



Document Name	Workshop Checklist
Document No	MBG.025.1.4
Release Date	1 December 2014

WORKSHOP CHECKLIST

Date:

Manual Handling	YES	NO	COMMENTS
Manual-handling risks such as heavy and awkward items identified, assessed and controls implemented			
Awkward and sustained postures such as working under bonnets identified, and controls implemented			
Mechanical aids used to lift heavy or awkward items			
Toolboxes mobile for ease of moving around workshop area			
Workshop areas	YES	NO	COMMENTS
All exits clear and accessible			
Toilets and showers provided and clean			
Kitchen facilities provided and adequate			
Adequate lighting provided			
Fire extinguishers provided, maintained and accessible			
Hearing protection and audiometric testing provided and records kept as per Noise Regulations			
All electrical equipment maintained as per AS/NZS 3000 and records kept			
All hoists, trolley jacks serviced and maintained as per AS/NZS 2615, AS/NZS 2550.9 and AS 1418.9:1996 and records kept			
Minimum 600mm clearance provided between hoists and other equipment			
Compressors inspected and serviced regularly			



Document Name	Workshop Checklist
Document No	MBG.025.1.4
Release Date	1 December 2014

WORKSHOP INSPECTION CHECKLIST	YES	NO	COMMENTS
Power tools inspected and serviced regularly			
Parts stored in appropriate areas with racking, shelves, etc			
No goods stored on top of internal offices/buildings unless designed for load bearing purposes			
Eye protection provided where needed			
Guards fitted to equipment where required, ie bench grinders, compressor pulleys, etc			
No electrical equipment used in 'wet' areas of workshop			
Welding screens available and used			
Tyre inflation cages available and used			
All lifting equipment inspected regularly, eg chains, slings			
Chemicals	YES	NO	COMMENTS
All dangerous goods/hazardous substances stored and labelled appropriately			
Material Safety Data Sheets available for all chemicals			
Dangerous goods/Hazardous substances register kept and maintained			
Appropriate personal protection equipment/training provided for employees when using dangerous goods/hazardous substances			
Waste oils and other products disposed of appropriately			
Falls from Heights	YES	NO	COMMENTS
Work platforms used to gain access to work at height			
Pit areas provided with fall protection			



Document Name	Workshop Checklist
Document No	MBG.025.1.4
Release Date	1 December 2014

Housekeeping	YES	NO	COMMENTS
Workshop floor free of slips and trips hazards			
Fluid spills cleaned up immediately			
Rubbish not stored near flammable substances			
Spill-containment equipment available			
All tools and equipment stored appropriately			
Air lines, hoses, and tools clear of floor surfaces			
Gas cylinders stored and secured appropriately			
Metal rubbish bins provided and emptied on a regular basis			