

# AUTOMOTIVE WORKSHOP INSPECTION CHECKLIST

## **POLICIES AND PROCEDURES**

	WH&S Policy displayed.
	WH&S Committee in place.
	Designated Work Groups (DWGs) formed and Health and Safety Representatives (HSRs) elected.
	Issue resolution procedures in place.
	Induction program in place for new employees and contractors.
	Approved first-aid kit and eye-wash equipment available.
	Injury register provided and maintained.
	Emergency contact numbers prominently displayed.
	Unauthorised persons prohibited from entering workshop areas.
	Standard Operating Procedures (SOPs) for workshop activities.
	'If you are injured' poster displayed in workplace.

## MANUAL HANDLING

	Manual handling risks (for example heavy and awkward items) identified, assessed and controls implemented.
	Awkward and sustained postures (for example working under bonnets) identified and controls implemented.
	Mechanical aids used to lift heavy or awkward items.
	Mobile toolboxes for ease of moving around workshop area.

## WORKSHOP AREAS

	All exits clear and accessible.
	Clean toilets and showers provided.
	Adequate kitchen facilities provided.
	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 <b>AS/NZS 3000:2018</b> and records kept.
	All hoists and trolley jacks serviced and maintained as per <b>AS/NZS 2615:2004</b> and <b>AS/NZS 2550.9:1996</b> , and records kept.
	600 millimetres minimum clearance provided between hoists and other equipment.
	Compressors inspected and serviced regularly.
	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, for example, bench grinders, compressor pulleys, etc.
	All Asbestos Containing Materials (ACMs) handled appropriately as per WorkSafe Guidance Material, for example, brakes, clutches, gaskets, 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, for example, chains, slings, etc.

## CHEMICALS

	All dangerous goods/hazardous substances stored and labelled appropriately.
	Material Safety Data Sheets are available for all chemicals.
	Dangerous goods/hazardous substances register kept and maintained.
	Appropriate Personal Protective Equipment (PPE)/training provided for employees when using dangerous goods/hazardous substances.
	Waste oils and other products disposed of appropriately.

## FALLS FROM HEIGHTS

	Mezzanine levels fitted with guard rails and kickboards (if required).
	Stairs have handrails and anti-slip tread.
	Work platforms used to gain access to work at height.
	Pit areas provided with fall protection.

## HOUSEKEEPING

	Workshop floor free of slip and trip hazards.
	Fluid spills cleaned up immediately.
	Rubbish not stored near flammable substances.
	Spill-containment equipment is available.
	All tools and equipment stored appropriately.
	Floor surfaces clear of air lines, hoses and tools.
	Gas cylinders stored and secured appropriately.
	Metal rubbish bins provided and emptied on a regular basis.
	Clothing laundered in an appropriate manner.