

# 114-27 Safety Inspection Checklist

## Workshop & Yards

Extreme or high risk hazards identified must be controlled immediately. Other hazards and/or issues identified during the inspection must be corrected at the time or included in the action section. This checklist provides guidance only. It is not intended as a definitive list for the identification of all hazards.

<b>SITE:</b>	<b>DATE:</b>
<b>PERSON/S COMPLETING INSPECTION:</b>	

FIRE SAFETY AND EMERGENCY RESPONSE	OK	N/A	FIX	ACTION
Are safety rules, emergency information and evacuation routes prominently displayed? <i>e.g. an emergency plan</i>				
Is the fire alarm in working order and can the alarm be heard in this area?				
Is an approved first aid kit readily available and fully stocked?				
Is a resuscitation chart clearly visible?				
Are fire hoses/extinguishers in place, clearly marked and have they been serviced in the past 6 months?				
Is the area around hose/extinguisher clear for a 1 meter radius?				
Are fire exits signposted, unlocked, not blocked and can they be easily opened? Is emergency lighting operational?				
MANAGEMENT PROCEDURES	OK	N/A	FIX	ACTION
Are safe operating procedures displayed with all potentially hazardous equipment? E.g. Drill Press				
Is the following personal protective equipment available for personnel? <ul style="list-style-type: none"> <li>• Chemical goggles</li> <li>• Full face shield</li> <li>• Elbow-length impervious gloves</li> <li>• Appropriate respirator</li> <li>• Full length apron</li> <li>• Gloves (riggers, welders, specialist)</li> <li>• Ear Plugs</li> <li>• Safety Glasses – clear and dark</li> <li>• Hard Hat</li> <li>• Chaps</li> <li>• Welding Mask</li> </ul>				
WORKSHOP SHED	OK	N/A	FIX	ACTION
Is the area clean and tidy?				
Are floor surfaces non-slip, unbroken and maintained in a safe condition? <i>e.g. no oil or grease leaks/spills</i>				
Are steps/stairs/ramps in a safe condition with non-slip surface, and secure handrails where needed?				
Are doors, gates, locks and latches in good condition and working order?				
Is all furniture safe and in good condition?				
Are light fittings/fixtures and ceiling fans in good condition and working order?				
Is there adequate ventilation?				
Is the lighting adequate to work safely?				
Are walls and roofs safe and in good condition?				
Is registered plant (hoists, compressors, etc.) within it's statutory inspection time? <i>See sticker on hoists and large compressors</i>				
STORAGE	OK	N/A	FIX	ACTION
Is flammable material stored and handled in a safe manner?				
Are required resources such as tools and equipment stored correctly? <i>(e.g. on racks or shadow boards, separate from hazardous substances)</i>				
Are pallets are in good condition?				

Are free standing shelves/cupboards secured to wall/floor to ensure stability?				
Are materials stored in racks in a safe manner with the floor around racking clear of rubbish or obstacles?				
Is the racking in good condition? <i>no damaged uprights, beams etc.</i>				
Are storage areas labelled appropriately?				
Are rubbish and waste containers readily available and labelled appropriately?				
<b>HAZARDOUS SUBSTANCES</b>	<b>OK</b>	<b>N/A</b>	<b>FIX</b>	<b>ACTION</b>
Are incompatible substances stored away from each other? <i>e.g. herbicides stored away from insecticides and fungicides</i>				
Are banned substances or timbers present?				
Are current (within 5 years) safety data sheets readily available for hazardous substances?				
Are hazardous substances stored and labelled appropriately?				
Are spill control systems in place i.e. earth bunds, absorbing materials etc.?				
Are appropriate washing/dousing facilities available in the event of an accident with chemicals?				
Are no smoking signs displayed where chemicals are stored or prepared?				
Are gas bottles secured with chains?				
<b>ELECTRICAL</b>	<b>OK</b>	<b>N/A</b>	<b>FIX</b>	<b>ACTION</b>
Does electrical equipment have a current test tag? <i>i.e. within last 6 months</i>				
Does the area have Residual Current Device (RCD) protection? <i>Test it once a month</i>				
Is electrical equipment and portable power tools in good condition? <ul style="list-style-type: none"> <li>No broken plugs, sockets or switches</li> <li>No frayed or damaged leads</li> <li>No exposed wires</li> </ul>				
Are temporary leads adequately protected ( <i>e.g. covered</i> ) or hung?				
Do all power boards have an overload switch?				
<b>PLANT</b>	<b>OK</b>	<b>N/A</b>	<b>FIX</b>	<b>ACTION</b>
Are manuals and SOPs available for operating equipment and machinery?				
Are the moving parts of all machinery and equipment guarded in accordance with the regulations?				
Are all machines fitted with the appropriate safety signs?				
Are emergency stop buttons installed and readily accessible on all mobile plant and equipment or machinery?				
Have electrical isolation switches been installed and do they function correctly?				
<b>WORKSHOP YARD</b>	<b>OK</b>	<b>N/A</b>	<b>FIX</b>	<b>ACTION</b>
Are all pathways/walkways free of irregularities, obstacles or overhangs that can cause accidents?				
Is the ground surface free of pot holes and in good repair?				
Are fences and gates in good condition?				
Are star pickets guarded with appropriate capping?				
Are all outside benches, tables or other furniture in good condition?				
Is the yard clean of rubbish and unwanted materials? <i>E.g. old tyres or pallets</i>				
Are pallets stacked correctly? <i>i.e. stable, not leaning or overloaded</i>				
Are safety signs in place and in good condition? <i>E.g. speed limit, no entry, PPE requirements</i>				
Are shipping containers secured with storm/cyclone tie downs and are they in good condition?				
<b>TOILETS</b>	<b>OK</b>	<b>N/A</b>	<b>FIX</b>	<b>ACTION</b>
Are toilet facilities clean and in good condition?				
Are items available to maintain appropriate levels of hygiene?				
Are all sinks, drains and toilets operating in a satisfactory manner?				

GENERAL	OK	N/A	FIX	ACTION
Are welding screens available and in good condition?				
Are isolation valves readily accessible and clearly labelled?				
Are all vehicles and mobile equipment reverse parked?				
Are all trailers chocked?				
<b>Other Hazards:</b>				