

Workplace Inspections

Workplace inspections help identify potential hazards in the workplace. All Faculties, Schools and Directorates should conduct regular workplace inspections. The frequency of inspection will depend upon the work area, e.g. workshops should be inspected more regularly than a general office.

This workshop inspection checklist provides a simple tool to serve as a reminder of the types of hazards (potential sources of risk) which may exist in the workplace. Part, or all, of the checklist may be used for an inspection. You are encouraged to customise this checklist by adding additional items specific to your workplace.

<u>Faculty / School / Directorate / Unit</u> :	_____	<u>Inspection</u>	1.	_____
<u>Building / Floor / Room (s)</u> :	_____	<u>Team</u> :	2.	_____
<u>Inspection Date</u> :	_____		3.	_____
<u>Scope of inspection i.e. to include:</u>	_____		4.	_____
_____		<u>Report sent</u>	<u>WG</u>	Y N
		<u>to (circle)</u> :	<u>Supervisor</u>	Y N

Are records for all inspections available?	YES	NO
Are Action Plans developed after an inspection has been undertaken?	YES	NO
Are records of inductions and training available?	YES	NO

GENERAL SAFETY				
(tick yes, no or not applicable)	Y	N	N/A	Comments
1. Layout				
1.1 Area is tidy and well kept?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2 Adequate storage areas are provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.3 Floor is free of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.4 Do all passage ways allow at least half a metre clearance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.5 Do all stairways have handrails ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.6 Floor coverings in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Environment	Y	N	N/A	
2.1 Temperature is comfortable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2 Lighting is adequate for work undertaken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3 Area is free from odours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.4 Ambient noise level is acceptable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.5 Are noise levels acceptable when work is in progress?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.6 Ventilation is adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Emergency Procedures	Y	N	N/A	
3.1 Written procedures posted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.2 Staff are aware of procedures and know emergency personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.3 Staff are inducted and records kept?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.4 Extinguisher of appropriate type is close by i.e. within 20 M?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

3.5 Tag on extinguisher has been checked in the last 6 months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.6 Alarm can be heard in the area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.7 Escape routes are in good order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.8 Emergency and hazard signage is clearly visible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

4. First Aid	Y	N	N/A	Comments
4.1 Are notices indicating the location of each kit on display?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.2 Is the first aid kit readily accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.3 Kits have been checked 3 monthly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.4 Are qualified First Aid Officers available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.5 Are the names and contact details of the first aid officers clearly displayed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. General Facilities	Y	N	N/A	
5.1 Washing and toilet facilities are adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.2 Lockers available for staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.3 Cleaning of area is adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.4 Cleaning chemicals labelled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
WORKSHOP SAFETY				
6. General Workshop	Y	N	N/A	
6.1 Risk assessments completed on workshop procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.2 Staff trained in general workshop procedures and safe work practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.3 Warning and safety signage in place for high risk tasks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.5 Is information available to notify staff that food and drink not permitted in workshop?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.4 Are plant and equipment manuals are current and available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.7 Are safe work procedures documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Environmental Issues	Y	N	N/A	
7.1 Use of energy sources minimised - electricity, gas and water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.2 Paper, Toner and Commercial Recycling Bins are provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.3 Electronic mail used when possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.4 Double sided photocopying and printing used when possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.5 Are fire hazards eliminated eg oily rags, excess waste paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.6 Are spill procedures environmentally friendly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Manual Handling	Y	N	N/A	
8.1 Operations are assessed using the manual handling checklist?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.2 Often used items are within easy access, between knee and shoulder?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.3 Heavy items stored at waist height?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.4 Step –ladders or –stools are used to access items stored on high shelves?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.5 Repetitive operations minimised?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.6 Regular rest breaks are taken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

8.7 Trolleys are available and used to transport items?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.8 Is a maintenance schedule in place to ensure wheels and tyres are in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Electrical Safety	Y	N	N/A	
9.1 Are electrical plugs, leads, sockets and switches in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.2 Equipment has current inspection test tags?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.3 Extension leads are used only for temporary power supply?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.4 Power boards used, not adaptors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.5 Power leads kept clear of floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.6 Tags used on faulty equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CHEMICAL SAFETY				
10. Safety Information	Y	N	N/A	Comments
10.1 Written procedures for chemical handling, storage and spillage in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.2 Are staff aware of procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.3 Are staff trained in chemical use and are aware of chemical hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.4 Are MSDS available for all chemicals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.5 An up-to-date chemical inventory is available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.6 Chemical containers are clearly labelled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.7 Procedures in place for transport of chemicals across University grounds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.8 Documented risk assessments completed for practices involving use of hazardous substances and/or dangerous goods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Chemical Storage	Y	N	N/A	
11.1 Is there security and/or restricted access to chemical storage areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.2 Spill kits are available and regularly maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.3 Are chemicals segregated correctly? (See dangerous goods compatibility chart)				
11.4 Are chemicals stored in completely separate storage rooms from gas cylinders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.5 Is the ventilation sufficient to prevent a build up of offensive odours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.6 Is bunding sufficient to prevent the spread of major spills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.7 Do staff have access to Chemgold/Chemwatch ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.8 Do staff have access to OCID ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Gas Cylinder Safety	Y	N	N/A	
12.1 If in storage, are cylinders segregated by hazard, with different hazard classes separated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.2 Are gas storage areas secured and separated from other areas of chemical storage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.3 Are all gas cylinders securely chained and supply valves closed/capped if not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.4 Are non-return (check) valves fitted to all processes that exceed cylinder pressure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.5 Is gas use confined to areas with good local exhaust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ventilation?				
12.6 Are specialised trolleys available for moving gas cylinders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.7 Are all cylinders at least 3m away from ignition sources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

13. Plant and Equipment	Y	N	N/A	Comments
13.1 Hazard assessments have been conducted on plant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.2 Equipment left on after hours, has contact and emergency details displayed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.3 Procedures in place for plant use?	Y	N	N/A	
13.4 Staff trained in safe plant use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GENERAL / MISCELLANEOUS SAFETY				
14. Waste Disposal	Y	N	N/A	
14.1 Written procedures for handling and disposing of waste are in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.2 Staff are aware of and trained in procedures for waste disposal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.3 Waste containers are provided and labelled (e.g. PCB, chemical)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.4 Waste is segregated and stored appropriately away from drains?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.5 Spill kits are available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.6 Waste is recycled where possible (paper, cardboard, glass etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.7 Regular waste disposal is done to minimise waste on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.8 Records of waste disposal are kept (chemical etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.9 Procedures in place for transport of waste across University grounds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Signs/Information	Y	N	N/A	
15.1 Are hazard posters effectively posted at workshop entrance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.2 Are emergency and evacuation procedures prominently displayed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.3 Noticeboards for OHS information are provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Safety Equipment	Y	N	N/A	
16.1 Are safety showers and eye wash facilities available and functional?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.2 Are all fire extinguishers and/or fire blankets within the certification or use-by dates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. PPE	Y	N	N/A	
17.1 Is PPE provided where necessary and appropriate for the task?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.2 Is PPE correctly stored and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.3 Are staff trained to use PPE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.4 Is PPE worn by all staff when required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
OTHER				

