



WORKSHOP INSPECTION CHECKLIST – OHSE

The answer to all these questions should be ‘yes’ or N/A. If ‘no’ you should note the location and brief details and investigate the problem further to identify actions.

Areas inspected:

Inspected by

Date

HAZARD	YES, NO or N/A	COMMENTS (location & brief details)	RECOMMENDED CORRECTIVE ACTION (with person assigned)	TARGET COMPLETION DATE	COMPLETED (date & signature)
Space and Layout					
Is there enough space to move around safely?					
Is there enough space for storage of materials & equipment? (e.g., on shelves, cupboards, benches)					
Is there enough clear bench space to use materials & equipment safely?					
Are unauthorised people excluded from the workshop?					
Are all exits and passageways clear of obstructions? Do main aisles have a minimum of 36” of clear width?					
Are machine work areas clearly separated from aisles and walkways with floor lines?					
Are flooring materials in good condition, (i.e., not loose or lifting)?					
Housekeeping					
Are the floors in a safe condition? (e.g., no cracks, slippery or uneven patches, grease, etc).					
Are floors free of boxes, swarf, off-cuts & other trip hazards?					
Are surfaces clean? (including benches, shelves, equipment)					
Are there separate waste bins for: general waste, wood waste/dust, sharp waste? (e.g. glass, swarf, metal)					
Are bins emptied regularly,(i.e., not overflowing?					
Are aisles, exits, emergency eyewash, showers, fire extinguishers clear of obstructions?					
Ventilation					
Is there enough fresh air distribution (air exchanges per hour)?					
Is local exhaust ventilation (LEV) provided to remove vapours, fumes & particulate? (e.g. wood dust, welding or solder fumes)					

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Environment					
Is the room temperature comfortable during all seasons?					
Are windows in clean and safe condition?					
Are blinds fitted to reduce glare or temperature?					
Is lighting adequate in all areas? <i>(in working order, clean and free of flicker or glare)</i>					
Is task lighting provided for close work where needed (areas of low light or high glare)?					
Does emergency lighting work?					
Manual Handling					
Are stepladders or footstools available to reach high shelves?					
Are heavy & awkward items stored at waist height where possible?					
Has all overhead storage been minimized and stored materials been restrained from falling?					
Are trolleys or dollies available to move heavy items?					
Are trolleys or dollies in good working condition?					
Are storage racks and shelves in good condition?					
Washroom Facilities					
Are handwashing & drying facilities available in the workshop?					
Are toilets & washbasins clean & in working order?					
Kitchen/Eating Areas					
Are break & eating facilities separate from the work area?					
Are floors and surfaces clean and tidy?					
Are power points & cables a safe distance from wet areas?					
Emergency Equipment					
Are fire doors clearly marked?					
Are vision panels (i.e., windows) in doors unobstructed?					
Are fire extinguishers available and tested within 12 months?					
Are emergency eyewash/shower facilities available?					
Are emergency eyewash and shower tagged and tested monthly?					
Is the water for plumed-in eyewashes/showers tempered?					
Do single-use eyewash bottles have a valid date (i.e. not expired)?					
Are first aid kits, if available, clearly marked & kept stocked? <i>(check contents list inside)</i>					

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Emergency Procedures					
Shop occupants aware of numbers to call for first aid, spills and emergencies?					
Spill kits available and stocked, including spill pads, bags and spill response plan?					
If shop personnel work alone, is there a working alone plan in place?					
Chemical Storage & Inventory					
Are chemicals stored in appropriate cabinets and containers?					
Are chemicals labelled with WHMIS compliant labels?					
Are chemicals properly segregated by hazard class and compatibility?					
Is the chemical inventory available and updated within the past 12 months?					
Personal Protective Equipment (PPE)					
Is protective clothing available & in good condition?					
Is suitable eye protection available if needed? (e.g. face shield, goggles, safety glasses)					
Are suitable gloves available if needed? (against sharp objects, chemicals, heat or sparks etc.)					
Is respiratory protection available? (e.g., half face, full-face, respirators, N95)					
If respirators are used, are annual fit tests conducted and documented?					
Is suitable hearing protection available with Noise Reduction Rating? (e.g. muffs, plugs)					
Is all PPE stored in a clean, uncontaminated area?					
Is suitable PPE available for emergency use? (e.g. chemical spill kit/ pads or radioactive contamination)					
Reports, Records, Signage, Training					
Incidents & hazards reported following OHSE procedures (e.g. DIIR)?					
Access to SDS's available in the shop and up to date within 3 years?					
Safety and emergency procedures posted?					
Shop occupants completed appropriate training (e.g. WHMIS)?					
Furniture and Fittings					
Are furniture & fittings in good condition? (e.g. chairs, desks, stools, benches, shelving etc.)					
Are furnishings and machine tools over 42" high braced? (e.g. file cabinets, bookcases, drill presses)					
Is all shelving secured to wall?					

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Stairs, Ladders and Platforms					
Are ladders safe and in good condition?					
Are stair handrails fastened to the wall securely?					
Are stairwells clear of materials and equipment?					
Are stairs and handrails in good condition?					
Are ladders and stairs provided with anti-slip treads?					
Hand & Power Tools					
Are tools in good condition and receive regular maintenance?					
Are employees trained and educated on the safe use of each tool?					
Are employees trained on the correct and necessary types of PPE for each tool? (e.g. eye protection, respiratory)					
Are employees trained on the hazards associated with each tool? (e.g. electrical, physical, untied hair, loose clothing, etc.)					
Are employees trained on the safe transport and storage of power tools?					
Are machine guards in place and functioning as per manufacturer specifications? (e.g. fixed, enclosed, interlocking, barrier)					
Electrical hazards: Is a machine lockout and/or tag-out system in place to prevent unauthorized use of machines? (e.g. general, or when under repair)					
Hydraulic Power Tools & Jacks					
Is the fluid used an approved fire resistant fluid?					
Is the stop indicator button functioning? (e.g. hydraulic jack)					
Is the load limit visible and permanently marked on the jack?					
Are employees trained on the use and safe setup of the jack?					
Pneumatic Tools					
Are employees trained on the safe use of compressors and pneumatic tools?					
Are tools checked on every use that they are securely fastened to the air hose?					
Are eye, face and hearing protection readily available for use?					
Other Hazards/Notes					

