WHS Inspection Checklist - Metalwork Workspaces

Metalwork Workspaces should be inspected at least every three months and provide staff with an opportunity to quickly identify and resolve hazards that could result in injuries or illness. Most of the issues that are identified in these inspections can be easily resolved, without the need for a formal WHS risk assessment. Formal WHS risk assessments are conducted whenever it is not immediately obvious what hazards and risks are associated with working activities, including equipment and chemicals, and/or the solutions are unclear.

Some issues may be resolved by submitting a Properties and Facilities request via Service Central and other issues may be resolved by callaborating with Nominated Supervisors.

Inspection Details

At least two members of staff should complete a WHS inspection by progressively working through the checklist and updating the Corrective Actions Plan, Appendix A, as outstanding issues are resolved.

Inspection Location:	Date: ___/___/___

INSPECTION TEAM	
1.	2.
3.	4.

✓ Tick the relevant Yes or No Column. Enter N/A into Comments, when question doesn't apply.

Equipment – Defects			
Check the following equipment (listed below) for damage or defects. Consider electric cables, emergency stop buttons, guarding, interlocks, blades, grinding wheels, hydraulic lines and unions and other signs of defects.			
Equipment	**Y**	**N**	**Comments**
Lathes			
Band Saw			
Drop Saw			
Laser Cutters			
Linisher/Grinder Combo			
Pedestal Grinder			
Pedestal Drills			
Milling Machine			
Drilling Milling Machine			
Hydraulic Guillotine			
Brobo Cold Metal Saw			
MIG Welder			
3 in 1 Cigweld Welder			
Spot Welder			
Equipment – Instructions and Signage	**Y**	**N**	
Are operating instructions/safety signs adequate, clear and accessible?			

Equipment Safe Operating Procedures (SOPs)/Safe Work Method Statements (SWMS)	Y	N	Comments
Have SOPs (instruction) been developed for each type of equipment?			
Have all staff and students been trained in the equipment SOPs? *Verify that staff have a record of sign-off against the SOPs.*			
Fire and Emergency Evacuations	Y	N	Comments
Are fire extinguishers/fire hose reels accessible to the work area?			
Have fire extinguishers been checked in the last 6 months? *Check the metal inspection tag and verify the last inspection date is within the last six months (hole-punched within this timeframe).*			
Is there an 'In Case of an Emergency' poster displayed on the walls within or near the work area?			
Is emergency information, including Floor Wardens, displayed on posters and visible to staff members?			
Have emergency procedures been established for emergencies, including chemical spills?			
Have evacuation drills been conducted in the past 12 months?			
Emergency Exits	Y	N	Comments
Are exits/walkways/corridors clear of obstructions?			
Is there exit signage/lighting installed and visible?			
Are fire exits free of obstructions?			
Are all exit doors unlocked?			
Chemical Safety	Y	N	Comments
Do staff know how to use *Chemwatch*? *Ask staff whether they know how to access and use Chemwatch.*			
Is a chemical register easily accessible and positioned close to hazardous chemicals or Dangerous Goods? *The registers should be accessible to both the storage area and the area where they are used.*			
Are relevant summary, one page summary Safety Data Sheets (SDS) for hazardous chemicals, attached to the chemical register(s)? *Select five chemicals, including cleaning products, and verify whether they are classified as hazardous. If Yes: relevant SDS and safe work instructions (informed by WHS risk assessments) for these products should be attached to the paper-based version of the chemical register(s). To update the register within Chemwatch: record product information and the volumes stored.*			
Have safe work instructions, associated with using hazardous chemicals, been developed and are they easily accessible?			
Are labels attached to the hazardous chemicals? *Check at least three hazardous chemicals have labels attached. Conduct an online search for 'GHS labels' to find out about appropriate labels, which can be downloaded from Chemwatch.*			
Cleaning Products (Not Classified as Hazardous)	Y	N	Comments
Are all cleaning products clearly labelled?			
Have any of the cleaning products expired?			
Are all staff members trained in the appropriate cleaning procedures?			

Manual Handling	Y	N	Comments
Are items in regular use within easy reach?			
Is there sufficient space around machines/equipment to enable easy access?			
Are appropriate manual handling aids (trolley/ladder/safety step) available for use by staff members?			
Are staff members trained in manual handling techniques, including the use of equipment? *Ask staff to verify that they are aware of these techniques.*			
Is there sufficient storage space for bulky/heavy equipment?			

First Aid	Y	N	Comments
Are first aid kits and defibrillators (AEDs) available or accessible to the work area? *If No: visit Service Central.*			
Is first aid signage displayed to indicate where first aid kits are stored?			
Have first aid kits been inspected or do they need to be restocked? *Please review the sticker on the first aid kit to verify that the kit was restocked by St Johns within the last twelve months. To identify whether any items need to be restocked, check the contents of the kit against Appendix 3, First Aid in the Workplace Code of Practice.*			
Is the poster in the work area that lists the contact details of staff First Aid Officers? *If No, visit Service Central.*			

Housekeeping	Y	N	Comments
Is the floor in good condition and free of trip hazards?			
Are the aisles and walkways clear from obstructions, including trip hazards and sharps?			
Are there items, on shelves, which could fall from height?			
Are all fixtures/fittings/lighting in good working order?			
Are the waste disposable bins adequate and serviced?			

Electrical Items	Y	N	Comments
Are adequate power points available and unobstructed?			
Are switches, power points and power leads in good condition (no cracks, loose face plates)?			
Do any power leads present a trip hazard? *Power cord covers could be used to resolve this issue.*			
Are double adaptors or piggyback adaptors used in the work area (that could result in an overload and a potential fire)? *Submit a Service Central request to resolve this issue.*			
Has all electrical equipment been tested and tagged? *Check that a tag is attached to all power cords with a plug and that the Next Due date on the tag, is a future date.*			

Responding to Incidents and Injuries	Y	N	Comments
Is an 'If You are Injured at Work' (worker's compensation) poster displayed in the working and learning area? *Visit Service Central to resolve.*			
Do staff know how to access riskware, whenever a staff member, student or another person is impacted by an incident or injury, or identifies a hazard which should be resolved?			

Personal Protective Equipment (PPE)	Y	N	Comments
Is PPE available consistent with that specified in the SOPs, for each item of equipment?			
Are staff/students trained in correct use, storage and maintenance of PPE?			

Additional Comments

Inspection sign-off

✓ I have inspected this facility and will escalate issues for resolution so that we can continue to maintain our safe working and learning spaces. Staff members have been assigned to resolve outstanding issues (see Appendix A).

Name:	Signature:	Date:
Name:	Signature:	Date:
Name:	Signature:	Date:
Name:	Signature:	Date:

A copy of this inspection report should be sent to a relevant manager or supervisor and circulated to your local WHS Committee for their information and review.

Please submit a copy of this completed form to Service Central using the general enquiry form.

Appendix A: Corrective Actions Resulting from the WHS Inspection

Identified Hazard	Action(s) to Resolve Issue	Responsible	Target Resolution Date	Date Completed	Signature