This checklist can be customised to suit your site’s individual work environment and is suitable for all sectors.

|  |  |
| --- | --- |
| **Name of Site Location:** | **Date:** |
| **Area Inspected:** | **Inspected by:** |

1. **Plant and Equipment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inspection item** | **Yes** | **No** | **N/A** | **Corrective Action Required** |
| Does the plant have guarding fitted? |  |  |  |  |
| Can the guarding only be removed with the aid of a tool? *(must require the use of a spanner, allen key etc to access, no wing nuts or plastic knobs are allowed)* |  |  |  |  |
| Emergency stops clearly defined and accessible to all persons using the plant? *(must be coloured red, labelled “emergency stop” and accessible if a person was entangled/trapped)* |  |  |  |  |
| Does the plant have any visibly damaged components? *(eg: broken switches or guards, damaged wiring etc)* |  |  |  |  |
| Interlock switches working correctly? *(must turn off the plant if activated)* |  |  |  |  |
| Plant clean and tidy? *(no excessive swarf, oil, rags or tools left on the plant)* |  |  |  |  |
| Are only incandescent globes used over lathes and other variable speed plant? *(fluorescent tubes should not be used due to “strobing”)* |  |  |  |  |
| Safe operating procedures (SOPs) displayed on or near the plant? |  |  |  |  |

1. **Personal Protective Equipment (PPE)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inspection item** | **Yes** | **No** | **N/A** | **Corrective Action Required** |
| PPE signage in place and visible? |  |  |  |  |
| PPE storage containers available? *(cartridge masks must be stored in air-tight containers when not in use)* |  |  |  |  |
| PPE appears in good condition? |  |  |  |  |
| First aid kit is available and accessible? |  |  |  |  |

1. **Work Benches/Housekeeping**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inspection item** | **Yes** | **No** | **N/A** | **Corrective Action Required** |
| Work benches free of debris? |  |  |  |  |
| Plant and equipment is secured to the bench? |  |  |  |  |
| Area is clean and tidy? |  |  |  |  |
| Do the workbenches appear in good condition? |  |  |  |  |

1. **Electrical & Lighting**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inspection item** | **Yes** | **No** | **N/A** | **Corrective Action Required** |
| Any broken or damaged light/power switches? |  |  |  |  |
| No frayed or damaged cords? |  |  |  |  |
| Plug-in equipment has current inspection tag fitted? |  |  |  |  |
| Are Residual Current Devices (RCDs) fitted? |  |  |  |  |
| Electrical cords suspended to minimise slips, trips and falls? |  |  |  |  |
| Are double adaptors/piggy back plugs being used? |  |  |  |  |
| Do electrical tools and appliances appear in good condition? |  |  |  |  |
| No flickering lights? |  |  |  |  |
| Light covers are in place and not loose/hanging down? |  |  |  |  |

**5. Chemicals & Storage**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inspection item** | **Yes** | **No** | **N/A** | **Corrective Action Required** |
| Chemicals clearly labelled and stored in appropriate containers? |  |  |  |  |
| Chemicals stored in designated areas? |  |  |  |  |
| Flammables cabinet clean and working correctly? *(the doors should be self-closing when released)* |  |  |  |  |
| Storage areas clean and dry? |  |  |  |  |
| Safety Data Sheets *(SDS)* are current and accessible to relevant staff? |  |  |  |  |
| Paint containers appropriately stored? |  |  |  |  |
| Is a spill kit available? |  |  |  |  |
| Emergency shower and eye wash stations are operational? |  |  |  |  |

1. **Gas Cylinders & Equipment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inspection item** | **Yes** | **No** | **N/A** | **Corrective Action Required** |
| Cylinders secured to prevent falling? |  |  |  |  |
| Protected from vehicle damage? *(external cylinders)* |  |  |  |  |
| Hoses in good condition? *(no cracking)* |  |  |  |  |
| Flash-back arrestors fitted? |  |  |  |  |
| Gas hoses stored to prevent tripping? |  |  |  |  |
| BBQ bottles stored in a well ventilated area? *(not enclosed in cupboards or rooms)* |  |  |  |  |
| Signage is visible and appropriate for all gases? |  |  |  |  |

1. **Material Storage & Handling**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inspection item** | **Yes** | **No** | **N/A** | **Corrective Action Required** |
| Lengths of steel and timber are stored in racks to prevent them falling? *(racking should have end-stops to prevent material rolling/falling off)* |  |  |  |  |
| Steel and timber is not protruding into walkways or other areas? |  |  |  |  |
| Storage areas are clean and tidy? *(no scrap steel/timber laying on the floor)* |  |  |  |  |
| Equipment is available for lifting/moving material? |  |  |  |  |
| Racking is “load-rated” and labels are clearly visible to indicate maximum weight load? |  |  |  |  |

1. **Spray Booths & Extraction Units**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inspection item** | **Yes** | **No** | **N/A** | **Corrective Action Required** |
| Spray booth filters are clean and regularly changed? |  |  |  |  |
| There are no chemicals, paints or other equipment stored in the spray booth? *(thinners, timber shelves, PPE and paint must not be stored in spray booths)* |  |  |  |  |
| Spray booth walls and flooring are clean of paint residue? |  |  |  |  |
| Lighting is suitable and not damaged? |  |  |  |  |
| Dust extraction units appear to be working correctly? |  |  |  |  |
| Dust bags are not damaged and leaking? |  |  |  |  |

**Additional Items specific to site**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inspection item** | **Yes** | **No** | **N/A** | **Corrective Action Required** |
|  |  |  |  |  |
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Notes:………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

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