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About this form

Inspections must be undertaken and formally recorded six monthly for workshops. Visual inspections should be ongoing with all members of staff being encouraged to immediately report any defects. For specific items of machinery there is an inspection check list for guarding, emergency stops, etc. These should also be completed for each item six monthly.

Sections of this form can either be deleted if not relevant to a particular workplace or sections added to make the form more comprehensive to the particular hazards.

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General inspection section

Requirement	Response			Actions and notes	Date actions completed
	Yes	No	N/A		
A. Health and safety information					
1. Is the H&S policy available to all staff?					
2. Is the hazard register complete and available for members of staff?					
3. Are safe working method statements/warning signs clearly visible?					

Requirement	Response			Actions and notes	Date actions completed
	Yes	No	N/A		
B. General Issues					
4. Is the floor space clear of debris/objects?					
5. Area tidy and well kept?					
6. Floor surface free from spillages, in good condition and not slippery?					
7. Are lighting levels satisfactory for safe working practices?					
8. Is the plant/equipment located in an appropriate location within the workshop?					
9. Is the ventilation adequate?					
10. Is the temperature comfortable?					
11. Welfare facilities including wash hand basins clean and accessible?					
12. Is waste stored effectively and removed frequently from the work areas?					
13. Is equipment being stored correctly and not exceeding safe working loads for racking?					
C. Personal protective equipment					
14. Is PPE stored safely and appropriately?					
15. Is the PPE well maintained and in good condition?					
16. Signage of PPE requirements displayed?					
17. Are the Occupational Health Checks in place?					

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D. Electrical safety					
18. Are there any trailing cables, which could cause a person to trip and fall?					
19. Has all portable electrical equipment been tested and labelled with the date of the test?					
20. Are there any apparent faults with any electrical equipment, including damage to cables, plugs and sockets?					
21. Are extension leads etc only used for low power equipment?					
22. Is there a lock out/tag out system in operation for electrical equipment repairs and maintenance?					
E. Manual handling					
23. Has manual handling been eliminated where possible or minimised so far as is reasonably practicable i.e., mechanical lifting aids . trolleys etc?					
24. Are trolleys maintained?					
25. Are items stored sensibly with easy access, i.e. heavy items used frequently stored on waist level shelves and heavy items used infrequently stored at low level?					
26. If necessary are properly designed, maintained steps provided for reaching heights?					
F. Emergency procedures					
27. Are all fire exit and escape routes, fire alarm points and items of firefighting equipment clearly visible, unobstructed and appropriately indicated?					

Requirement	Response			Actions and notes	Date actions completed
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28. Are all fire doors kept closed when not in use and never wedged open (except when on catches activated by the fire alarm system)?					
29. Are sufficient up to date fire action notices prominently displayed throughout the area?					
30. Is there excessive storage of flammable materials?					
31. Are there any exposed ignition sources?					
32. Are sufficient up to date first-aid notices displayed prominently through the workplace?					
33. Is there a first aid box readily available?					
34. Eye wash easily accessible where necessary?					
35. Is there a trained first aider available?					
36. Spill kit accessible?					
37. Is there a working alone procedure in place?					
G. Equipment					
38. Are machines adequately guarded/protected to prevent contact, entanglement etc?					
39. Is the equipment maintained in a good condition?					
40. Is the equipment stored correctly?					
41. Are emergency stops working?					
42. Is there warning signs/signage on equipment?					

Requirement	Response			Actions and notes	Date actions completed
	Yes	No	N/A		
43. Are maintenance log being completed by staff, including vehicle checks?					
44. Are the keys to vehicles being securely held?					
H. Chemical safety					
45. Is the safety information available for all chemicals?					
46. Are chemicals labelled appropriately?					
47. Are chemicals stored correctly?					
48. Flammables and corrosives stored in appropriate containers?					
49. Are flammable liquid cabinets at least 3m away from any potential ignition sources?					
50. Are there approved methods of chemical disposal?					
51. Are gas cylinders stored correctly?					
52. Are fuel stores adequately bunded and signed?					