



WHS-FOR-030.2 Workshop Inspection Checklist

Work Area Inspected	
Date	

Name	Position

Item No.	Summary of inspection Findings	Date Completed

Issued by			
Name	Title		Date



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Checklist

(S =satisfactory, U =unsatisfactory, N/A = not applicable)

Housekeeping		S	U	NA	Comments
1	Bins located at suitable points				
2	Bins emptied regularly				
3	Spills cleaned up thoroughly				
4	Work areas free from rubbish and obstructions				
5	Free from slip/trip hazards				
6	Floor opening covered				
7	Stock/material stored safely				
8	Access to walkways kept clear				
9	Walkways free from obstructions				
Storage		S	U	NA	Comments
10	Materials stored in racks and bins wherever possible				
11	Commonly used and heavy items stored between mid-thigh and shoulder height				
12	Floors around racks, shelves, pallets etc. clear of rubbish				
13	Racks, shelves, pallets, etc. kept in good condition				
14	No danger of falling objects				
15	No sharp edges				
16	Safe means of accessing high shelves				
17	Racks clear of lights/sprinklers				
Chemicals/Hazardous Substances		S	U	NA	Comments
18	All containers labelled correctly/unlabelled containers				
19	Unused or unnecessary substances are disposed of in a safe manner				



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20	Special storage conditions followed where applicable				
21	Necessary equipment for safe use of substances provided				
22	Are there any signs of leaks where chemicals stored, of drums or containers				
	Fire and Emergency	S	U	NA	Comments
23	Fire extinguishers recently serviced and tagged				
24	Fire extinguishers not free standing, secured on wall				
25	Is access to fire equipment free and unobstructed				
26	Fire exits clearly marked				
27	Exit doors easily opened and clear of obstructions				
	Electrical	S	U	NA	Comments
28	Portable equipment and leads tested and tagged				
29	No broken plugs, sockets or switches				
30	No frayed or damaged leads				
31	No temporary leads on floor				
	General lighting	S	U	NA	Comments
32	Correct level of illumination for tasks				
33	No direct or reflected glare				
34	Light fittings clean and in good condition				
35	Emergency lighting operable				
	Walkways/Floors/Stairs	S	U	NA	Comments
36	Walkways adequately and clearly marked				
37	Stairs and risers are in good repair				
38	Floor surfaces even and uncluttered				



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Signs		S	U	NA	Comments
39	Warning signs in place				
40	Exits clearly marked				
41	Signs/Notices in good condition				
Ladders		S	U	NA	Comments
42	In good state of repair				
43	Used correctly				
44	Ropes, pulleys and treads in good state of repair				
Gas bottles		S	U	NA	Comments
45	Chained in upright position				
46	Hoses in good state of repair				
Ventilation		S	U	NA	Comments
47	Suitable ventilation supplied where required				
48	Thermal comfort maintained (humidity/temperature/air speed)				
Personal Protective Equipment (PPE)		S	U	NA	Comments
49	Correct and appropriate PPE supplied and available				
50	Checked and maintained regularly				
51	Used in correct manner				
52	Worn by workers when required to				
Buildings/Structures		S	U	NA	Comments
53	Roofs, gutters and downpipes in good condition				
54	Building cladding firmly attached and in good condition?				
55	Doors and locking devices in good condition?				
56	Doors operate easily, do not require excessive force?				
57	Fences and gates in good condition?				

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