**WORKPLACE INSPECTION CHECKLIST TECHNICAL STUDIES / TRADE TRAINING**

*To be customised to suit specific site environment*

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| --- | --- | --- | --- | --- |
| Name of Worksite / Location: | Date: | | | |
| Area Inspected: | Inspected by: | | | |
| FIRE AND EMERGENCY | YES | NO | N/A | ACTION / COMMENTS |
| Firefighting equipment (extinguishers, blankets, hose reels) clearly visible and suitable signage in place? (distance visible from 20 m) |  |  |  |  |
| Is the access to the firefighting equipment (extinguishers, blankets, hose reels) unobstructed? (1 m square) |  |  |  |  |
| Firefighting equipment in place (extinguishers, blankets, hose reels), serviced within the last 6 months, tag stamped, correctly charged (fire extinguishers) & clearly marked for type of fire? |  |  |  |  |
| Sprinklers unobstructed? |  |  |  |  |
| Location of all emergency equipment including alarms, emergency shut off devices, showers, eye wash stations, spill kits etc. clearly visible and suitable signage in place? |  |  |  |  |
| Clear access is available to all emergency equipment, including alarms, emergency shutoff devices, showers, eye wash stations and spill kits etc.? |  |  |  |  |
| Are evacuation plans displayed? Are they current (within 5 year date)? Are fire extinguishers clearly marked on the evacuation plans? |  |  |  |  |
| Emergency lighting and exit signs functioning correctly? |  |  |  |  |
| Where a door is designated as an emergency exit, does it open outwards? If the answer is ‘No’ is there a device that enables the door to be held open? |  |  |  |  |
| Exit doors open easily from the inside, without a key? |  |  |  |  |
| Doors easily secured for lock-ins? (no key required) |  |  |  |  |
| Exits free from obstructions? (internally and externally) |  |  |  |  |
| Fire doors close properly? – (not chocked (wedged) open) |  |  |  |  |
| Emergency phone numbers clearly displayed? |  |  |  |  |
| Emergency warning system able to be clearly heard? |  |  |  |  |
| Floors free from defects, clear of leads, cables etc.? |  |  |  |  |
| Glass in door panels & other panels clearly marked? |  |  |  |  |
| FLOORS | YES | NO | N/A | ACTION / COMMENTS |
| Even surface – no holes? |  |  |  |  |
| Clear Access – all walkways, entries and exits kept clear of all trip hazards, with walkways a minimum 600 mm wide? |  |  |  |  |
| Free of rubbish, wood shavings, saw dust, oil, grease etc.? |  |  |  |  |
| ELECTRICAL | YES | NO | N/A | ACTION / COMMENTS |
| No cracked or broken switches? |  |  |  |  |
| All plug in type electrical equipment fitted with a current test & tag inspection tag? |  |  |  |  |
| No frayed or damaged leads? |  |  |  |  |
| All electrical cables tied or positioned as to prevent anyone  tripping over them? |  |  |  |  |
| Electrical tools and appliances in good condition? |  |  |  |  |
| No double adaptors or piggy back plugs in use? |  |  |  |  |
| Power boards, appliances etc. not suspended from leads? |  |  |  |  |
| No strained leads? |  |  |  |  |
| Electrical leads, tools, appliances etc. well clear of wet damp conditions? |  |  |  |  |
| Residual Current Devices (RCD’s) installed and used where required? |  |  |  |  |
| Electrical leads & extensions not exposed to risk of damage  from traffic, trolley’s sharp edges etc.? |  |  |  |  |
| Electrical cabinets’ secured and unobstructed access available? |  |  |  |  |
| SPRAY PAINTING | YES | NO | N/A | ACTION / COMMENTS |
| If spray painting or air brush painting is carried out, are approved spray booths used? |  |  |  |  |
| Are spray painting booths located away from any possible source of ignition? |  |  |  |  |
| Are lights and switches spark proof? |  |  |  |  |
| Is the spray booth regularly inspected e.g. filters, flow rates etc.? |  |  |  |  |
| GENERAL LIGHTING | YES | NO | N/A | ACTION / COMMENTS |
| Adequate lighting in place for activities conducted? |  |  |  |  |
| Light fittings clean & in good repair? |  |  |  |  |
| All light bulbs / fluorescent tubes working correctly? |  |  |  |  |
| Light covers in place where there is a potential for damage/injury? |  |  |  |  |

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| STORAGE, MANUAL HANDLING & HOUSEKEEPING | YES | NO | N/A | ACTION / COMMENTS |
| Work areas clean & tidy? |  |  |  |  |
| Sufficient waste containers and emptied regularly? |  |  |  |  |
| Materials & equipment stored safely e.g. heavy items at waist height? |  |  |  |  |
| Shelving – are free standing shelves and cupboards secured to ensure stability, and items stored at a suitable height and within shelving width? |  |  |  |  |
| Shelving is clearly labelled with weight ratings for each shelf? |  |  |  |  |
| Containers – are there suitable containers used for storage, and are they adequately labelled? |  |  |  |  |
| Manual Handling – are staff aware of precautions / techniques to take when lifting or moving objects? |  |  |  |  |
| Equipment is available to shift / move heavy, awkward items? |  |  |  |  |
| Storage areas uncluttered? |  |  |  |  |
| HAZARDOUS CHEMICALS | YES | NO | N/A | ACTION / COMMENTS |
| Chemicals are clearly labeled? |  |  |  |  |
| Hazardous substances/dangerous goods secured against unauthorised use? |  |  |  |  |
| Warning signs clear & legible? |  |  |  |  |
| Chemicals stored in designated storage areas? |  |  |  |  |
| Spill Kit available? |  |  |  |  |
| Safety Data Sheets (SDS’s) available for all hazardous  Substances? |  |  |  |  |
| Oily Rags –are stored in steel bins with tight fitting lids? |  |  |  |  |
| Training - is suitable training on the workplace given to staff and students? |  |  |  |  |
| Disposal – are there adequate disposal protocols for waste in liquid storage areas as per the SDS? |  |  |  |  |
| Is there sufficient number of designated vented cabinets for storage of hazardous chemicals? |  |  |  |  |
| GAS CYLINDERS | YES | NO | N/A | ACTION / COMMENTS |
| Are gas cylinders properly secured to prevent tipping? |  |  |  |  |
| Are the gas cylinders equipped with pressure regulator valves? |  |  |  |  |
| Are the cylinders within the expiry date shown? |  |  |  |  |

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| PERSONNEL PROTECTIVE EQUIPMENT (PPE) | YES | | NO | N/A | | ACTION / COMMENTS | |
| PPE is available and in use where required? |  | |  |  | |  | |
| PPE is correctly stored when not in use? |  | |  |  | |  | |
| PPE is clean & maintained in good condition? |  | |  |  | |  | |
| WORKSHOP AND MACHINERY | YES | | NO | N/A | | ACTION / COMMENTS | |
| Are the moving parts of all machinery and equipment guarded? |  | |  |  | |  | |
| Do machines have clearly marked (with 50 mm wide sunflower yellow safety boundaries)? |  | |  |  | |  | |
| Are emergency stops fitted where required and tested regularly? |  | |  |  | |  | |
| WORKSHOP MANAGEMENT AND PRACTICES | YES | | NO | N/A | | ACTION / COMMENTS | |
| Periodic Inspection – are all hand tools (including hand power and pneumatic tools) Inspected / maintained periodically for wear and tear, and is there a replacement procedure for damaged tools? Are appropriate guards fitted where required? |  | |  |  | |  | |
| Training – are students instructed in the correct use of all hand held tools and other equipment? |  | |  |  | |  | |
| Tools – are appropriate hand tools supplied for the job? |  | |  |  | |  | |
| Extraction Systems – is there an adequate system in place, tested / inspected regularly, and are dust / particles, disposed of regularly? |  | |  |  | |  | |
| Personnel Protective Equipment – Is the correct PPE provided, inspected, maintained and stored appropriately for all areas of the workshop? |  | |  |  | |  | |
| Switches – are all machine switches, emergency stop etc. in easy safe reach? |  | |  |  | |  | |
| Welding – does the following equipment comply with the requirements?   * Cylinders chained / secured? * Flammable / combustible materials removed / minimised? * Appropriate shielding and PPE available? * Equipment serviced and maintained regularly? |  | |  |  | |  | |
| Welding Shields – are adequate shields supplied and maintained? |  | |  |  | |  | |
| Safe Operating Procedures – have been developed / documented for all tasks carried out, and if applicable, attached to equipment (includes welding, hydraulic systems, air compressors and gas cylinders etc.) |  | |  |  | |  | |
| Authorisation – do only competent and authorised personnel use equipment? |  | |  |  | |  | |
| Maintenance – is there a procedure to report all machine / workshop problems? Is there a maintenance schedule? |  | |  |  | |  | |
| Machine Lock Out’s – are they fitted to prevent unauthorised usage (where required)? |  | |  |  | |  | |
| Licensing / Authorisation – is the student authorised to operate their respective machine? |  | |  |  | |  | |
| Step Ladders – are all steps / ladders maintained and on ladder register? |  | |  |  | |  | |
| Warning Signs – are metal ladders marked with warning signs not to use near electrical plant? |  | |  |  | |  | |
| HOISTS AND LIFTING EQUIPMENT | YES | | NO | NA | | ACTION / COMMENTS | |
| Authorisation – do only competent people use hoists? |  | |  |  | |  | |
| Limit Devices – do you have a limit devices on overhead hoists to stop hook travel at lowest and highest points of safe travel? |  | |  |  | |  | |
| Holding Devices – are there automatic stopping and holding devices on hoists to suspend elevated loads during interruptions to power? Are hoist marked with loading capacities? |  | |  |  | |  | |
| Clear Direction of Travel – do controls clearly show direction of travel? |  | |  |  | |  | |
| All equipment and accessories are regularly inspected, certified, maintained and registered? |  | |  |  | |  | |
| Packing – is packing used to prevent damage to lifting slings or loads? |  | |  |  | |  | |
| ROTATING DEVICES (Grinders / Linisher’s / Lathes) | YES | | NO | N/A | | ACTION / COMMENTS | |
| Emergency Stop – are emergency stop facilities fitted on spinning or rotating devices? |  | |  |  | |  | |
| Grinders – are work rests adequately adjusted to the wheel, and are guards fixed as per manufacturers recommendations? Are abrasive wheels “ring tested” before installation to ensure they are not fractured? (*Test each new grinding wheel prior to installation by suspending on a screwdriver, cord or similar, tap wheel lightly with a metal object – a clear ring should be heard)* |  | |  |  | |  | |
| Ventilation/Extraction – is there adequate particle extraction available and it is regularly maintained? |  | |  |  | |  | |
| Lighting – are only incandescent / LED globes used over lathes and other variable speed devices? (*Fluorescent tubes may make rotating parts appear to be standing still or rotating slowly through a strobe effect)* |  | |  |  | |  | |
| SECURITY | YES | | NO | N/A | | ACTION / COMMENTS | |
| Security lights functioning correctly? |  | |  |  | |  | |
| External doors and windows operate securely with ease? |  | |  |  | |  | |
| Locks to external doors & windows easy to operate? |  | |  |  | |  | |
| External self-closing doors shut fully? |  | |  |  | |  | |
| OTHER: | | | | | | | |
|  | | | | | | | |
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| CORRECTIVE ACTIONS | | | | | | | |
| Complete action plan below or use sites corrective action system to implement controls to eliminate or minimise the risk. | | | | | | | |
| List the corrective actions | | Priority  (H, M, L) | | | By Whom | | By When |
| 1. | |  | | |  | |  |
| 2. | |  | | |  | |  |
| 3. | |  | | |  | |  |