

PRE-OPERATIONAL CHECKLIST FOR Workshop safety



NAME Department Location

All the items in the "ITEMS TO BE CHECKED" column must be checked by operators before operating equipment.

Indicate whether each criterion is sufficiently met (using a tick) or not (using a cross). If it is irrelevant, write n/a in the comments section. If defective, comment on the exact nature of the defect and do not operate until reported and corrected. A new checklist then needs to be filled in and retained.

PERSONAL PROTECTIVE EQUIPMENT REQUIRMENTS

Body protection, eye and/or face protection, hard hat, rubber boots, hearing protection, protective gloves



PRE-OPERATIONAL ITEMS TO BE CHECKED

EMERGENCY & FIRES	
EMERGENCY NUMBERS NEAR PHONE	EXITS & PATHS UNOBSTRUCTED
EVACUATION POINT ESTABLISHED	FIRST AID KITS AVAILABLE & STOCKED
FIRST AID LOCATABLE BY WORKERS	FIRE EXTINGUISHERS AVAILABLE & CHARGED
EMERGENCY EQUIPMENT MARKED OUT	OILY RAGS KEPT IN METAL BIN
EVACUATION DRILLS CONDUCTED REGULARLY	FLAMMABLE MATERIALS STORED SAFELY
SAFETY ADMINISTRATION	
EMPLOYEES TRAINED ON SAFETY EQUIPMENT	--RESPIRATORS
WORKERS CURRENT ON TRAINING ON:	--INJURY & ILLNESS PREVENTION
--LADDERS	SAFETY TRAINING DOCUMENTED & FILED
--FALL PROTECTION	SAFETY MEETINGS HELD REGULARLY
--FIRST AID	SAFETY MEETING MINUTES POSTED & UTILISED
--LOTO (LOCKOUT / TAGOUT)	SHOP SAFETY GUIDE ACCESSIBLE
--FORKLIFTS	PPE AVAILABLE & USED WHERE NEEDED
--MATERIALS HANDLING	FILTERS ROUTINELY REPLACED
HOUSEKEEPING & VENTILATION	
WORKSITES CLEAN & ORDERLY	FLOORS DRY & IN GOOD CONDITION
WASTE CONTAINERS KEPT CLEAN & EMPTIED	LIGHT FIXTURES ADEQUATE & WORKING
FOOD KEPT IN DESIGNATED AREA	VENTILATION SYSTEM ADEQUATE FOR WORK
CABINETS & SHELVES SECURED & ANCHORED	FILTERS ROUTINELY REPLACED
MACHINES SECURED & ANCHORED	
ELECTRICAL SAFETY	
PLUGS, CORDS & PANELS ENCLOSED; NO SPLICES	NO CORDS ACROSS WALKWAYS, etc.
INSULATION IN GOOD CONDITION	BREAKER PANEL ACCESSIBLE & LABELLED
EXTENSIONS HAVE GROUNDING CONDUCTORS	GFCIs* AVAILABLE
EXTENSION CORDS ONLY USED TEMPORARILY	HAND-TOOLS EFFECTIVELY GROUNDED
MECHANICAL SAFETY	
DEFECTIVE EQUIPMENT REMOVED & REPAIRED	MACHINES REGULARLY CLEANED
MACHINE GUARDS FITTED & SECURED	MACHINES REGULARLY MAINTAINED
OPERATING CONTROLS WITHIN USER'S REACH	MAINTENANCE RECORDS etc. KEPT ON FILE
STANDARD PROCEDURES FOLLOWED	ONLY AUTHORISED EMPLOYEES DO REPAIRS

*GFCI = Ground Fault Circuit Interrupter

Continued overleaf

ITEMS TO BE CHECKED (contd.)

PORTABLE TOOLS		
ELECTRICAL HAND TOOLS IN GOOD CONDITION		WELDING EQUIPMENT PROPERLY INSULATED
TOOLS FREE OF CRACKS & BROKEN PARTS		FUEL HOSE RED, OXYGEN GREEN, INERT BLACK
LADDERS CLEAN & IN GOOD CONDITION		CYLINDERS LEGIBLY MARKED
SPREADERS LOCK IN PLACE		CYLINDERS & HOSES FREE OF CRACKS / DENTS
LADDER SAFETY FEET IN GOOD CONDITION		CYLINDERS SECURED UPRIGHT WITH CHAINS
ONLY APPROVED WELDING EQUIPMENT USED		CYLINDERS HAVE VALVE PROTECTOR CAPS
STORAGE, HAZMAT & HAZWASTE		
MATERIALS STORED TO PREVENT FALLS & SPILLS		WORKERS USE APPROPRIATE PPE
SIGNS DESIGNATE STORAGE AREAS		CURRENT CHEMICAL INVENTORY LIST GIVEN
STORAGE CONTAINERS CORRECTLY LABELLED		INCOMPATIBLE CHEMICALS SEGREGATED
STORAGE RACKS NOT SAGGING		CHEMICAL WASTE SEPARATED FOR EH&S**
EMPLOYEES KNOW SAFE STACKING & STORING		HAZARDOUS WASTE TAGS PRESENT & LEGIBLE
HAZMAT KEPT IN SEALED CONTAINERS		HAZWASTE REMOVED AFTER 9 MONTHS

**EH&S = Environment, Health & Safety

COMMENTS

INSPECTOR SIGNATURE

DATE

**Never rush an inspection.
Remember: your reputation is on the line!**

**Do not allow workers to operate
in a hazardous environment.
Report all faults to your supervisor!**

**Never find yourself missing a single detail!
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