This inspection checklist is provided by the University of Auckland’s Health, Safety and Wellbeing Service as a template for assessing University workshops. Users may need to amend it to fully address the specific requirements of the area that is being inspected.

If you cannot answer a question, have any queries or require further advice, contact your Health, Safety and Wellbeing Manager before proceeding. Once completed, this inspection form should be made readily available to all staff/students within the area/s.

*Note*: *If using the form for a suite of workshops, please indicate the room number where there is an issue.*

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|  | AREA INSPECTED: |  |
|  | INSPECTION DATE: |  |
|  | INSPECTION TEAM: |  |
| 1 | MANAGEMENT PROCEDURES AND ADMINISTRATION | Comments / Action required(Identify specific room number / location) |
| 1.1 | Policy. Are copies of the following documents readily accessible to staff and students?(a) the University Health, Safety and Wellbeing Policy and associated guidance (b) The school/service’s health, safety and wellbeing documents/rules/procedures? | Yes | No | Partial | N/A |  |
| 1.2 | Evaluation. Is there evidence of previously conducted safety surveys or regular safety checks? | Yes | No | Partial | N/A |  |
| 1.3 | Follow up. Have all actions from previous inspections and audits been completed? If no, add details at the end of this checklist. | Yes | No | Partial | N/A |  |
| 1.4 | Hazards and Risk. Where required, is access to work areas restricted to authorised people only? | Yes | No | Partial | N/A |  |
| 1.5 | Hazards and Risk. Have approved risk assessments been carried out within the last three years | Yes | No | Partial | N/A |  |
| 1.6 | Hazards and Risk. Are copies of the current risk assessments and relevant safety documentation readily accessible to those people exposed to hazards? | Yes | No | Partial | N/A |  |
| 1.7 | Hazards and Risk. Is everyone working or studying in the area familiar with those Risk Assessments? | Yes | No | Partial | N/A |  |
| 1.8 | Information. Is induction, awareness training and supervision (particularly for work involving machinery and working at height) being provided? | Yes | No | Partial | N/A |  |
| 1.9 | Information. Are staff and students informed of any required safe methods of work? | Yes | No | Partial | N/A |  |
| 1.10 | Information. Are procedures in place for the safe management of authorised visitors? | Yes | No | Partial | N/A |  |
| 1.11 | Information. Are procedures in place for the safe management of faculty commissioned contractors? | Yes | No | Partial | N/A |  |
| 1.12 | Supervision. Are Workshop Supervisors aware of their responsibilities as per the University Health, Safety and Wellbeing Policy? | Yes | No | Partial | N/A |  |
| 1.13 | Supervision. Are procedures in place to safeguard lone workers and/or people conducting work outside of normal working hours? | Yes | No | Partial | N/A |  |
| 1.14 | Supervision. Are procedures in place to control apparatus and/or experiments running overnight and/or at weekends? | Yes | No | Partial | N/A |  |
| 1.15 | Incident Reporting. Are procedures in place for reporting incidents such as accidents, near misses, spills of hazardous substances and instances of occupational ill health? | Yes | No | Partial | N/A |  |
| 1.16 | Incident Reporting. Is there evidence of the reporting of incidents such as accidents, near misses, spills of hazardous substances and instances of occupational ill health (Vault records or an accident register)? | Yes | No | Partial | N/A |  |
| 1.17 | Incident Reporting. Is there evidence that incidents have been properly investigated and that arising recommendations have been implemented? | Yes | No | Partial | N/A |  |
| 1.18 | Emergency Planning. Is there an emergency response plan that caters for likely emergencies such as fire, earthquakes and bomb threats, and specific workshop emergencies such as spills and exposure to hazardous materials? | Yes | No | Partial | N/A |  |
| 1.19 | Emergency Planning. Is the location of all hazardous substance storage areas clearly marked on the emergency response plan? | Yes | No | Partial | N/A |  |
| 1.20 | Legal Requirements. Where necessary, has occupational health monitoring of staff and students been implemented via the University’s referral process? | Yes | No | Partial | N/A |  |
| 2 | HIGH PROFILE SIGNAGE | Comments / Action required(Identify specific room number / location) |
| 2.1 | Is a hazardous substance summary and mandatory hazard pictograms displayed on the exterior of workshop access doors? | Yes | No | Partial | N/A |  |
| 2.2 | Is emergency instruction signage in place? | Yes | No | Partial | N/A |  |
| 2.3 | Are fire exits clearly identified? | Yes | No | Partial | N/A |  |
| 2.4 | Are evacuation instructions clearly displayed? | Yes | No | Partial | N/A |  |
| 2.5 | Are emergency contact numbers clearly displayed? | Yes | No | Partial | N/A |  |
| 2.6 | Are the locations of fire extinguishers, first aid kits, eye wash stations, and spill kits clearly identified? | Yes | No | Partial | N/A |  |
| 3 | FIRE SAFETY | Comments / Action required(Identify specific room number / location) |
| 3.1 | Are fire exits able to be opened without keys or combinations? | Yes | No | Partial | N/A |  |
| 3.2 | Are all smoke and fire doors kept closed when not in use? (except doors on magnetic catches linked to the fire alarm system) | Yes | No | Partial | N/A |  |
| 3.3 | Are potential ignition sources eliminated or minimised? | Yes | No | Partial | N/A |  |
| 3.4 | Do staff and students know what to do in the event of a fire? | Yes | No | Partial | N/A |  |
| 3.5 | Have personal evacuation plans been developed for any person with disabilities who are regularly in the area (staff or students)? | Yes | No | Partial | N/A |  |
| 3.6 | Is firefighting equipment readily available, and is the firefighting equipment suitable for use with the likely types of fire (CO2 extinguishers for energised fires, foam for flammable liquids etc.)? | Yes | No | Partial | N/A |  |
| 3.7 | Are people working in this area familiar with the location of this equipment and how to use it? | Yes | No | Partial | N/A |  |
| 3.8 | Have Building and Floor Wardens been appointed to cover this area? | Yes | No | Partial | N/A |  |
| 3.9 | Are the monthly fire checks being carried out? | Yes | No | Partial | N/A |  |
| 3.10 | Is a biannual (semester) fire drill carried out and recorded? | Yes | No | Partial | N/A |  |
| 4 | FIRST AID | Comments / Action required(Identify specific room number / location) |
| 4.1 | Are there sufficient trained first aiders (1/20 staff) available or on call? | Yes | No | Partial | N/A |  |
| 4.2 | Are any unusual first aid considerations catered for? (Such as neutralising of hazardous substances, requirements for supplementary oxygen, etc.) | Yes | No | Partial | N/A |  |
| 4.3 | Are first aid kits (appropriate for the work area) readily available? | Yes | No | Partial | N/A |  |
| 4.4 | Are first aid kits checked monthly to ensure that they are kept well stocked, with contents in good condition? | Yes | No | Partial | N/A |  |
| 5 | HYGIENE CONTROL | Comments / Action required(Identify specific room number / location) |
| 5.1 | Are there adequate washing facilities, with soap and towels/dryers? | Yes | No | Partial | N/A |  |
| 5.2 | Are there facilities available near this area where people can eat and/or drink, and do these facilities include an adequate supply of wholesome water for drinking or filling kettles etc.? | Yes | No | Partial | N/A |  |
| 5.3 | Is [eating, drinking, smoking and applying cosmetics](http://www.safety.ed.ac.uk/policy/part5/part5.shtm#5) banned in workshop areas? | Yes | No | Partial | N/A |  |
| 5.4 | Can outdoor/street clothing be stored in such a way that there is no risk of contamination? | Yes | No | Partial | N/A |  |
| 6 | LIGHTING | Comments / Action required(Identify specific room number / location) |
| 6.1 | Are lighting levels sufficient for the tasks being performed? | Yes | No | Partial | N/A |  |
| 6.2 | Is glare from both external and internal sources adequately controlled? | Yes | No | Partial | N/A |  |
| 6.3 | Are light fittings, diffusers and tubes/bulbs clean and in good condition? | Yes | No | Partial | N/A |  |
| 7 | VENTILATION/THERMAL COMFORT | Comments / Action required(Identify specific room number / location) |
| 7.1 | Is general ventilation within the workshop adequate?  | Yes | No | Partial | N/A |  |
| 7.2 | Are ambient temperatures in the workshop suitable? | Yes | No | Partial | N/A |  |
| 8 | NOISE | Comments / Action required(Identify specific room number / location) |
| 8.1 | Is excessive noise in the workplace prevented? | Yes | No | Partial | N/A |  |
| 8.2 | Are noise controls adequate? | Yes | No | Partial | N/A |  |
| 8.3 | Are photocopiers located away from personal workstations? | Yes | No | Partial | N/A |  |
| 9 | GENERAL WORKSHOP AREA | Comments / Action required(Identify specific room number / location) |
| 9.1 | Are the interior surfaces, structures and equipment suitable for the work being undertaken?  | Yes | No | Partial | N/A |  |
| 9.2 | Are worktops intact and easily cleaned? | Yes | No | Partial | N/A |  |
| 9.3 | Are floor coverings intact and non-slip? | Yes | No | Partial | N/A |  |
| 9.4 | Are floors clean? | Yes | No | Partial | N/A |  |
| 9.5 | Are all working areas clear of obstructions, clutter, and tripping/slipping hazards e.g. cables, stock, rubbish, junk, etc.? | Yes | No | Partial | N/A |  |
| 9.6 | Are general rubbish receptacles free from hazardous wastes? | Yes | No | Partial | N/A |  |
| 9.7 | Is hazardous waste disposed of in accordance with the University standard? | Yes | No | Partial | N/A |  |
| 9.8 | Are all waste containers emptied regularly? | Yes | No | Partial | N/A |  |
| 10 | EQUIPMENT | Comments / Action required(Identify specific room number / location) |
| 10.1 | Have all staff using workshop equipment and machinery received suitable instruction, training, and where necessary, certification? | Yes | No | Partial | N/A |  |
| 10.2 | Is workshop equipment and machinery suitably placed to avoid overcrowding and anchored (where applicable) to ensure stability? | Yes | No | Partial | N/A |  |
| 10.3 | Where applicable, are machines fitted with adequate and compliant guards? | Yes | No | Partial | N/A |  |
| 10.4 | Where applicable, are machine guards correctly adjusted? | Yes | No | Partial | N/A |  |
| 10.5 | Has all fixed wire electrical equipment been electrically tested and labelled with the date of test? | Yes | No | Partial | N/A |  |
| 10.6 | Are safe lock out and/or isolation systems established where required? | Yes | No | Partial | N/A |  |
| 10.7 | Are hand tools serviceable and properly maintained? | Yes | No | Partial | N/A |  |
| 10.8 | Are all ladders rated for industrial use and suitable for the tasks to be undertaken? (Compliant with AS/NZS 1892 and rated greater than 120kg) | Yes | No | Partial | N/A |  |
| 10.9 | Are all ladders and access equipment serviceable? | Yes | No | Partial | N/A |  |
| 10.10 | Are users trained in the safe use of ladders? | Yes | No | Partial | N/A |  |
| 10.11 | Is all lifting tackle stored in such a way to prevent damage? | Yes | No | Partial | N/A |  |
| 10.12 | Is lifting tackle examined for damage prior to and after each use, and inspected every 12 months? | Yes | No | Partial | N/A |  |
| 10.13 | Is the Safe Working Load (SWL) clearly marked on each piece of lifting tackle? | Yes | No | Partial | N/A |  |
| 10.14 | Are compressed air hazards adequately controlled? | Yes | No | Partial | N/A |  |
| 10.15 | Are vibration hazards adequately controlled? | Yes | No | Partial | N/A |  |
| 10.16 | Are hot work (welding, brazing, gas cutting) hazards adequately controlled? (Welding screens, welding goggles, firefighting equipment) | Yes | No | Partial | N/A |  |
| 10.17 | Are other specialist hazards within the workshop adequately controlled? (Including, but not limited to: work at height, confined spaces, restricted lasers, forklifts, and cranes) | Yes | No | Partial | N/A |  |
| 10.18 | Is all equipment (especially flame proof equipment) free of Asbestos or Asbestos Containing Materials? | Yes | No | Partial | N/A |  |
| 11 | LOCAL EXHAUST VENTILATION (LEV) | Comments / Action required(Identify specific room number / location) |
| 11.1 | Where applicable, are suitable Local Exhaust Ventilation (LEV) systems available to remove hazardous or nuisance substances or materials?  | Yes | No | Partial | N/A |  |
| 11.2 | Are those LEV systems regularly maintained? | Yes | No | Partial | N/A |  |
| 12 | HANDLING AND STORAGE OF MATERIALS | Comments / Action required(Identify specific room number / location) |
| 12.1 | Are cabinets and shelving uncluttered and securely fixed in place? | Yes | No | Partial | N/A |  |
| 12.2 | Are heavy items stored on/in low shelves or cupboards? | Yes | No | Partial | N/A |  |
| 12.3 | Are spill trays regularly inspected and emptied and cleaned as needed? | Yes | No | Partial | N/A |  |
| 12.4 | Are bagged dry powders stored in a hard container or tray? | Yes | No | Partial | N/A |  |
| 12.5 | Are bottles and other containers stored where they cannot be knocked or kicked over? | Yes | No | Partial | N/A |  |

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| 13 | HAZARDOUS SUBSTANCES MANAGEMENT | Comments / Action required(Identify specific room number / location) |
| 13.1 | Are hazardous substances within the workshop managed by a competent person? | Yes | No | Partial | N/A |  |
| 13.2 | Is there an inventory of hazardous substances that are stored within the workshop? | Yes | No | Partial | N/A |  |
| 13.3 | Are all hazardous substances clearly labelled with the substances common name and associated hazards as a minimum? | Yes | No | Partial | N/A |  |
| 13.4 | Are full safety data sheets for each substance readily available? (These may be in electronic form so long as they can be accessed without an intranet/internet connection and external power) | Yes | No | Partial | N/A |  |
| 13.5 | Are mini safety data sheets for each substance printed out and held in a readily accessible folder at the point of storage? | Yes | No | Partial | N/A |  |
| 13.6 | Are containers of hazardous substances stacked or stored in such a way that they will not spill their contents? | Yes | No | Partial | N/A |  |
| 13.7 | Are incompatible chemicals stored separately?(this includes acids/alkalis; cyanides/acid; sulphides/acids: flammables/oxidisers; reducing agents/oxidisers and; water reactive/aqueous) | Yes | No | Partial | N/A |  |
| 13.8 | Are bottles containing strong acids, strong alkalis, flammable liquids or other high hazard chemicals kept on spill trays when not in storage? | Yes | No | Partial | N/A |  |
| 13.9 | Are very toxic and other high hazard chemicals kept in locked fire resistant cupboards or cabinets? | Yes | No | Partial | N/A |  |
| 13.10 | Are corrosives kept in a non-metallic cupboard or cabinet? | Yes | No | Partial | N/A |  |
| 13.11 | Are eyewash facilities located near where corrosives are being used? | Yes | No | Partial | N/A |  |
| 13.12 | Are all pressurised gas cylinders secured by restraining chains, bench clamps or similar? | Yes | No | Partial | N/A |  |
| 13.13 | Are gas cylinders sited away from doors, escape routes or hazardous substance storage areas? | Yes | No | Partial | N/A |  |
| 13.14 | Are there properly designed gas cylinder trolleys to transport heavy gas cylinders? | Yes | No | Partial | N/A |  |
| 13.15 | Are there systems in place to dispose of chemicals or substances that have expired? | Yes | No | Partial | N/A |  |
| 13.16 | Are there clear systems in place to prevent inappropriate disposal of chemicals, oils or solvents down drains (e.g. signage over sinks and clear disposal procedures) | Yes | No | Partial | N/A |  |
| 14 | SPILLS AND LEAKS | Comments / Action required(Identify specific room number / location) |
| 14.1 | Is there an approved spill/leak emergency response plan? (This plan may include the requirement to seal rooms to prevent gas escape and/or closing off drains to prevent the escape of liquids) | Yes | No | Partial | N/A |  |
| 14.2 | Are there people with experience and knowledge, designated to deal with spills/leaks involving very hazardous substances?  | Yes | No | Partial | N/A |  |
| 14.3 | Do people know what to do in the event of a spill or leak? | Yes | No | Partial | N/A |  |
| 14.4 | Are appropriate spill kits and personal protective equipment readily available to deal with spills/leaks of hazardous substances? | Yes | No | Partial | N/A |  |
| 14.5 | Are spill kits checked regularly to ensure that they are kept well stocked, with contents in good condition? | Yes | No | Partial | N/A |  |
| 14.6 | Is there evidence that the spill/leak emergency response plan has been practised in the last year?  | Yes | No | Partial | N/A |  |
| 14.7 | Where required, is there a suitable and accessible eye wash station/emergency shower installed? | Yes | No | Partial | N/A |  |
| 14.8 | Where plumbed eye wash stations and emergency showers are installed, are they functionally tested and flushed on a regular basis? (Monthly or as per manufacturers recommendations) | Yes | No | Partial | N/A |  |
| 15 | PERSONAL PROTECTIVE EQUIPMENT (PPE) | Comments / Action required(Identify specific room number / location) |
| 15.1 | Does the PPE in use by staff and students match that specified in workshop Risk Assessments and Safe Work Instructions?(E.g. overalls, eye protection, gloves, respirators etc.) | Yes | No | Partial | N/A |  |
| 15.2 | Are persons using PPE trained in its safe use? | Yes | No | Partial | N/A |  |
| 15.3 | Are persons using PPE correctly? | Yes | No | Partial | N/A |  |
| 15.4 | If it is not "one shift" disposable, is the PPE regularly inspected, cleaned and maintained? | Yes | No | Partial | N/A |  |
| 15.5 | Are there suitable arrangements in place for the cleaning and /or decontaminating of protective clothing? | Yes | No | Partial | N/A |  |
| 15.6 | Is the protective equipment stored where it cannot be contaminated by hazardous substances and where it will not contaminate outdoor clothing or equipment? | Yes | No | Partial | N/A |  |
| 15.7 | In the case of respiratory or hearing protection is it personal to an individual? | Yes | No | Partial | N/A |  |
| 15.8 | Is protective footwear in use fully enclosed, safety capped and chemically resistant (where required)? | Yes | No | Partial | N/A |  |

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| OTHER REMARKS, FINDINGS AND INFORMATION  | Comments / Action required(Identify specific room number / location) |
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Once the inspection is completed, those items which require remedial attention should be addressed and signed off. Copies of the inspection form and requests for remedial action should be retained on file.

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|  | NAME | SIGNATURE | DATE |
| Inspection carried out by: |  |  |  |
| Sighted by HoD  |  |  |  |
| Sighted by HSW Service |  |  |  |
| Filed in workshop HSW Folder |  |  |  |