

## WORKSHOP INSPECTION CHECKLIST

This is a free example of a safety template. For further information, guidance or for help if you find a problem and don't know what to do about it, please email us for a free site assessment.

[info@orbisenvironmental.com](mailto:info@orbisenvironmental.com), call us on **01656 470044** or visit our website [www.orbisenvironmental.com](http://www.orbisenvironmental.com)

Supervisor or manager completing the inspection should indicate a yes to show satisfactory or No to indicate a concern or problem exists. Where practicable, the problem should be rectified at the earliest convenience, including during the inspection, and noted on this inspection record.

Where a problem is identified, this should be recorded, discussed with the appropriate person, and recorded on this sheet. This should be escalated to line management for review and action agreed.

Upon completion, management should review and sign to confirm the inspection is complete and any actions or additional controls are implemented or planned for completion.

NOTE – if the inspection identifies significant new hazards, the work must stop, and controls implemented before continuing.

Inspection records must be returned to management office and filed for a minimum of 5 years.

<b>Areas inspected</b>		<b>Date</b>	
<b>Inspected by</b>			

HAZARD	YES/NO	Action / COMMENTS (location & brief details)	Completed?
<b>Housekeeping</b>			
Are floors in a safe condition? <i>(no cracks, slippery or uneven patches etc)</i>			
Are floors free of boxes, swarf, off-cuts & other trip hazards?			
Are surfaces clean? <i>(including benches, shelves, equipment)</i>			
Are there separate waste bins for : <ul style="list-style-type: none"> <li>▪ general waste?</li> <li>▪ dust?</li> <li>▪ sharp waste?)</li> </ul>			

HAZARD	YES/NO	Action / COMMENTS (location & brief details)	Completed?
<i>(e.g. glass, swarf, metal)</i>			
Are bins emptied often enough?			
<b>Ventilation</b>			
Is local exhaust ventilation (LEV) provided to remove fumes & dust? <i>(e.g. wood dust, welding or solder fumes)</i>			
Are ventilation systems tested every 14 months? <i>(including fume cupboards &amp; fume hoods)</i>			
<b>Personal Protective Equipment (PPE)</b>			
Is protective clothing worn properly & in good condition?			
Is suitable eye protection worn if needed? <i>(e.g. face shield; goggles; safety glasses)</i>			
Are suitable gloves worn if needed? <i>(against sharp objects, chemicals, heat or sparks etc)</i>			
Is respiratory protection suitable & worn if needed? <i>(e.g. respirators; air-fed helmets)</i>			
Is all PPE stored in a clean, uncontaminated area?			
Is suitable PPE available for emergency use? <i>(e.g. chemical spillages or radioactive contamination)</i>			
<b>Machine Guarding</b>			
<i>Are all safety devices and guards in place and working correctly – check each one</i>			
Do machine guards effectively prevent injuries by design?			
Are guards always used?			
Are guards fixed e.g. by screws or nuts and bolts? (I.E. need a tool to remove them)			
If fixed guards impracticable, are guards interlocked, so that the machine cannot start before the guard is closed & cannot be opened while the machine is moving?			
Where guards cannot give full protection, are work holders, jigs or push sticks used?			
Are computer-controlled machines also properly guarded?			
Do guards allow for safe cleaning & maintenance of the machine?			
Do all machine users & maintenance staff know that guards must be used and how to operate them?			
Are all guards & other safety devices inspected & tested regularly?			
<b>Machine Design</b>			
Are emergency stop buttons or pedals easily identifiable & within easy reach?			
Are operating controls clearly marked to show what to do?			
Are operating controls designed & placed to avoid accidental operation? <i>(e.g. by shrouding start buttons or pedals)</i>			

HAZARD	YES/NO	Action / COMMENTS (location & brief details)	Completed?
Can the machine be isolated from its energy source? <i>(e.g. electricity, gas)</i>			
Are the machine & work pieces securely clamped to minimise vibration, noise & risk of pieces being ejected?			
Are tools tagged with a colour code to indicate vibration levels?			
Are warning devices audible or visible & does everyone understand what they mean? <i>(e.g. hooters or flashing lights)</i>			
<b>Use of Machinery</b>			
Are risks of injury minimised by reducing need to go near dangerous machine parts? <i>(eg. machines are fed or cleaned automatically)</i>			
Are there precautions to prevent unintentional start-up of machinery? <i>(e.g. by locking off machinery, Permit-to-Work systems, portable warning signs and barriers to prevent access)</i>			
Are operators supervised to ensure that they use guards & other protection provided?			
Is there always another member of staff nearby when dangerous machinery is being operated, cleaned or maintained?			
Is unattended equipment in use, labelled with details of hazards and contact person/user?			
<b>Electrical Safety</b>			
Is 110 volt or battery powered equipment used whenever possible?			
Are all machines, including cables, inspected regularly?			
Are all electrically-powered machines tested every three years?			
Are live electrical parts guarded at all times?			
Is the machine disconnected or isolated from the power supply before electrical parts are exposed? <i>(e.g. for maintenance or repair)</i>			
<b>Maintenance</b>			
Is there a schedule of preventive maintenance for all machines?			
Are guards & safety devices tested & maintained in working order?			
Are all inspections, tests, maintenance & repairs recorded in a machine log?			
Is there a safe system of work for maintenance <i>(e.g. isolating from power supply, warning signs, locking-off controls?)</i>			
Have maintenance staff (including contractors) been warned about the dangers & precautions to be taken?			

HAZARD	YES/NO	Action / COMMENTS (location & brief details)	Completed?
<b>Other Equipment</b>			
Are all lifting equipment within inspection periods (6 months for lifting people or attachments such as slings, ropes and eye bolts – or 12 months for other items)?			
Are LEV extraction units in good working order and extracting appropriately?			
Are LEV extraction units within 14-month statutory inspection frequency by competent person (external Contractors)?			
Are metalworking fluids (Coolant) in good condition, free from excessive contamination and Odour?			
Are metalworking fluids within sampling and inspection frequencies and results of samples appropriate?			

Supervisor / Manager sign off

<b>Supervisor / manager Name</b>		<b>Date</b>	
<b>Inspected by</b>			

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