



Workshop Checklist

Building: _____ Inspected by: _____

School/Discipline: _____ Signature: _____

Location: _____ Date: _____

1. LAYOUT		6.5 Access to SHO information on noticeboards, Email and Web provided	Y / N / NA
1.1 Area is tidy and well kept	Y / N / NA		
1.2 Adequate storage area provided	Y / N / NA		
1.3 Floor is free of obstructions	Y / N / NA	7. MANUAL HANDLING	
1.4 Floor coverings in good condition	Y / N / NA	7.1 Operations are assessed using the Manual Handling Checklist	Y / N / NA
2. ENVIRONMENT		7.2 Often used items are within easy access, between knee and shoulder	Y / N / NA
2.1 Temperature is comfortable	Y / N / NA	7.3 Heavy items stored at waist height	Y / N / NA
2.2 Lighting is adequate	Y / N / NA	7.4 Step –ladders or –stools are used to access items stored on high shelves	Y / N / NA
2.3 Area is free from odours	Y / N / NA	7.5 Repetitive operations minimised	Y / N / NA
2.4 Noise level is acceptable	Y / N / NA	7.6 Regular rest breaks are taken	Y / N / NA
2.5 Ventilation is adequate	Y / N / NA	7.7 Trolleys are available and used to transport items	Y / N / NA
3. EMERGENCY PROCEDURES		8. ENVIRONMENTAL ISSUES	
3.1 Written procedures posted	Y / N / NA	8.1 Use of energy sources minimised - electricity, Gas and Water	Y / N / NA
3.2 Staff are aware of procedures and know emergency personnel	Y / N / NA	8.2 Paper, Toner and Comingle recycling Bins are provided	Y / N / NA
3.3 Staff are inducted and records kept	Y / N / NA	8.3 Electronic mail used when possible	Y / N / NA
3.4 Extinguisher of appropriate type is close by; ie, within 20 M	Y / N / NA	8.4 Double sided photocopying and printing used when possible	Y / N / NA
3.5 Tag on extinguisher has been checked in the last 6 months	Y / N / NA		
3.6 Visitor Emergency Guides are available (where required)	Y / N / NA	9. ELECTRICAL SAFETY	
3.7 Alarm can be heard in the area	Y / N / NA	9.1 Equipment has current test tags	Y / N / NA
3.8 Escape routes are in good order	Y / N / NA	9.2 Extension leads are used only for temporary power supply	Y / N / NA
3.9 Emergency and hazard signage is clearly visible	Y / N / NA	9.3 Powerboards used, not adaptors	Y / N / NA
4. FIRST AID FACILITIES		9.4 Power leads kept clear of floor	Y / N / NA
4.1 Location of kits is known to staff	Y / N / NA	9.5 Tags used on faulty equipment	Y / N / NA
4.2 Kits accessible within 5 minutes	Y / N / NA	* Assessment required for new staff or change of work area	
4.3 Kits have been checked 3 monthly	Y / N / NA		
4.4 Qualified first aiders available	Y / N / NA	10. GENERAL WORKSHOP	
4.5 Staff know first aid personnel	Y / N / NA	10.1 Risk assessments completed on workshop procedures	Y / N / NA
5. WORKSTATION ERGONOMICS		10.2 Staff trained in general Workshop procedures and Safe Work Practices	Y / N / NA
5.1 Workstation assessed using the keyboard workstation assessment	Y / N / NA	10.3 Warning and Safety signage is in place for High Risk tasks	Y / N / NA
6. GENERAL FACILITIES		10.4 Procedure, plant and equipment manuals are current and available	Y / N / NA
6.1 Washing facilities are adequate	Y / N / NA	10.5 Food and Drink not permitted	Y / N / NA
6.2 Lockers available for staff	Y / N / NA		
6.3 Cleaning of area is adequate	Y / N / NA		
6.4 Cleaning Chemicals labelled	Y / N / NA		



11. CHEMICAL ASPECTS		13. WASTE DISPOSAL	
11.1 Written procedures for chemical handling, storage and spillage in place	Y / N / NA	13.1 Written procedures for handling and disposing of waste are in place	Y / N / NA
11.2 Staff are aware of procedures	Y / N / NA	13.2 Staff are trained in procedures	Y / N / NA
11.3 Staff trained in chemical handling and are aware of chemical hazards	Y / N / NA	13.3 Waste containers are provided and labelled with Class Diamonds	Y / N / NA
11.4 current chemical Inventory and MSDSs available	Y / N / NA	13.4 Waste is segregated and stored appropriately away from drains	Y / N / NA
11.5 Spill kits are available and regularly maintained	Y / N / NA	13.5 Spill kits are available	Y / N / NA
		13.6 Waste is recycled where possible	Y / N / NA
11.6 Containers are labelled with chemical name and Class diamonds	Y / N / NA	13.7 Regular waste disposal is done to minimise waste on site	Y / N / NA
11.7 Chemicals are stored correctly, banded and segregated from all drains	Y / N / NA	13.8 Records of waste are kept	Y / N / NA
11.8 Gas cylinders secured adequately	Y / N / NA	13.9 Procedures in place for transport of waste across University grounds	Y / N / NA
11.9 Procedures in place for transport of chemicals across University grounds	Y / N / NA		
11.10 Documented risk assessments completed for Hazardous Substances	Y / N / NA	14. PAINTING	
		14.1 Spray painting operations comply with Victorian Regulations	Y / N / NA
12. PLANT / EQUIPMENT		14.2 Written procedures for spray painting are in place	Y / N / NA
12.1 Hazard assessments have been conducted on plant using the checklist	Y / N / NA	14.3 Ventilation is adequate for spray painting operations	Y / N / NA
12.2 Equipment left on after hours has contact and emergency details	Y / N / NA	14.4 Respiratory equipment is properly maintained and used as required	Y / N / NA
12.3 Procedures in place for plant use	Y / N / NA	14.5 Paint and thinner at minimum levels and stored appropriately	Y / N / NA
12.4 Staff Trained in safe plant use	Y / N / NA		

15. OTHER COMMENTS:

16. RECOMMENDATIONS:

Signature of Person Responsible: _____ Date of next Review: _____