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** |
| Are items of plant and equipment free of obvious defects and damage? *(fluid leaking, parts broken, seats torn)* |  |  |  |  |
| Are keys for mobile plant and equipment removed when not in use? |  |  |  |  |
| Is the guarding on plant and equipment attached and functioning? |  |  |  |  |
| Are operational controls on plant and equipment clearly labelled to indicate their function? *(eg on/off and emergency stops)* |  |  |  |  |
| Are safe operating procedures available and clearly displayed? |  |  |  |  |
| Is plant and equipment kept clean and free of debris? |  |  |  |  |
| Is personal protective equipment (PPE) available to staff required to use plant and equipment? |  |  |  |  |

**2. Electrical and Lighting**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inspection item** | **Yes** | **No** | **N/A** | **Corrective Action Required** |
| All plug-in electrical equipment is fitted with a current inspection tag? |  |  |  |  |
| Are all electrical cords and plugs in good condition? *(not cut or pins damaged)* |  |  |  |  |
| No cracked or broken switches? *(light, power and equipment)* |  |  |  |  |
| All electrical cables are positioned to prevent damage and persons tripping? |  |  |  |  |
| Have all double adaptors/piggy back plugs been removed from the site? |  |  |  |  |
| The area has a tested Residual Current Device (RCD) in operation? |  |  |  |  |
| Do all power boards have overload protection and individually switched outlets? *(small button on the unit that trips if overloaded)* |  |  |  |  |
| Are the lights working correctly? *(no flickering fluro-tubes, blown globes or covers dislodged/missing)* |  |  |  |  |
| Is the lighting adequate for the work being conducted? |  |  |  |  |

**3. Chemicals and Storage**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inspection item** | **Yes** | **No** | **N/A** | **Corrective Action Required** |
| Are chemicals stored in designated areas? *(petrol, mineral turpentine and thinners)* |  |  |  |  |
| Chemicals are clearly labelled and stored in/on appropriate containers? *(this includes bunded pallets)* |  |  |  |  |
| Is the flammables cabinet clean and working correctly? *(the doors should be self-closing when released)* |  |  |  |  |
| Are the storage areas clean and dry? |  |  |  |  |
| Safety Data Sheets *(SDS)* are current and accessible to relevant staff? |  |  |  |  |
| Are paint containers appropriately stored? |  |  |  |  |
| Are warning signs clear and legible? *(fire extinguishers, flammable liquids etc)* |  |  |  |  |
| Fire extinguishers/fire blankets available and inspection records maintained? |  |  |  |  |
| Emergency shower and eye wash station is working and records maintained? |  |  |  |  |

**4. Workbenches and Housekeeping**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inspection item** | **Yes** | **No** | **N/A** | **Corrective Action Required** |
| Work benches free of debris? |  |  |  |  |
| Work benches appear in good condition, not damaged? |  |  |  |  |
| Area is clean and tidy? *(tools and equipment in correct places and stored to minimise tripping)* |  |  |  |  |
| Plant and equipment is secured to the bench? *(grinders, cut-off saws, mitre-saws, drill press)* |  |  |  |  |
| First aid kit available and accessible? |  |  |  |  |

**Additional Items specific to site**

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