

QUT FACILITIES MANAGEMENT

Hazard Identification Checklists – Workshops

Workshop safety	OK	Not OK	Details / Observations	Action to be taken
L. Safety Signage <input type="checkbox"/> n/a				
1. Safety signage inside workshop area and externally are displayed prominently, <ul style="list-style-type: none"> <input type="checkbox"/> at appropriate visual heights, <input type="checkbox"/> clean & undamaged, [no graffiti] <input type="checkbox"/> suitable for hazards present 2. Workshop has a <i>No Unauthorized Entry</i> Signage posted at all entrances.				
M. PPE <input type="checkbox"/> n/a				
1. PPE signage in place where required to worn. 2. PPE is available suitable for task or operation. 3. PPE is checked regularly for condition, cleanliness and use by dates. <ul style="list-style-type: none"> <input type="checkbox"/> Hearing <input type="checkbox"/> Eye /face <input type="checkbox"/> Head <input type="checkbox"/> Hand <input type="checkbox"/> Respiratory 4. Work Clothing is suitable for work undertaken eg: electrical/ chemical contact. 5. Storage of PPE is appropriate eg: respiratory protection, hearing protection.				
N. Workshop machinery & equipment <input type="checkbox"/> n/a				
1. Fixed or portable electric powered plant /equipment are in good condition, have appropriate safety guards fitted and are actually observed to be in place: <ul style="list-style-type: none"> <input type="checkbox"/> Bench / pedestal grinders <input type="checkbox"/> Drop saws <input type="checkbox"/> Band saws <input type="checkbox"/> Jig saws <input type="checkbox"/> Table saw [GP only] <input type="checkbox"/> Radial arm saw <input type="checkbox"/> Thickness planers <input type="checkbox"/> Router <input type="checkbox"/> Drill press <input type="checkbox"/> Belt sanders <input type="checkbox"/> Portable saws & planers 2. Emergency stop buttons are situated within easy reach of operator and are tested to be fully functional. 3. Operators have been trained in use of equipment. 4. Work instructions /procedures are displayed or readily available [or				

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<p>manufacturers instructions]</p> <p>5. Floor around machinery is clear and in safe condition ie: no trip or slip hazards</p> <p>6. Hand tools are in good condition – random checks.</p> <p><input type="checkbox"/> Handles/ shafts free of splits, gouges or other damage.</p> <p><input type="checkbox"/> Hand tool heads are secure.</p> <p>7. Random checks verify ‘specified electrical equipment’ used for manufacturing or construction work is tested and tagged as per Electrical Safety Regulations. Ⓢ</p> <p>8. Portable power tools are stored in appropriate facilities when not in use.</p> <p>9. Portable RCD’s are available for use with portable powered equipment if used outside of workshop.</p> <p>10. Out of service & Danger tags are readily available and used appropriately.</p> <p>11. “Registrable Plant” in work area is currently registered [if known]</p>				
<p>O. Mechanical handling equipment</p> <p><input type="checkbox"/> n/a</p>				
<p>1. Forklifts [any type] are checked and serviced regularly by qualified mechanical service personnel.</p> <p>2. Daily “before use” checks are done by user/operators. [Records / checklists available]</p> <p>3. Warning lights & reversing beepers are operational and used.</p> <p>4. Operators hold appropriate competencies for use of equipment – cranes/ forklifts</p> <p>5. Trolleys or other mechanical aids provided are suitable and in good condition for use eg: castors, brakes, requires minimum effort to load / unload, push or move.</p>				

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P. Height access & plant <input type="checkbox"/> n/a				
<ol style="list-style-type: none"> 1. All ladders and trestles are in good condition and stored correctly. [no domestic ladders] 2. Electrical staff only use ladders which are non conductive. 3. No work is undertaken from ladders unless 3 points of contact are able to be maintained. 4. Mobile or other scaffolds are only erected by trained /qualified personnel. 5. Elevated work platforms [EWP] , boom lifts etc are checked and serviced regularly by qualified mechanical service personnel. 6. Operators hold appropriate competencies for use of EWB , boom lifts etc equipment 7. Ladders and height equipment is not loaned to contractors for use. 				
Q. Pressure equipment <input type="checkbox"/> n/a				
<ol style="list-style-type: none"> 1. Pressure equipment is only used for correct purpose [not used for skylarking] 2. Highly pressurised hoses are not used for blowing down clothing or skin [pressure lowering regulators must be attached] 3. Compressed air equipment and lines are checked regularly and records kept. 4. Compressed airlines are coloured or labelled correctly. [Light blue/ white] 5. Signage at compressor source warns that plant will start automatically. 6. Compressors have fixed guarding around any moving parts. 				
R. Welding & Cutting <input type="checkbox"/> n/a				
<ol style="list-style-type: none"> 1. Welding is only done in workshop areas set up for welding processes. 2. Hot work permits are used for welding or hot work in other areas. 3. Welding or other gas cylinders are 				

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<p>correctly stored and secured with chain.</p> <p>4. Welding hoses, handpieces and leads are in good condition.</p> <p>5. Appropriate PPE is available and used for all welding.</p> <p>Appropriate type of fire extinguisher is located near the welding area.</p> <p>6. Welding screens or curtains are available and used when welding.</p> <p>7. Flashback arrestors are fitted between blowpipe and hose <u>or</u> at regulator outlet.</p> <p>8. Gas is turned off at bottle and hoses rewound when not in use.</p>				
<p>S. Hazardous substances & chemicals <input type="checkbox"/>n/a</p>				
<p>1. All hazardous substances and dangerous goods are identified. [Check Chemwatch which is available to all QUT]</p> <p>2. All chemicals /substances are correctly stored.</p> <p>3. Appropriate decanting systems are in place.</p> <p>4. All containers are labelled correctly or well marked.</p> <p>5. Ventilation is satisfactory for use and storage.</p> <p>6. A chemical register for this work areas is available</p> <p>7. MSDS are sourced for new purchased substances and available for users.</p> <p>8. Risk assessments have been completed for hazardous substances and dangerous goods used or stored.</p> <p>9. Safety signage is appropriate for storage or use areas.</p> <p>10. A suitable spill kit is provided and located in handy location.</p> <p>11. Unwanted substances or chemicals are disposed of correctly.</p>				
<p>T. Eye wash / Emergency shower <input type="checkbox"/>n/a</p>				
<p>1. An eyewash or emergency shower is available [if required]</p> <p>2. Equipment is regularly checked & tested – eg: cleanliness, water flow , clear access etc</p> <p>3. Emergency signage clearly identifies location of equipment.</p>				

