



WORKSHOP INSPECTION CHECKLIST

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/Ap	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? (<i>on shelves, cupboards, benches</i>)					
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, ie, not loose or lifting?					
Housekeeping					
Are floors in a safe condition? (<i>no cracks, slippery or uneven patches, grease, etc</i>)					
Are floors free of boxes, swarf, off-cuts & other trip hazards?					
Are surfaces clean? (<i>including benches, shelves, equipment</i>)					
Are there separate waste bins for : <ul style="list-style-type: none"> ▪ general waste? ▪ Wood waste/dust? ▪ sharps waste? (<i>e.g. glass, swarf, metal</i>) 					
Are bins emptied regularly, ie, not overflowing?					
Ventilation					
Is there enough fresh air, without drafts?					
Is local exhaust ventilation (LEV) provided to remove fumes & dust? (<i>e.g. wood dust, welding or solder fumes</i>)					
Environment					
Is the room temperature comfortable?					

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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 extra 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?					
Are hot and cold (or warm) running water, soap and drying facilities provided in the washroom?					
Kitchen/Eating Areas					
Are rest & eating facilities separate from the work area?					
Are floor and surfaces clean and tidy?					
Is drinking water available?					
Are power points & cables a safe distance from wet areas?					
Are microwave oven door seals clean & undamaged?					
Is the fridge clean & defrosted?					
Fire Safety					
Are fire exits and escape routes free of obstructions?					
Are fire doors clearly marked?					
Are vision panels (ie, windows) in doors unobstructed?					
Are fire extinguishers provided and tested within the last year? <i>(check last test date on label)</i>					
Are all fire extinguishers free from obstructions or blockage?					
Are workers trained to use fire extinguishers?					

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Is up-to-date Emergency Poster displayed in offices or corridors? <i>(http://www.uvic.ca/services/emergency/assets/docs/ep_poster.pdf)</i>					
Have Floor Emergency Coordinators been appointed and trained for this area?					
Is a designated smoking area located a safe distance from shops and any combustible materials?					
Is spark proof equipment available if necessary?					
First Aid					
Are first aid kits clearly marked & kept fully stocked? (check contents list inside)					
Are blank copies of the Incident and Accident Report Form available at all times?					
Are emergency eyewash/showers available and functional?					
Is the water for plumbed in eyewashes/showers tempered?					
Do single –use eyewash bottles have a valid date (ie, not expired)?					
Personal Protective Equipment (PPE)					
Is protective clothing available & in good condition?					
Is suitable eye protection available if needed? <i>(e.g. face shield; goggles; safety glasses)</i>					
Are suitable gloves available if needed? <i>(against sharp objects, chemicals, heat or sparks etc)</i>					
Is suitable respiratory protection available if needed? <i>(e.g. respirators; powered-air purifying respirators)</i>					
Is suitable hearing protection available, if needed?					
Is all PPE stored in a clean, uncontaminated area?					
Is suitable PPE available for emergency use? <i>(e.g. chemical spillages or radioactive contamination)</i>					
Furniture and Fittings					
Are furniture & fittings in good condition? <i>(e.g. chairs, desks, stools, benches, shelving etc.)</i>					
Seismic Bracing					
Are furnishings and machine tools over 42" high braced? (e.g., file cabinets, bookcases, drill presses)					
Is all shelving secured?					
Stairs, Ladders and Platforms					
Are ladders safe and in good condition?					
Are stair handrails fastened to the wall securely?					

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Are stairwells clear of materials and equipment?					
Are stairs and handrails in good condition?					
Are ladders and stairs provided with anti-slip treads?					
Other Hazards/Notes					

