



# WORKSHOPS

Business Name & Address: \_\_\_\_\_ Property Name/PIC: \_\_\_\_\_

Audit Team: \_\_\_\_\_ Audit Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Description (structure type): \_\_\_\_\_ GPS Ref./Location: \_\_\_\_\_ Asset ID # (if applicable) \_\_\_\_\_

RISK CALCULATOR	LIKELIHOOD – The likelihood of the exposure causing injury to a person given the frequency of exposure				
	ALMOST CERTAIN <i>Is expected to occur in most circumstances</i>	LIKELY <i>Will probably occur in most circumstances</i>	POSSIBLE <i>Might occur at sometime</i>	UNLIKELY <i>Could occur at sometime</i>	RARE <i>May occur in exceptional circumstances</i>
<b>CATASTROPHIC</b> <i>Death or permanent disability</i>	EXTREME	EXTREME	EXTREME	EXTREME	HIGH
<b>MAJOR</b> <i>Serious bodily injury</i>	EXTREME	EXTREME	EXTREME	HIGH	HIGH
<b>MODERATE</b> <i>Casualty Treatment</i>	EXTREME	HIGH	HIGH	MODERATE	MODERATE
<b>MINOR</b> <i>First aid only, no lost time</i>	HIGH	HIGH	MODERATE	LOW	LOW
<b>INSIGNIFICANT</b> <i>No injuries</i>	HIGH	MODERATE	LOW	LOW	LOW

RISK CLASS	ACTION REQUIRED
OK or Not Applicable	No Foreseeable Risk - <b>OK</b> for now; <b>Review</b> if any equipment/people/materials/work methods or procedures change. <b>Or</b> this particular inspection item is <b>Not Applicable</b> to this workplace
EXTREME	<b>Extreme Risk - Act Now Do something about these risks immediately.</b> Stop the task until the hazard is controlled and the risk managed.
HIGH	<b>High Risk - Act As Soon As Possible.</b> Do something to manage these risks as soon as possible. Consultant with Management
MODERATE	<b>Moderate Risk -</b> Develop a <b>PLAN</b> to manage these risks / note any suggestions on how the risk might be managed.
LOW	<b>OK</b> for now <b>Review</b> if any equipment/people/materials/work methods or procedures change.



IDENTIFIED HAZARDS	OK or NA	EXTREME (Act Now)	HIGH (Act ASAP)	MODERATE (Plan)	LOW (Review)
<b>STRUCTURAL AND ENVIRONMENTAL</b>					
1. Do all doors (if fitted) open easily and are doorways / exits kept clear to allow quick evacuation in the event of an emergency?					
2. Is there a known procedure to identify all VISITORS to the workplace, so that they can be informed of known hazards and restricted areas and accounted for if an incident occurs?					
3. Is there appropriate signage to warn persons entering the workshop of hazards present in the workshop?					
4. Are workshop floors adequately drained?					
5. Is there adequate workspace provided around each separate workstation?					
6. Are floor surfaces free of trip hazards, including tools, materials and rubbish?					

IDENTIFIED HAZARDS	OK or NA	EXTREME (Act Now)	HIGH (Act ASAP)	MODERATE (Plan)	LOW (Review)
7. Are service pits, hoists and ramps clearly marked, barricaded or guarded to prevent trip, slip or fall hazards?					
8. Are service pits and other enclosed spaces adequately ventilated to prevent a build-up of explosive or toxic atmospheres?					
9. Have workers been instructed on the use of power tools, welders and other spark generating devices that may provide an ignition source in a workshop where flammable substances are being in a confined space such as a service pit?					
10. Has the roof, load bearing rating for portable / demountable buildings such as portable offices, been checked where goods and equipment are stored on top-off these structures?					
11. Are buildings and other structures, with mezzanine type storage areas, fitted with appropriate rails and guards to prevent falls from heights from these structures?					
12. Is lighting adequate for work in all situations?					
13. Are gutters and areas around buildings clear of flammable debris and rubbish?					
14. Are all light bulbs or lamps that are at risk of breakage, shielded or otherwise protected from accidental contact?					
<b>FIRST-AID, FIRE AND EMERGENCY RESPONSE</b>					
15. Is a fully stocked first-aid kit accessible to all workers and are they aware of its location?					
16. Is there a stock control list for the first-aid kit and are stock lines and levels checked regularly?					
17. Are there suitably qualified persons trained in emergency first-aid available in the workplace to render assistance?					
18. Is there a known policy that a person with first-aid training is to be present in the workplace and are workers aware of whom that person is?					
19. Are all incidents requiring first aid documented on an injury report form?					
20. Do you provide opportunities for staff to obtain a current first aid certificate?					
21. Are there sufficient numbers of appropriate fire extinguishers (suitable for electrical, and/or liquid, and/or other types of fires) available in the workshop?					
22. Are fire extinguishers, signed and positioned in conspicuous areas that are easily accessed within the workshop?					

IDENTIFIED HAZARDS	OK or NA	EXTREME (Act Now)	HIGH (Act ASAP)	MODERATE (Plan)	LOW (Review)
23. Has an authorised person checked and tagged all fire extinguishers within the past 12 months and do <i>they remain</i> fully charged?					
24. Is there an adequate supply of water for fire fighting purposes, for use by the fire brigade?					
25. Is there an incident management plan in place that includes an emergency communications strategy? (I.e. who notifies the ambulance)					
26. Are incident management procedures incorporated into induction training programmes for all new staff?					
27. Are emergency phone and / or radio call lists displayed throughout the workplace and accessible by all workers?					
28. Are key personnel who would be involved in an incident situation regularly briefed and trained on the response strategy?					
29. Is there unrestricted access for emergency service vehicles and personnel to the workplace?					
30. Are all workers aware of the EXIT points and the EMERGENCY ASSEMBLY AREA?					
<b>GENERAL POLICY AND PROCEDURE</b>					
31. Does the workshop have sufficient warning signs that advise of hazards and the need to wear Personal Protective Equipment (PPE)					
32. Is adequate PPE and training for its use provided for the various operations conducted in this workshop? (Eye protection, gloves, earmuffs & plugs, aprons, head wear & helmets)					
33. Are trolleys, jacks, cranes and hoists present to reduce lifting where possible?					
34. Are appropriate vehicle jacks and support stands available for use when servicing vehicles or machinery?					
35. Is there a “No Smoking Policy” in the workplace where chemical, flammable or combustible materials are being used?					
36. Is there a “No Smoking Policy” in place in the workshop and other confined work areas where the smoking of tobacco products may infringe the <i>Queensland Tobacco and Other Smoking Products Amendment ACT 2004</i> ?					
37. Are all overhead cranes or hoists adequate for the loads likely to be lifted and marked with their <b>Safe Working Loads</b> ?					
38. Are storage shelves and benches at a comfortable working height and adequate to support the loads imposed?					

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39. Is the workshop free from materials that should be stored in other locations (excessive quantities of fuel, chemicals, etc)?					
40. Are separate rubbish bins available for combustible and non-combustible workshop waste?					
41. Are ladders and other means of climbing onto roofs and tall structures stored away and inaccessible to children and other unauthorised persons?					
42. Is all equipment appropriately stored when not being used?					
<b>ELECTRICAL TOOLS AND POWER SUPPLY</b>					
43. Is the electrical circuit board indoors or protected by a weatherproof cabinet if it's situated in a position where it may become wet?					
44. Are the workshop General Power Outlets (GPO) protected by installation of residual current devices (RCD) to prevent electrical shock?					
45. Are Residual Current Devices tested according to WHS Regulations?					
46. Are portable RCD units available for use with electrical equipment when such equipment is not being used on a protected outlet?					
47. Are electrical switches and General Power Outlets undamaged and in good working order?					
48. Are all power tools and extension leads double insulated?					
49. Have all electrical appliances and power tools used in the workshop been inspected, tested and tagged by a competent person in accordance with regulatory requirements?					
50. Is it a known policy that portable power tools are to be unplugged and switched off when not in use?					
51. Have double-adapters or piggy-back plugs been withdrawn from use where it is illegal to use those devices?					
52. Are electrical wires that are at risk of being accidentally struck by a person, cut or entangled in machinery or struck by an object, protected by conduit or other means?					
53. Are all extension leads suspended clear of work situations where they cross any passageway/access-way or where fluids may affect them?					
54. Are underground electrical cables clearly marked?					

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55. Are overhead power-lines clearly marked and located clear of moving equipment/ machinery?					
56. Are there any wet or damp areas that may pose an electrical hazard in or around the workshop area?					
<b>BENCH, ANGLE GRINDERS AND CUT OFF SAWS</b>					
57. Are the appropriate guards, for both wheel and operator, installed and kept clean on all machines?					
58. Are fixed grinders located in suitable positions? (Away from doorways or inappropriate locations where pedestrian traffic may sustain injury or cause injury to the operator)					
59. Are the grinding wheels in use correctly matched to the specific machine / tool and to the maximum and minimum RPM of the machine / tool?					
60. Are all tool and work rests kept correctly adjusted?					
61. Are grinding wheels on grinders regularly dressed?					
62. Is the illumination level adequate for safe operation of all machines?					
63. Are combustible materials stored or placed away from areas where grinding operations are performed?					
<b>WELDING PROCESSES</b>					
64. Is hot work conducted in accordance with “Safety in welding and allied processes-Fire precautions”?					
65. Is a ‘Hot Work Permit’ required for welding work in this workplace?					
66. Is ventilation adequate where welding processes occur?					
67. Are welding or other protective screens used to protect bystanders from sparks, ultra-violet or infrared radiation?					
68. Is Personal Protective Equipment, including eye protection, welding masks/helmets and gauntlet-type gloves provided for oxy acetylene and arc welding work?					
69. Is a fire extinguisher in close proximity to all welding operational areas used for cutting and heating?					
70. Are combustible materials stored or placed away from areas where welding operations are performed?					

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71. Are welding cables fully insulated throughout their entire length and electrode holders in good repair?					
72. Are welding machine terminals and cable connections clean and tight?					
73. Are exhaust systems on workshop motors and equipment in good order to reduce the level of noise/ fume emissions and the risk of fire?					
74. Are all LPG, oxy acetylene and other compressed gas cylinders secured in a vertical position?					
75. Are flashback arresters fitted to all oxy-acetylene equipment?					
76. Are pressure gauges on all compressed gas cylinder regulators in working order and well maintained?					
77. Are all gas / oxy-acetylene hoses and fittings in sound order with no detectable gas leaks?					
78. Are staffs trained in the correct procedures for lighting up and closing down oxy-acetylene processes?					
<b>COMPRESSED AIR</b>					
79. Are compressed air couplings and hoses in sound condition with no evident leaks?					
80. Are accurate pressure gauges available for the correct inflation of tyres and other applications?					
81. Is eye protection provided when using compressed air to blowdown machinery?					
82. Is the tyre inflation cage suitable for the safe inflation of the tyre sizes currently used?					
83. Is the air compressor adequately guarded and situated away from the work area to reduce noise within the workshop?					
<b>AMENITIES</b>					
84. Are there adequate numbers of toilets available in relation to the number of staff?					
85. Are toilets cleaned regularly and are the required cleaning and disinfecting supplies available?					
86. Is clean, cool potable drinking water available at various locations in the work area?					

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87. Are drinking water taps marked for potable water?					
88. Are washing facilities kept in clean, serviceable order with no electrical faults?					
<b>ADDITIONAL HAZARDS</b>					
89.					
90.					
91.					
92.					
93.					
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95.					
96.					
97.					

<b>RISK ASSESSMENT AND MANAGEMENT RECORD</b>									
<b>HIERARCHY OF CONTROLS PLANNED OR IMPLEMENTED</b>									
<b>Item #</b>	<b>Date</b>	<b>Identified Hazard</b>	<b>Assessed Risk Level</b>	<b>Control 1 Eliminate</b>	<b>Control 2 Substitute</b>	<b>Control 3 Isolate or Guard</b>	<b>Control 4 Redesign or Engineering</b>	<b>Control 5 Administration</b>	<b>Control 6 PPE</b>

**IMPLEMENTATION AND CONTROL SHEET**

Item #	RISK MANAGEMENT ACTION REQUIRED	Responsible Person	Cost \$	Target Date	Date Actioned	Revised Risk Level after Action