

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 noiseProtect lungs when there is dustProtect 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 floorClear 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 wearBelts tensioned correctly and guards in place Mounts in good repairAll bolts tight and No surface rustMachines bolted in positionNo unusual vibration or noisy operation |  |
| Guards | All guards in place and correctly adjusted |  |
| Electrical Hazards | All cords and plugs sound and no exposed wiresIsolating transformer or RCD in use on all electrical equipment |  |
| Flammables | Stored away from electrical equipment Stored near a doorwayUsed in well ventilated areaLockable if youngsters frequent premises |  |
| Caustic substances | Use PPE to protect against harmful effects – eg gloves, mask and coverallsUsed 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 sharpUnplug power supply on machines if there is a risk if children entering workshop unattended |  |