

The checklist provided is to aid identification of key issues in most automotive workshops. Modify it as required for your premises. It targets many of the injury causes shown in the pie chart on page 3 and mentioned elsewhere in this document.

Company name:

Date of Inspection:

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ITEM	YES	NO	COMMENTS
Policies and Procedures			
<i>OH&S Policy displayed</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>OH&S Committee in place</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>DWG's formed and HSR's elected</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Issue resolution procedures in place</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>New employees and contractors induction program in place</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Approved first-aid kit and eye-wash equipment available</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Injury register provided and maintained</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Emergency contact numbers prominently displayed</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Unauthorised persons prohibited from entering workshop areas</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Standard Operating Procedures (SOP's) for workshop activities</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>'If you are injured' poster displayed in workplace</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Manual Handling <i>Information and Guidance Material on identifying and controlling manual handling risks is available from the WorkSafe Victoria website, VACC or your local WorkSafe office.</i>			
<i>Manual-handling risks such as heavy and awkward items identified, assessed and controls implemented</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Awkward and sustained postures such as working under bonnets identified, and controls implemented</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Mechanical aids used to lift heavy or awkward items</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Toolboxes mobile for ease of moving around workshop area</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Workshop areas			
<i>All exits clear and accessible</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Toilets and showers provided and clean</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Kitchen facilities provided and adequate</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Adequate lighting provided</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Fire extinguishers provided, maintained and accessible</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Hearing protection and audiometric testing provided and records kept as per Noise Regulations</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>All electrical equipment maintained as per AS/NZS 3000 and records kept</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>All hoists, trolley jacks serviced and maintained as per AS/NZS 2615 & 2550.9 and records kept</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Minimum 600mm clearance provided between hoists and other equipment</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Compressors inspected and serviced regularly</i>	<input type="checkbox"/>	<input type="checkbox"/>	

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<i>Power tools inspected and serviced regularly</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Parts stored in appropriate areas with racking, shelves, etc</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>No goods stored on top of internal offices/buildings unless designed for load bearing purposes</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Eye protection provided where needed</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Guards fitted to equipment where required, ie bench grinders, compressor pulleys, etc</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>All Asbestos Containing Materials (ACM's) handled appropriately as per WorkSafe Guidance Material, eg brakes, clutches, gaskets.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>No electrical equipment used in 'wet' areas of workshop</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Welding screens available and used</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Tyre inflation cages available and used</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>All lifting equipment inspected regularly, eg chains, slings</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Chemicals			
<i>All dangerous goods/hazardous substances stored and labelled appropriately</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Material Safety Data Sheets available for all chemicals</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Dangerous goods/Hazardous substances register kept and maintained</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Appropriate personal protection equipment/training provided for employees when using dangerous goods/hazardous substances</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Waste oils and other products disposed of appropriately</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Falls from Heights			
<i>Mezzanine levels provided with guard rails and kickboards if required</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Stairs have handrails and anti-slip tread</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Work platforms used to gain access to work at height</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Pit areas provided with fall protection</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Housekeeping			
<i>Workshop floor free of slips and trips hazards</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Fluid spills cleaned up immediately</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Rubbish not stored near flammable substances</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Spill-containment equipment available</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>All tools and equipment stored appropriately</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Air lines, hoses, and tools clear of floor surfaces</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Gas cylinders stored and secured appropriately</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Metal rubbish bins provided and emptied on a regular basis</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Clothing laundered in an appropriate manner</i>	<input type="checkbox"/>	<input type="checkbox"/>	