



ENVIRONMENT, HEALTH & SAFETY WORKPLACE INSPECTION CHECKLIST

Workshop Areas

1. DIVISION/DEPARTMENT INFORMATION

DATE

Building: _____ Department: _____ Location: _____

2. INSPECTED BY

Supervisor: _____ OHS Management Rep: _____ Employee HSR: _____
NAME SIGNATURE NAME SIGNATURE NAME SIGNATURE

Personnel working in area who were involved in the inspection:

NAME NAME NAME NAME NAME

ELEMENT	Y	N	N/A	COMMENTS/HAZARDS	PERSON RESPONSIBLE	DATE BY:
1 Layout						
1.1 Area is tidy and well kept						
1.2 Adequate storage area provided						
1.3 Floor is free of obstructions						
1.4 Floor coverings in good condition						
2 Environment						
2.1 Temperature is comfortable						
2.2 Lighting is adequate						
2.3 Lighting covers and fittings are secure						
2.4 Area is free from odours						
2.5 Noise level is acceptable/adequately controlled (L)						
2.6 Ventilation is adequate						
3 Emergency Procedures						
3.1 Written procedures posted						
3.2 Fire Extinguisher of appropriate type easily accessible (L)						
3.3 Tag on extinguisher has been checked in the last						

ELEMENT	Y	N	N/A	COMMENTS/HAZARDS	PERSON RESPONSIBLE	DATE BY:
6 months (L)						
3.4 Visitor Emergency Guides are available at reception areas						
3.5 Alarm can be heard in the area (if applicable)						
3.6 Escape routes are clear (L)						
3.7 Emergency and hazard signage is clearly visible (L)						
4 First Aid Facilities						
4.1 Kits accessible within 5 minutes (L)						
4.2 Kits are stocked and contents are in-date (L)						
4.3 Names and contacts of first aiders displayed (L)						
5 General Facilities						
5.1 Washing facilities are clean and functional (L)						
5.2 Lockers or equivalent available for staff (L)						
5.3 Area is clean						
5.4 Chemicals are labeled (L)						
5.5 EHS posters and information are displayed (L)						
6 Manual Handling						
6.1 Frequently used items are within easy access between knee and shoulder (PL)						
6.2 Heavy items stored at waist height (PL)						
6.3 Stepladders or safe steps available to access items stored on high shelves (PL)						
6.4 Trolleys are available for heavy items and loads (PL)						
6.5 Standard Operating Procedures (SOPs) are available where applicable						
6.6 Personnel in inspection area are following applicable SOPs						
7 Environmental Issues						
7.1 Recycling posters and information displayed						
7.2 Paper, Toner and Commingle recycling bins are provided						
7.3 Notice to encourage double sided photocopying and printing is displayed						
8 Electrical Safety						
8.1 Portable equipment has current test tags						

ELEMENT		Y	N	N/A	COMMENTS/HAZARDS	PERSON RESPONSIBLE	DATE BY:
8.2	Power leads in good condition						
8.3	Power leads are off the floor or placed away from walkways						
8.4	Power boards used (not double adaptors)						
8.5	Faulty equipment is tagged out (L)						
8.6	Standard Operating Procedures (SOPs) are available where applicable						
8.7	Personnel in inspection area are following applicable SOPs						
9	General Workshop						
9.1	Warning and Safety signage in good condition						
9.2	Procedure, plant and equipment manuals are current and available						
9.3	Laboratory free of food and drink						
10	Chemical Aspects						
10.1	Chemical Inventory and MSDSs available (L)						
10.2	Spill kits are available and maintained (L)						
10.3	Containers are labeled with chemical name and Class diamonds (L)						
10.4	Chemicals are stored correctly, banded and segregated from all drains (L)						
10.5	Gas cylinders stored securely (L)						
10.6	Chemicals labeled (L)						
10.7	Standard Operating Procedures (SOPs) are available where applicable						
10.8	Personnel in inspection area are following applicable SOPs						
11	Plant/Equipment						
11.1	Area around plant clean						
11.2	Access to plant is clear						
11.3	Plant locked/can not be accessed when left unattended (L)						
11.4	Plant and equipment maintained and in good condition (L)						
11.5	Emergency stops are working (L)						
11.6	Plant guarding in place (L)						

ELEMENT		Y	N	N/A	COMMENTS/HAZARDS	PERSON RESPONSIBLE	DATE BY:
11.7	Standard Operating Procedures (SOPs) are available where applicable						
11.8	Personnel in inspection area are following applicable SOPs						
12	Waste Disposal						
12.1	Waste containers are provided and labeled with Class Diamonds (L)						
12.2	Waste is segregated and stored appropriately away from drains (L)						
12.3	Spill kits are available (L)						
12.4	Standard Operating Procedures (SOPs) are available where applicable						
12.5	Personnel in inspection area are following applicable SOPs						
13	Personal Protective Equipment						
13.1	Correctly stored						
13.2	Well maintained and in good condition						
13.3	Signage of PPE requirements displayed						
13.4	Required PPE available (L)						
13.5	Standard Operating Procedures (SOPs) are available where applicable						
13.6	Personnel in inspection area are following applicable SOPs						
14	Painting						
14.1	Ventilation is adequate for spray painting operations (L)						
14.2	Respiratory equipment is maintained						
14.3	Paint and thinners labeled (L)						
14.4	Paint and thinners stored correctly, banded and segregated from drains (L)						
14.5	Standard Operating Procedures (SOPs) are available where applicable						
14.6	Personnel in inspection area are following applicable SOPs						

KEY
(L): Legal requirement. There are specific legal requirements relevant to this inspection item.
(PL): Possible legal requirement. Refer to "Legal requirement" above.

OTHER COMMENTS

RECOMMENDATIONS

For use in conjunction with *Environment, Health & Safety Manual 13.1.New. EHS Workplace Inspection*. For further information, refer to http://www.pb.unimelb.edu.au/ehs/riskmanagement/wp_insp_cyclic_events.php3 or contact your EHS Adviser/Manager in the EHS Unit.