



WORKSHOP INSPECTION CHECKLIST – OHSE

The answer to all these questions should be 'yes' or N/A. If 'no' you should note the location and brief details and investigate the problem further to identify actions.

Areas inspected:

Inspected by

Date

HAZARD	YES, NO or N/A	COMMENTS (location & brief details)	RECOMMENDED CORRECTIVE ACTION (with person assigned)	TARGET COMPLETION DATE	COMPLETED (date & signature)
Space and Layout					
Is there enough space to move around safely?					
Is there enough space for storage of materials & equipment? (e.g., on shelves, cupboards, benches)					
Is there enough clear bench space to use materials & equipment safely?					
Are unauthorised people excluded from the workshop?					
Are all exits and passageways clear of obstructions? Do main aisles have a minimum of 36" of clear width?					
Are machine work areas clearly separated from aisles and walkways with floor lines?					
Are flooring materials in good condition, (i.e., not loose or lifting)?					
Housekeeping					
Are the floors in a safe condition? (e.g., no cracks, slippery or uneven patches, grease, etc).					
Are floors free of boxes, swarf, off-cuts & other trip hazards?					
Are surfaces clean? (including benches, shelves, equipment)					
Are there separate waste bins for : <ul style="list-style-type: none"> ▪ general waste? ▪ Wood waste/dust? ▪ Sharp waste? (e.g. glass, swarf, metal) 					
Are bins emptied regularly,(i.e., not overflowing?)					
Ventilation					
Is there enough fresh air distribution (air exchanges per hour)?					
Is local exhaust ventilation (LEV) provided to remove vapours, fumes & particulate? (e.g. wood dust, welding or solder fumes)					
Environment					
Is the room temperature comfortable during all seasons?					

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Are windows in clean and safe condition?					
Are blinds fitted to reduce glare or temperature?					
Is lighting adequate in all areas? <i>(in working order, clean and free of flicker or glare)</i>					
Is task lighting provided for close work where needed (areas of low light or high glare)?					
Does emergency lighting work?					
Manual Handling					
Are stepladders or footstools available to reach high shelves?					
Are heavy & awkward items stored at waist height where possible?					
Has all overhead storage been minimized and stored materials been restrained from falling?					
Are trolleys or dollies available to move heavy items?					
Are trolleys or dollies in good working condition?					
Are storage racks and shelves in good condition?					
Washroom Facilities					
Are handwashing & drying facilities available in the workshop?					
Are toilets & washbasins clean & in working order?					
Kitchen/Eating Areas					
Are break & eating facilities separate from the work area?					
Are floors and surfaces clean and tidy?					
Are power points & cables a safe distance from wet areas?					
Fire Safety					
Are fire exits and escape routes free of obstructions?					
Are fire doors clearly marked?					
Are vision panels (i.e., windows) in doors unobstructed?					
Are fire extinguishers provided and tested within the last year? <i>(check last test date on label)</i>					
Are all fire extinguishers free from obstructions or blockage?					
Are workers trained on safe use of fire extinguishers?					

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Is up-to-date Emergency Poster displayed in offices or corridors? (http://www.uvic.ca/services/emergency/assets/docs/ep_poster.pdf)					
Have Floor Emergency Coordinators been appointed and trained for this area?					
First Aid					
Are first aid kits clearly marked & kept stocked? (check contents list inside)					
Are blank copies of the Departmental Incident and Accident Report Form available at all times?					
Are emergency eyewash/showers available and functional?					
Is the water for plumbed-in eyewashes/showers tempered?					
Do single –use eyewash bottles have a valid date (i.e., not expired)?					
Personal Protective Equipment (PPE)					
Is protective clothing available & in good condition?					
Is suitable eye protection available if needed? (e.g. face shield, goggles, safety glasses)					
Are suitable gloves available if needed? (against sharp objects, chemicals, heat or sparks etc.)					
Is suitable respiratory protection available if needed? (e.g., half face, full-face, respirators, N95)					
Is suitable hearing protection available, if needed?					
Is all PPE stored in a clean, uncontaminated area?					
Is suitable PPE available for emergency use? (e.g. chemical spill kit/ pads or radioactive contamination)					
Furniture and Fittings					
Are furniture & fittings in good condition? (e.g. chairs, desks, stools, benches, shelving etc.)					
Seismic Bracing					
Are furnishings and machine tools over 42" high braced? (e.g., file cabinets, bookcases, drill presses)					
Is all shelving secured to wall?					
Stairs, Ladders and Platforms					
Are ladders safe and in good condition?					
Are stair handrails fastened to the wall securely?					

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Are stairwells clear of materials and equipment?					
Are stairs and handrails in good condition?					
Are ladders and stairs provided with anti-slip treads?					
Other Hazards/Notes					

