|  |  |  |  |
| --- | --- | --- | --- |
| College / Portfolio: |  | School / Work Unit: |  |
| **Location(s) Inspected:** |  | **Date of Inspection:** |  |
| **Inspection Team:** |
| **Name:** |  | **E number:** |  | **Name:** |  | **E number:** |  |
| **Name:** |  | **E number:** |  | **Name:** |  | **E number:** |  |

***Add more rows as required***

| # | Elements | Answer | Comment / Hazard / Action | Person Responsible | Due Date | Date Completed |
| --- | --- | --- | --- | --- | --- | --- |
| **1.0** | **Layout** |
| **1.1** | Is the general work area tidy and well kept? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **1.2** | Is there adequate storage provided and is this in an adequate condition? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **1.3** | Floor is free of obstructions? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **1.4** | Floor coverings in good condition? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **2.0** | **Environmental** |
| **2.1** | Is the temperature within the RMIT thermal comfort standards? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **2.2** | Is the lighting suitable for the work being performed? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **2.3** | Are all light covers and fittings secure? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **2.4** | Is the area free from strong odours? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **2.5** | Is the noise level acceptable / adequately controlled? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **2.6** | Is there adequate ventilation? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **3.0** | **Emergency Procedures** |
| **3.1** | Have emergency evacuation signs been displayed as required? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **3.2** | Fire extinguisher of appropriate type easily accessible and labelled? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **3.3** | Are all staff and students trained to use fire extinguishers and records of training kept? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **3.4** | Have fire extinguishers been tested/tagged in the last 6 months? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **3.5** | Has a local Induction for all persons been completed and records kept? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **3.6** | Are all emergency exits clear and free of obstructions? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **3.7** | Is all emergency and hazard signage lit and clearly visible? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **3.8** | Are all emergency exits signs tested as required and logbooks available? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **3.9** | Are all emergency lights tested as required and logbooks available? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **3.10** | Are the names and contact details of fire wardens displayed? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **4.0** | **First Aid Facilities** |
| **4.1** | Are the First Aid kits easily accessible? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **4.2** | Are the First Aid kits stocked and contents are in-date? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **4.3** | The location of the First Aid kit is sign posted? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **4.4** | Are the names and contact details of first aiders displayed? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **5.0** | **General Facilities** |
| **5.1** | The washing facilities are clean and functional? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **5.2** | Lockers or equivalent available for staff? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **5.3** | The area is clean and safe condition? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **5.4** | Health and safety posters and information are displayed and accessible by staff? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **6.0** | **Manual Handling** |
| **6.1** | Frequently used items are placed within easy access between knees and shoulders? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **6.2** | Are all heavy items stored at waist height? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **6.3** | Stepladders or safe steps are available to access items stored on high shelves? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **6.4** | Trolleys are available for heavy items and loads? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **6.5** | Safe Work Instructions (SWI) / Safe Work Method Statements (SWMS) are available where applicable and communicated to staff and students? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **6.6** | Have manual handling risk assessments been conducted for all manual handling tasks/ activities undertaken within the area? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **7.0** | **Electrical** |
| **7.1** | All plug-in equipment has current test and tag? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **7.2** | All power leads in good condition? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **7.3** | Power leads are off the floor or placed away from walkways? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **7.4** | Are power boards used in place of double adaptors? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **7.5** | All faulty equipment is tagged out? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **7.6** | Out of Service tags are available? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **7.7** | Safe Work Instructions (SWIs) / Safe Work Method Statements (SWMS) are available where applicable and communicated to staff and students? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **7.8** | Emergency stop button is labelled and accessible (if present )? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **7.9** | RCD protection fitted in the workshop  | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **8.0** | **General Workshop** |
| **8.1** | All warning and safety signage are in a good condition? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **8.2** | All procedures, plant and equipment manuals are current and available? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **8.3** | The workshop area is free of food and drink? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **9.0** | **Chemicals** |
| **9.1** | Chemical Inventory and SDSs are available and accessible? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **9.2** | Spill kits are suitable, available, maintained and signed? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **9.3** | Containers are labelled as per GHS guidelines. There must be no unlabelled containers. | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **9.4** | Chemicals are stored correctly, bunded, segregated and stored away from all drains? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **9.5** | Gas cylinders stored securely and correctly? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **9.6** | Risk assessments have been completed on chemicals as required? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **9.7** | Safe Work Instructions (SWIs) / Safe Work Method Statements (SWMS) are available where applicable and communicated to staff and students? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **9.8** | Are safety showers and eye wash stations tested as per the Australian Standards? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **10.0** | **Plant and Equipment** |
| **10.1** | Is the area around plant/equipment clean and free from obstructions? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **10.2** | Is all plant & hazardous equipment locked when not in use? (can’t be accessed when left unattended) | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **10.3** | Is all plant and equipment maintained and in good condition? Check maintenance records. | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **10.4** | All emergency stops are in good working condition, where fitted  | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **10.5** | Guarding is in place where required? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **10.6** | Safe Work Instructions (SWI) / Safe Work Method Statements (SWMS) are available where applicable and communicated to staff and students? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **10.7** | Risk Assessments completed and available? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **10.8** | Personnel are trained and records are retained? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **10.9** | Are out of service/lock out tags available? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **11.0** | **Waste Disposal** |
| **11.1** | Are waste containers provided and labelled with Class diamonds as required? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **11.2** | Disposal of chemical/biological/radiation waste are completed as per SWI and appropriate procedures? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **11.3** | Waste disposal procedures are available where applicable and communicated to staff and students? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **11.4** | Personnel are trained with waste disposal procedure and records kept. | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **12.0** | **Personal Protective Equipment (PPE)** |
| **12.1** | All PPE is correctly stored? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **12.2** | All PPE is well maintained and good condition? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **12.3** | Signage of PPE requirements clearly displayed in the work area and visible? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **12.4** | Required PPE available for staff and students? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **12.5** | Safe Work Instructions (SWI) / Safe Work Method Statements (SWMS) are available where applicable and communicated to staff and students? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **12.6** | Staff and Students are trained in the correct use of the PPE and records are maintained? | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |
| **13.0** | **Other** |
| **13.1** |  | [ ]  Acceptable[ ]  Partially acceptable[ ]  Not acceptable[ ]  Not applicable |  |  |  |  |

***Add more rows as required***