# Check List: Managing Industrial Technology & Design workspaces

This checklist has been developed to assist schools in managing their ITD facilities and conducting hazard identification and assessment processes. The checklist could be used to assist your school Work Health and Safety Adviser and school safety committee to report on the safety environment within ITD workspaces.

**Guidance only** - it is not intended as a definitive list for the identification of all hazards. Sites are advised to modify this list as needed in accordance with their own circumstances.

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| **School or Location (block/campus room):** |
| **Person/s completing Check List:** | **Date:**  |

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| **Management Systems** | **Yes** | **No** | **N/A** |
| Record keeping: Training records – Staff (e.g. Induction; courses; profiles etc.) |  |  |  |
| Training records – Students (machine inductions; knowledge test etc.) |  |  |  |
| Risk assessments – CARAs; plant/equipment; hazardous substances etc.) |  |  |  |
| Plant/equipment – Servicing; Maintenance/inspection; SOP’s; Operator manuals; Lock-out/Tag-out etc. |  |  |  |
| Evacuation Procedure: Room diagrams; audible alarm signal and practices conducted. |  |  |  |
| Incident Reporting: injury notification and investigations – MyHR WHS |  |  |  |
| First Aid: trained staff; first aid kids; first aid room |  |  |  |
| Communication: facility meetings; notices; signage; notice-board; ordering process; etc. |  |  |  |
| Other: |  |  |  |
| **Action Required:** |
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| **Chemicals/Hazardous Substances** | **Yes** | **No**  | **N/A** |
| Register for Hazardous Substances |  |  |  |
| Chemicals and hazardous substances are stored and labelled appropriately: chemical/flammable storage cupboards |  |  |  |
| MSDSs – material safety data sheets (date within 5 years) are readily available |  |  |  |
| Risk assessments – completed; staff trained |  |  |  |
| Emergency eye wash station or similar available |  |  |  |
| Spill control systems are in place i.e. bunding containers, absorbing materials etc |  |  |  |
| Banned substances or timbers are not used e.g. CCA; western red cedar |  |  |  |
| Disposal process for unwanted/out-of-date chemicals |  |  |  |
| **Action Required:** |
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Workshop (complete this page for each **workshop**):

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| **General** | **Yes** | **No**  | **N/A** |
| Safety awareness: safety rules/expectations; entry PPE signage etc. |  |  |  |
| Layout of space: access and walkways |  |  |  |
| floor surfaces – no slip, trip or fall hazards |  |  |  |
| benches; fixed plant and work areas – safe working zones |  |  |  |
| line of sight for supervision |  |  |  |
| Fittings/fixtures e.g. ceiling fans; lighting is in good condition and in working order |  |  |  |
| Storage areas: Projects; materials; tools/equipment; chemicals |  |  |  |
| Services: Electrical; gas; compressed-air; dust/fume extraction; pipes are clearly labelled etc |  |  |  |
| Electrical: Distribution/power board is locked; cables/conduct and GPOs good condition |  |  |  |
| Emergency equipment: evacuation diagram; fire extinguishers/blankets; emergency lighting |  |  |  |
| Housekeeping: waste disposal; clean-up equipment etc |  |  |  |
| Noise: plant/equipment; background noise; etc |  |  |  |
| Environment: air flow/ventilation; temperature etc |  |  |  |
| Other : |  |  |  |
| Other : |  |  |  |
| Other : |  |  |  |
| **Action Required :** |
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| **Plant/Equipment** | **Yes**  | **No**  | **N/A** |
| Plant/equipment (fixed) : location ; secured ; condition/wear and tear ; missing parts etc |  |  |  |
| guarding; micro switches – condition and effectiveness |  |  |  |
| E stops; switch gear; isolation etc |  |  |  |
| defined safe working zones – yellow lines min. 600mm |  |  |  |
| adequate lighting for work processes |  |  |  |
| signage – SOPs; safety instructions etc |  |  |  |
| Plant/equipment (portable): storage; condition |  |  |  |
| PPE (personal protective equipment): class sets; per item; supplied by individuals |  |  |  |
| Other: |  |  |  |
| Other: |  |  |  |
| Other: |  |  |  |
| **Action Required:** |
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| **Prep Area** | **Yes**  | **No**  | **N/A** |
| Access/walkways – space for size of materials; floor surfaces – no trip hazards |  |  |  |
| Storage: suitable for types of materials/items |  |  |  |
| areas organised and labelled where required |  |  |  |
| free standing shelves/cupboards are secured |  |  |  |
| Plant / equipment: guards; switch gear; condition; safe working zone |  |  |  |
| Good housekeeping & waste disposal |  |  |  |
| Services – electrical; dust extraction; lighting; ventilation |  |  |  |
| **Action Required**: |
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| **Secure Store** | **Yes**  | **No**  | **N/A** |
| Secured – reinforced door and good security (alarmed) |  |  |  |
| Access/walkways – adequate space for use; floor surfaces – no trip hazards |  |  |  |
| Storage: suitable for equipment/items |  |  |  |
| areas organised and labelled where required |  |  |  |
| free standing shelves/cupboards are secured |  |  |  |
| Good housekeeping and waste disposal |  |  |  |
| Services – electrical; dust extraction; lighting; ventilation |  |  |  |
| **Action Required**: |
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| **Welding/Hot Metals Areas** | **Yes** | **No** | **NA** |
| Areas have good design and layout – space; suitably painted e.g. blackened/non reflexive finish |  |  |  |
| All arc-welding bays are adequately screened from welding flash |  |  |  |
| All electric welding benches are insulated from the floor and/or the operator is insulated from the floor by rubber matting or duck boards |  |  |  |
| Electrical cables and electrodes in good condition – electrode and earth cables and connections |  |  |  |
| Gas cylinders are stored in an upright position and chained to a wall or stand |  |  |  |
| Separate storage area for full and empty gas cylinders |  |  |  |
| Gas hoses and hand pieces in good condition – tips and equipment stored appropriately |  |  |  |
| Manifolds are located and guarded to protect from damage; system regularly maintained |  |  |  |
| Oxy and plasma cutting benches/supports in good condition |  |  |  |
| Effective ventilation and fume extraction available for welding/cutting processes |  |  |  |
| Appropriate (*AS/NZS)* gloves, welding glasses/shields and aprons are available for welding processes |  |  |  |
| **Action Required**: |
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| **Spray Painting Booth/Area** | **Yes** | **No** | **NA** |
| Spray painting booths are located away from a possible source of ignition |  |  |  |
| Lights and switches are spark proof |  |  |  |
| Filters and extraction system regularly checked – services recorded |  |  |  |
| Paints and solvents are stored away from painting area/s |  |  |  |
| Hazardous substances not used e.g. Isocyanates; trichloroethylene; benzene etc. |  |  |  |
| **Action Required**: |
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| **Automotive Area** | **Yes** | **No** | **NA** |
| Access/walkways – adequate space for activities; floor surfaces – no trip hazards |  |  |  |
| Lighting and ventilation – effective; any fume extraction system |  |  |  |
| Storage: suitable for equipment/items |  |  |  |
| areas organised and labelled where required |  |  |  |
| Equipment (workshop tools) – condition; SOPs; maintenance; layout; storage; etc. |  |  |  |
| Good housekeeping and waste disposal – sump oil; oily rags |  |  |  |
| Services – electrical; compressed air; hydraulics; etc. |  |  |  |
| Vehicle Hoist: Documentation – Design registration certificate and number displayed on hoist |  |  |  |
| – Operator manual and SOP for users |  |  |  |
| – Records of installation and testing; maintenance and inspections  (periodic by school and annual by competent person) |   |  |  |
| – Location - access onto hoist; clearance around and above hoist |  |  |  |
| – Safety locking of hoist and supporting arms; isolation switch |  |  |  |
| – Condition of support pads; wire cables; hydraulic/electrical conduct; ramps |  |  |  |
| **Action Required**: |
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| **Plant Rooms – Dust extraction/Compressor** | **Yes** | **No** | **NA** |
| Ducted wood dust reticulation plant: located in secure (locked) and weather proof area |  |  |  |
| designed to reduce/control noise from plant |  |  |  |
| good access to collection bins for cleaning |  |  |  |
| system regularly serviced – records kept |  |  |  |
| Compressor plant installation: located in secure (locked) and weather proof area |  |  |  |
| designed to reduce/control noise from plant |  |  |  |
| compressor fixed to prevent vibration |  |  |  |
| good access to service compressor |  |  |  |
| system regularly serviced – records kept |  |  |  |
| **Action Required**: |
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| **Other Identified Issues** | **Action Required** |
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**Notes**

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