



Safety Inspection Checklist

Area / Item	Check	✓
First Aid Kit	Well stocked, check “use-by” dates on all items	
Fire extinguisher	Checked by a professional 12 monthly	
Emergency phone numbers	Emergency numbers up to date and legible	
Telephone	Have access to a telephone in the workshop	
Personal Protective Equipment (PPE) Eyes, Ears, Lungs & Body	Protect eyes if there is a risk of flying objects Protect ears with extreme noise Protect lungs when there is dust Protect body with a cover-all and use gloves	
Escape routes	All Exits clear and marked	
Walkways	Clearly defined walkways to Exits	
Tripping hazards	Extension leads and airlines out of walkways Boxes and clutter removed from floor Clear walkways to fire exits	
Shelves and storage areas	Shelves – items positioned securely Stacked neatly to prevent falling objects	
Earthquake Proofing	Cabinets and lockers attached to walls	
Lighting	Good lighting over benches and machines	
Machines Serviceable	All belts okay – no fraying or wear Belts tensioned correctly and guards in place Mounts in good repair All bolts tight and No surface rust Machines bolted in position No unusual vibration or noisy operation	
Guards	All guards in place and correctly adjusted	
Electrical Hazards	All cords and plugs sound and no exposed wires Isolating transformer or RCD in use on all electrical	
Flammables	Stored away from electrical equipment Stored near a doorway Used in well ventilated area Lockable if youngsters frequent premises	
Caustic substances	Use PPE to protect against harmful effects – eg gloves, mask and coveralls Used in well ventilated area	
Spills	Wipe up all spills when they happen	
Overloading	Consult manufacturers specifications on loading capacities for machines and lifting gear	
Tools and Equipment	All hand-tools on a shadow board and returned after use All cutting tools kept sharp Unplug power supply on machines if there is a risk if children entering workshop unattended	