

Safety Inspection Checklist

Area / Item Check √

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| First Aid Kit | Well stocked, check “use-by” dates on all items |  |
| Fire extinguisher | Checked by a professional 12 monthly |  |
| Emergency phone numbers | Emergency numbers up to date and legible |  |
| Telephone | Have access to a telephone in the workshop |  |
| Personal Protective Equipment (PPE)  Eyes, Ears, Lungs & Body | Protect eyes if there is a risk of flying objects  Protect ears with extreme noise  Protect lungs when there is dust  Protect body with a cover-all and use gloves |  |
| Escape routes | All Exits clear and marked |  |
| Walkways | Clearly defined walkways to Exits |  |
| Tripping hazards | Extension leads and airlines out of walkways  Boxes and clutter removed from floor  Clear walkways to fire exits |  |
| Shelves and storage areas | Shelves – items positioned securely  Stacked neatly to prevent falling objects |  |
| Earthquake Proofing | Cabinets and lockers attached to walls |  |
| Lighting | Good lighting over benches and machines |  |
| Machines Serviceable | All belts okay – no fraying or wear  Belts tensioned correctly and guards in place  Mounts in good repair  All bolts tight and No surface rust  Machines bolted in position  No unusual vibration or noisy operation |  |
| Guards | All guards in place and correctly adjusted |  |
| Electrical Hazards | All cords and plugs sound and no exposed wires  Isolating transformer or RCD in use on all electrical equipment |  |
| Flammables | Stored away from electrical equipment  Stored near a doorway  Used in well ventilated area  Lockable if youngsters frequent premises |  |
| Caustic substances | Use PPE to protect against harmful effects – eg gloves, mask and coveralls  Used in well ventilated area |  |
| Spills | Wipe up all spills when they happen |  |
| Overloading | Consult manufacturers specifications on loading capacities for machines and lifting gear |  |
| Tools and Equipment | All hand-tools on a shadow board and returned after use  All cutting tools kept sharp  Unplug power supply on machines if there is a risk if children entering workshop unattended |  |