PROPERTY NAME & ADDRESS:

PHONE: FAX: COMPLETED BY: DATE:

ALL ITEMS NEEDING ATTENTION MUST BE ACTIONED

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| **Hazards** | **OK** | **Needs Attention** | **Action/Notes** |
| **Workshop Infrastructure** | | | |
| All doors can be opened from the inside and outside to keep out rain and allow easy entry and exit in an emergency |  |  |  |
| Work areas are kept clean and tidy |  |  |  |
| There are separate rubbish bins for combustible and non-combustible waste |  |  |  |
| Gutters and workshop surrounds are regularly cleaned and are clear of flammable debris and rubbish |  |  |  |
| Water does not pond on workshop floors |  |  |  |
| Work benches are at an appropriate height for working and lifting |  |  |  |
| There is good ventilation in the workshop |  |  |  |
| There is good lighting in the workshop |  |  |  |
| Lights are covered to prevent bulbs being broken |  |  |  |
| Steps are undamaged and fitted with handrails |  |  |  |
| Workshop mezzanine stores are fitted with handrails and toe boards |  |  |  |
| Ladders are undamaged and comply with the Australian Standard for fixed or portable ladders |  |  |  |
| Portable ladders are stored away and inaccessible to prevent children and unauthorised persons climbing and falling |  |  |  |
| Safety signs are used to remind workers of hazards in the workshop |  |  |  |

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| **Hazards** | **OK** | **Needs Attention** | **Action/Notes** |
| **Electricity and Electrical Tools** | | | |
| Overhead powerlines are marked and located clear of trucks and high machinery or placed underground |  |  |  |
| All underground electrical cables are marked |  |  |  |
| Residual Current Devices (RCD) are fitted to all electrical power boards to protect workers from electrocution |  |  |  |
| A portable RCD is used where there is no RCD fitted or when using portable generators |  |  |  |
| All RCDs are regularly inspected and tested |  |  |  |
| All exposed electrical wiring is protected in electrical conduit |  |  |  |
| All extension cords are heavy duty, double insulated and not damaged. They are regularly inspected and tested where required |  |  |  |
| All portable power tools are not damaged, are double insulated, have guards in place and are regularly inspected and tested where required |  |  |  |
| Portable power tools are unplugged and stored away when not in use |  |  |  |
| Electricity power boards are protected from weather and water |  |  |  |
| All electrical switches and power points are undamaged |  |  |  |
| Outside power points and those exposed to the weather are weatherproof |  |  |  |

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| **Hazards** | **OK** | **Needs Attention** | **Action/Notes** |
| **Machinery and Equipment** | | | |
| Bench and pedestal grinders are located away from traffic and secured to work benches |  |  |  |
| Bench grinder wheels are regularly dressed and tool rests correctly adjusted |  |  |  |
| Bench grinder wheels and wire brushes are guarded and spark deflectors (eye shields) are in place |  |  |  |
| Exhaust systems on equipment are undamaged to reduce the noise, fume emissions and the risk of fire |  |  |  |
| **Air Compressors** | | | |
| Air compressor pulleys and drive belts are guarded |  |  |  |
| Air compressor exhausts and mufflers are undamaged and working to reduce noise and fumes |  |  |  |
| **Arc and Oxy Acetylene Welding** | | | |
| Welder electrode and earth leads are undamaged and connections in good condition |  |  |  |
| Good ventilation allows fumes to dissipate from the workshop when welding |  |  |  |
| Welding screens are used to protect bystanders from welding flash |  |  |  |
| Oxygen and acetylene cylinders are used and stored securely upright |  |  |  |
| Flash arrestors are fitted to all oxyacetylene equipment |  |  |  |
| Pressure gauges on oxyacetylene cylinders are undamaged, working and properly maintained |  |  |  |
| Oxyacetylene hoses are not damaged or perished. Fittings are in good condition and free of leaks |  |  |  |
| Combustible and flammable materials (fuel, oils paints and solvents) are stored away from sparks and flames |  |  |  |
| Personal Protective Equipment (PPE) is available and used for all work including eye goggles, welding helmet, hearing protection and gloves |  |  |  |

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| **Hazards** | **OK** | **Needs Attention** | **Action/Notes** |
| **Manual Handling** | | | |
| Jacks, cranes , trolleys and hoists are available and used to lift machinery and heavy loads to reduce manual handling injury |  |  |  |
| Hoists and lifting chains are checked for wear and routinely serviced |  |  |  |
| The Safe Working Load (SWL) or maximum load bearing capacity is clearly marked on jacks, cranes, hoists, gantries and lifting chains |  |  |  |
| **Other** | | | |
| Shelving is secure and strong enough to store heavy loads |  |  |  |
| There is a safety cage to inflate split-rimmed tyres |  |  |  |
| Machinery stands are used to support raised vehicles, tractors and machinery during maintenance / repair |  |  |  |
| Mechanical pits are covered when not in use and covers are not damaged |  |  |  |
| **Emergency Preparedness** | | | |
| Fire extinguishers are available in the workshop |  |  |  |
| Fire extinguishers are easily accessible, properly mounted and placarded |  |  |  |
| Fire extinguishers are regularly maintained, inspected and passed fit for use |  |  |  |
| A First Aid kit is available, regularly checked and restocked in the workshop |  |  |  |

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| **Hazards** | **OK** | **Needs Attention** | **Action/Notes** |
| **Additional Hazards** | | | |
| Where workers are working or exposed to loud noise (i.e. more than 85dB for 8 hours); there is a health surveillance program to assess noise and monitor workers’ hearing |  |  |  |
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