear of objects/debris?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
1.2 Are safe operating procedures/warning signs clearly visible?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
1.3 Are machines adequately guarded/protected to prevent contact, entanglement or damage?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
1.4 Are the Personal Protective Equipment (PPE) requirements for the workshop clearly displayed?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
1.5 Are the Personal Protective Equipment (PPE) requirements followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No				

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1.6 Is the plant and equipment located in an appropriate location within the workshop? (ie: explosion proof etc)	<input type="checkbox"/> Yes <input type="checkbox"/> No				
1.7 Are lighting levels satisfactory operators to utilise equipment safely?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
1.8 Does the workshop floor clearly outline safe walkways?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
1.9 Is there a preventative maintenance program in place for plant or equipment in the workshop?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
1.10 Are there records of maintenance to plant & equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
1.11 Are residual current detectors in use for portable electrical equipment, if appropriate?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
1.12 Are there any sources of excessive noise in the immediate work area or from an external source?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
1.13 Are people appropriately trained in the use of plant and equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No				

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1.14 Are records of training held for appropriately trained people?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
2. Emergency Response					
2.1 Are all access and egress points clear of obstructions?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
2.2 Is emergency exit signage adequate?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
2.3 Is emergency exit signage functioning correctly?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
2.4 Are appropriate fire extinguishers visible?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
2.5 Are fire extinguishers clear of obstructions?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
2.6 Have fire extinguishers/ equipment been service in previous 6 months??	<input type="checkbox"/> Yes <input type="checkbox"/> No				
2.7 Is the Emergency Evacuation procedure clearly displayed ?	<input type="checkbox"/> Yes <input type="checkbox"/> No				

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2.8 Have designated building wardens been identified?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
2.9 Are first aid kits readily accessible?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
2.10 Are the designated First Aid personnel identified?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
2.11 Is the University Hazard Identification signage clearly displayed – shows hazards within the work area, precautionary measures required, workshop supervisor details and emergency contacts	<input type="checkbox"/> Yes <input type="checkbox"/> No				
3. Chemical Safety					
3.1 Is there a Hazardous Substance register for the workshop?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
3.2 Is the MSDS or other safety information available for all chemicals?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
3.3 Are chemicals labelled appropriately?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
3.4 Are chemicals stored correctly (ie: only with other compatible chemicals)?	<input type="checkbox"/> Yes <input type="checkbox"/> No				

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3.5 Are poisons or other drugs kept in locked storage?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
3.6 Is all shelving compatible with chemicals stored?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
3.7 Is there not more than one flammable liquid cabinet per 250m ² of floor space?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
3.8 Are flammable liquid cabinets at least 3 m away from ignition sources?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
3.9 Are all storage refrigerators spark proof?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
3.10 Is there security, restricted access to store areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
3.11 Is there appropriate secondary containment to prevent spread of major spills?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
3.12 Is personal protective equipment available for use?	<input type="checkbox"/> Yes <input type="checkbox"/> No				

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3.13 Are spill cleanup kits and decontamination material available where needed?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
3.14 Are there approved methods for disposal of all chemicals in the workshop?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
3.15 Are staff and students aware of procedures in place for use of chemicals in the workshop?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
3.16 Are gas cylinders segregated by Dangerous Goods class with correct separation distances?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
3.17 Are all gas cylinder securely chained and the valves safe?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
3.18 Are specialised trolleys available for moving gas cylinders?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
3.19 Are all cylinders at least 3 metres away from ignition sources?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
3.20 Are gas cylinders stored appropriately within the workshop?	<input type="checkbox"/> Yes <input type="checkbox"/> No				

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4. Welding Safety					
4.1 Are staff appropriately trained in performing welding tasks?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
4.2 Are students appropriately supervised by a competent person whilst welding?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
4.3 Are welding operators provided with the appropriate PPE for the task?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
4.4 Is there adequate ventilation for welding tasks?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
4.5 Are there appropriate warning signs in welding areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
4.6 Are welding screens used when performing welding tasks?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
5. General Safety					
5.1 Are dust/ventilation systems working adequately?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
5.2 Are electrical appliances correctly tagged?	<input type="checkbox"/> Yes <input type="checkbox"/> No				

