



THE UNIVERSITY OF
MELBOURNE

WORKSHOP INSPECTION CHECKLIST

FACULTY / DEPARTMENT INFORMATION

Date: _____

Building: _____ Department: _____ Location: _____

INSPECTED BY

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

INSPECTION						
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						
2.6 Ventilation is adequate						
3 EMERGENCY PROCEDURES						
3.1 Written procedures posted						
3.2 Extinguisher of appropriate type easily accessible						
3.3 Tag on extinguisher has been checked in the last 6 months						
3.4 Visitor Emergency Guides are available (where required)						
3.5 Alarm can be heard in the area (if applicable)						
3.6 Escape routes are clear						
3.7 Emergency and hazard signage is clearly visible						



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ELEMENT	Y	N	N/A	COMMENTS/HAZARDS	PERSON RESPONSIBLE	DATE BY:
4 FIRST AID FACILITIES						
4.1 Kits accessible within 5 minutes						
4.2 Kits are stocked and contents are in-date						
4.3 Names and contacts of first aiders displayed						
5 GENERAL FACILITIES						
5.1 Washing facilities are clean and functional						
5.2 Lockers or equivalent available for staff						
5.3 Area is clean						
5.4 EHS posters and information is displayed						
6 MANUAL HANDLING						
6.1 Frequently used items are within easy access between knee and shoulder						
6.2 Heavy items stored at waist height						
6.3 Stepladders or safe steps are available to access items stored on high shelves						
6.4 Trolleys are available for heavy items and loads						
7 ENVIRONMENTAL ISSUES						
7.1 Recycling posters and information displayed						
7.2 Paper, Toner and Comingle 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						
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						
9 GENERAL WORKSHOP						



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ELEMENT	Y	N	N/A	COMMENTS/HAZARDS	PERSON RESPONSIBLE	DATE BY:
9.1 Warning and safety signage in good condition						
9.2 Procedure, plant and equipment manuals are current and available						
9.3 Workshop free of food and drink						
10 CHEMICAL ASPECTS						
10.1 Chemical Inventory and MSDS available						
10.2 Spill kits are available and maintained						
10.3 Containers are labeled with chemical name and Class diamonds						
10.4 Chemicals are stored correctly, banded and segregated from all drains						
10.5 Gas cylinders stored securely						
10.6 Chemicals labelled						
11 PLANT AND EQUIPMENT						
11.1 Area around plant clean						
11.2 Access to plant is clear						
11.3 Safe working instructions displayed close to plant						
11.4 Plant locked/can not be accessed when left unattended						
11.5 Plant and equipment maintained and in good condition						
11.6 Emergency stops are working						
11.7 Plant guarding in place						
12 WASTE DISPOSAL						
12.1 Waste containers are provided and labeled with Class Diamonds						
12.2 Waste is segregated and stored appropriately away from drains						
12.3 Spill kits are available						

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