

Workshop/ Service Centre Checklist

This should be conducted every month by the Department Manager. Allow 20min to walk around and complete.

Conducted by: _____ Date: _____

General

- Recent incidents and hazards have been followed up *e.g. reports completed and actions on hazard register.*
- Supervisor completed weekly area checks, operators completed daily equipment pre-starts (randomly sample)
- Review area items on hazard register. Are there any overdue actions?
- Do staff report any concerns or ideas for improvement in the area? Ask staff

Physical Area

- All exits kept clear and accessible *e.g. no rubbish or storage in walkways*
- Emergency exit signage is indicated, visible from all work locations,
- Facilities e.g. toilets area is clean *e.g. bins regularly emptied, no water on floor.*
- All lights functioning
- Emergency map and instructions displayed in area, up to date and in good condition *e.g. not damaged.*
- Fire extinguishers provided are maintained (within 6 mth service schedule) and accessible (1-meter clearance provided around extinguishers).
- First aid kit(s) provided & location clearly sign-posted
- General work areas clean & free from hazards *e.g. slip and trip hazards*
- Metal rubbish bin provided and used appropriately
- Rubbish not stored near flammable substances
- Safety Notice board: all material is up to date and relevant to the area.
- Tool box talks conducted regularly, staff attendance tracked.
- Any pedestrian/ travel routes through workshop are clearly indicated and obeyed.

Storage

- Shelving not overloaded
- Heavy items not stored overhead
- All items returned to storage outside of use
- Trolleys stored away when not in use, in good condition, check wheels and handles.

Tools and Equipment

- All tools and equipment serviced and maintained; [*sample at least 2 of each item including; pre-start checks, any scheduled maintenance overdue, any damage or concerns from staff*]
- Signage on equipment in good condition e.g. not faded or scratched
- Power tools and equipment inspected and serviced regularly and guards in place.
- arts stored in appropriate areas *e.g. on designated rack or shelves*
- PPE provided and used *e.g. eye protection, welding screens*
- Electrical equipment not used in wet areas
- Lifting equipment in good condition *e.g. chains, and accessible for intended use*
- Tools clear off floor surfaces *e.g. air lines, hoses etc*

- Trolleys in good working order *e.g. wheels and draws all function smoothly, no complaints from staff*
- Danger tags and Lock-out (LOTO) available, and used correctly when in use
[examine any current use of tag/LOTO]
- All persons in area are authorised, and persons only using equipment they are trained and authorised.
[Observe area]

Chemicals

- Chemical register up to date; all current chemicals listed on register
- SDS available for all hazardous and dangerous goods (sample a few). Staff confirm how to access these.
- Chemicals kept in original controls or suitable chemical contains, labels legible and no signs of damage
- Flammables cabinet; self-closing doors working correctly, bunding kept clear, only flammable goods kept within cabinet, no incompatible items, ignition sources, or heat within 3m of cabinet.
- Storage area/s clean and free of rubbish, no signs of leaks, segregation of incompatible substances.

Work Tasks

- Task lighting clean and in good order *e.g. not broken or flickering*
- Seating & chairs in good condition *e.g. free from damage, cracks or signs of wear, and adjustable if required*
- Trolleys stored away when not in use
- Air conditioners, heaters or fans are working properly and positioned to provide comfort but do not obstruct work or present further risk
- Storage shelves are not overloaded *e.g. not bent or buckled*
- Is the general area ventilated
- Do any staff experiencing physical difficulty with tasks or finding manual aids inadequate/ not available when needed. *Ask staff.*
- Contractors in area inducted with work procedure for tasks (e.g. JSA/SWMS/ required permit to work) *[check 2 contractors currently working, or records for 2 recent contractors]*
- Staff satisfied with task work procedures (SOPs) *[ask at least 2 staff]*

CORRECTIVE ACTION

Any identified deficiencies shall be communicated to the management team and where not immediately rectifiable listed on the risk action register.

List Identified hazard and Recommended Control:

Area/ Location	Hazard	Recommended Action	Completed*

*If actions will take time or resources are required to complete enter onto a hazard register to monitor.