Workshop Check-up

This checklist tool has been provided to enable schools to regularly review workshop facilities.

|  |  |
| --- | --- |
| Location: |  |

|  |  |  |
| --- | --- | --- |
| **Workshop physical check** | Yes | No | NA | Details |
| Doorways and access pathways including around work-benches are free of obstructions or materials? | ☐Y ☐N ☐N/A |  |
| Electrical switches, power outlets, electrical leads and plugs are in good condition and ready for use? | ☐Y ☐N ☐N/A |  |
| Areas around machinery are clean, in order and ready for use? | ☐Y ☐N ☐N/A |  |
| All machines are secure, stable and have the required guarding in place ready for use? | ☐Y ☐N ☐N/A |  |
| Any damaged or broken machines have been removed from use e.g. lockout/tagged out and reported? | ☐Y ☐N ☐N/A |  |
| Suitable storage in the workspace is maintained for hand tools, materials and student projects? | ☐Y ☐N ☐N/A |  |
| Are there any other identified hazards that require action? | ☐Y ☐N ☐N/A |  |
| **Workshop procedures** | Yes | No | NA | Details |
| Safe Operating Procedures (SOPs) are in-place and utilised with students? | ☐Y ☐N ☐N/A |  |
| PPE is available for specific tasks e.g. face shields, welding masks etc.? | ☐Y ☐N ☐N/A |  |
| Is there a way to gain assistance in an emergency e.g. communication with school administration? | ☐Y ☐N ☐N/A |  |
| First aid response is in-place e.g. kits and personnel available and is appropriate for the work being undertaken? | ☐Y ☐N ☐N/A |  |
| Emergency equipment is clearly signed and able to be accessed? e.g. fire equipment, room shut-off eStop, eye wash etc.? | ☐Y ☐N ☐N/A |  |