

## Audit Details

<b>Audit:</b>	
<b>Schedule Name:</b>	
<b>Purpose:</b>	Checklist for walk around inspection workshop, studio and storeroom See alternative checklist: Go See Fix - Laboratory Go See Fix - General
<b>Location:</b>	
<b>Business Unit:</b>	University Of Tasmania
<b>Audit Team Members:</b>	
<b>Audit Start / End Date:</b>	

Answer	Findings/Observations	Evidence Sighted	Recommendation
<b>1. Emergency Procedures</b>			
<b>Firefighting</b>			
<p>Is all firefighting equipment and signage up to date, as follows?</p> <p>Are fire extinguishers currently serviced and tagged (within last 12 months)?            Is there appropriate signage for extinguishers and hose reels?            Is fire equipment, including fire blankets accessible and free from obstruction?            Are smoking/naked flame restrictions observed?            Are minimum quantities of flammable substances being used in the work area?            Are overhead sprinklers unobstructed?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<b>Signage</b>			
<p>Is the signage in the Workshop or Studio working well to communicate safety messages, taking into account user cohort?</p> <p>Is there adequate safety signage at the entrance of high risk areas?            Are Safe Work procedures posted in close proximity to machines?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<b>Emergency, First Aid and Medical Equipment</b>			
<p>Are all emergency and first aid arrangements in place, as follows?</p> <p>Is there a list of trained first aid officers and emergency contacts displayed and current, including the location of the nearest AED?            Are all first aid kits visible and readily accessible?            Are exit doors marked, opening from inside, emergency lights working and clearly visible?            Are safety showers and eye wash stations tested (tagged) and working?            Are Evacuation Maps posted on inside of exit doors?            Emergency Wardens up to date?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<b>Security</b>			
<p>Are the security measures in the workshop or studio maintained, as follows?</p> <p>Are premises secure during minimum staff shifts, especially when co-located with galleries and public facilities?</p>			

Answer	Findings/Observations	Evidence Sighted	Recommendation
<p>Is there sufficient site access control, with swipe cards, barricades, fencing and lockable doors and windows?            Is there an alarm system connected and functional?            Is lighting around the facility adequate to allow safe access?            Is appropriate signage in place?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<p><b>2. General Housekeeping</b></p>			
<p><b>Building Access</b></p>			
<p>Is building access clear and safe, as follows?            Stairs, elevated areas, handrails and loading bays and ramps in good order?            Building and perimeter is clear of clutter, rubbish and slip or trip hazards?            Foot traffic areas are in good condition and free of residues and slip and trip hazards?            Aisles and hallways are unobstructed and wide enough to allow access and cleaning?            Lifts are in good condition and functional?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<p><b>Lighting</b></p>			
<p>Is lighting adequate to allow safe work and access inside and outside the workshop, as follows?            Are lights working and light fittings including diffusers, reflectors, tubes/bulbs clean and in good order?            Is task lighting adequate for safe machine and tool operation?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<p><b>2. General Housekeeping</b></p>			
<p><b>Electrical</b></p>			
<p>Is electrical safety well-managed, as follows?            Is electrical equipment (including personal electrical items) tested at appropriate intervals and carrying up to date tags?            Are heaters safely located and in working order and have a current (last 12 months) test and tag?            Are battery chargers well-ventilated?            Are leads in good order, not stretched, bundled or compressed?            Are there enough power points for equipment - no multiple adaptors used?            Are the light switches and power points in good order?</p>			

Answer	Findings/Observations	Evidence Sighted	Recommendation
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<b>Are Residual Current Devices and Emergency shut-off switches installed and functional?</b> <b>Is all electrical equipment protected with RCDs?</b>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<b>Where external power points and switches are present, are these weatherproof and in good condition?</b>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<b>Waste disposal</b>			
<b>Is waste stored and disposed of appropriately?</b> <b>Separation of different types of waste is evident including landfill, hard rubbish, toxic waste (batteries, paint, glue) and recycling?</b> <b>Waste is appropriately stored to eliminate hazardous manual handling, slips and trips or falling objects?</b> <b>Is there evidence that waste is removed at the correct frequency, and not accumulating?</b>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<b>Storage</b>			
<b>Are storage areas well-organised, tidy and safely managed?</b> <b>Dangerous goods and hazardous substances stored appropriately?</b> <b>Are stored materials secured to prevent shifting/falling?</b> <b>Are storage racks load rated and labelled?</b> <b>Is there a safe way of accessing shelves above standing reach?</b> <b>Free of rubbish, clutter, slip and trip hazards?</b> <b>Heavier items stored between knee and shoulder height?</b>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			

Answer	Findings/Observations	Evidence Sighted	Recommendation
<b>Furniture and Fittings</b>			
<p>Are the furniture and room fittings such as seating, wall fixtures, workbenches and floor and window treatments in good order?</p> <p>Is the upholstery and mechanism of chairs in good order and appropriate for the task?            All wall and ceiling fixtures secured and in good repair?            Is there enough space between and underneath furniture and fittings to allow manual handling of materials and cleaning?            Are the floor and window coverings functional and clean?            Are all doors and windows in working order?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<b>3. Workshop Specific</b>			
<b>Ladders</b>			
<p>Are ladders in good condition, functional and are they free from damage, wear, cracks/breaks, or grease/spills?</p> <p>Are ladders checked and noted on a site Ladder Register, labelled with a site sticker and date of check?            Are ladders stored safely?            Where ladders are in use, are staff and students inducted into correct working at heights procedure?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<b>Hazardous Substances</b>			
<p>Are chemicals properly stored?</p> <p>Are chemical containers stored in purpose-made chemical storage containers, and stored compatibly?            Are approved flammable and corrosives cabinets used for storing the appropriate chemicals?            Are drip trays in place where needed under equipment to prevent leaking on the floor in the area?            Is there appropriate secondary containment available to prevent the spread of major spills and maintained in good condition?            Are all chemical store refrigerators spark-proof?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<p>Is chemical handling information readily available and accessible?</p> <p>Are Safety Data Sheets (SDS) available for hazardous chemicals?            Are chemical containers labelled correctly?            Is chemical inventory (including all hazardous substances) available and present, either online or as a hard copy?            Are the approved methods/procedures of disposal of all chemicals used in the workshop signed/available and followed at all times?            Do records of induction include Chemical safety?</p>			

Answer	Findings/Observations	Evidence Sighted	Recommendation
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			

Are gas cylinders and gas lines well-managed and in good order, as follows:

- Are all gas cylinders segregated by Dangerous Goods class with correct separation distances?
- Are all gas lines free of leaks, kinks or signs of wear and tear?
- Are all gas cylinders securely fastened/chained in holders both the workshop and in a storage area/bunker?
- Are there specialised trolleys available to move gas cylinders?
- Are all cylinders (full or empty) at least 3 metres from any potential ignition source?

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
---	--	--	--

### 3. Workshop Specific

#### Personal Protective Equipment (PPE)

Has fit-for-purpose PPE for the work functions/tasks been identified and provided, as follows:

- Is PPE checked, in date, and in adequate supply?
- Are all PPE supplies stored in facilities and within reach before hazard location?
- Are all users trained in the correct use of the PPE provided?
- Are staff modelling correct use of PPE during the workshop inspection?

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
---	--	--	--

#### Workshop Machinery

Are machines guarded and scheduled maintenance tasks performed, as follows:

- Are all machines adequately protected to prevent contact, entanglement or damage?
- Are machine/plant specific operational risk assessments conducted and current?
- Are there emergency shut-down buttons available on equipment, or which control all machines in a defined area?
- Do machines have manufacturer compliance and record plates?
- Are machines appropriate for the area in use?
- Are machine/plant log books up to date?

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
---	--	--	--

Are machine users adequately inducted and supervised, with instructions readily available?

Answer	Findings/Observations	Evidence Sighted	Recommendation
<p>Are all staff and students appropriately trained in the use of plant and equipment in the workshop?            Are all students appropriately supervised by a competent person when carrying out tool/equipment/welding tasks?            Are Safe Operating Instructions clearly displayed on all machinery?            Are other people in the vicinity of machinery protected from hazards such as noise or sparks?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<h3>Manual Handling and Lifting Equipment</h3>			
<p>Are mechanical aids such as hoists and trolleys managed safely and well-maintained, as follows:</p> <p>Are manual handling risk assessments performed and available?            Are Safe Work Procedures (SWP) available, relevant and accessible to users?            Are Safe Work Procedures (SWP) communicated and being followed?            Are trolleys and hoists in good condition, wheels, brakes, etc?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<h3>Extraction, Ventilation and Fume Cabinets</h3>			
<p>Extraction, ventilation and fume cabinets are safely managed and well-maintained, as follows:</p> <p>Extraction is used to remove airborne particles during processes generating substantial particles such as grinding, cutting and sanding?            Ventilation is used to remove heat and fumes, e.g. during welding and firing of kilns?            Fume Cabinets are fit for purpose and have been inspected and certified within the last 12 months?            Safe Operating Procedures for the Fume Cupboard are accessible to users?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<h3>Work at Heights</h3>			
<p>Are people kept safe when working near unguarded edges or high places, where falling would result in injury?</p> <p>Are fall restraint systems/harnesses appropriate?            Is training provided for people required to work at heights?            Have harnesses and equipment been inspected by authorised inspecting agent in last 6 months?            Have fixed roof anchor points been inspected in last 12 months?            Is access controlled (lockable or gated) to gantries or elevated platforms?            Are load ratings and inspection dates noted?</p>			
<input type="checkbox"/> Yes			

Answer	Findings/Observations	Evidence Sighted	Recommendation
<input type="checkbox"/> No <input type="checkbox"/> N/A			
<b>Pressure Cleaners</b>			
<p>Is the Pressure Cleaner well-managed and maintained in a safe condition, as follows:</p> <p>Is appropriate PPE provided near the pressure cleaner?            Is an isolation shut-off tap installed at the wall and clearly signposted?            Are Safe Operating Procedures accessible to users?            Is there sufficient drainage and waterproofing to protect against flooding?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<b>Noise</b>			
<p>Are noise hazards well-managed and hearing protection implemented?</p> <p>Is noise eliminated or otherwise controlled at the source, where reasonably practicable?            Is noise monitored and managed in the workshop?            Is hearing of users monitored and managed in the workshop?            Is hearing protection compliance monitored?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			