# Workshop audit Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Date conducted:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| 1 Building |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 1.1 | There is a suitable building provided for use as a workshop. |  |  |
| 1.2 | Consideration has been given to managing traffic flow in relation to the building. |  |  |
| 1.3 | The building has provision for heating and ventilation. |  |  |
| 1.4 | Illumination is provided in the workshop |  |  |
| 1.5 | Required emergency exit doorways are indicated with illuminated signs. |  |  |
| 1.6 | A washroom and toilets are available for workshop personnel. |  |  |
| 1.7 | Service piping in the workshop is colour coded or labelled. |  |  |
| 1.8 | The building doors are easy to operate. |  |  |
| 1.9 | Electrical panels are in areas free of combustible material and have unobstructed access. |  |  |
| 1.10 | Electrical distribution enclosures, connection boxes and panels are properly closed. |  |  |
| 1.11 | Electrical cabling is properly supported on cable trays or in conduits. |  |  |

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| 2 Emergency requirements |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 2.1 | Fire control equipment requirements have been determined for the types of fires that may occur. |  |  |
| 2.2 | Fire control equipment is available and current. |  |  |
| 2.3 | Signs are provided at the location of fire control equipment. |  |  |
| 2.4 | Access to fire control equipment is unobstructed. |  |  |
| 2.5 | Workshop personnel have been trained in the use of fire control equipment |  |  |
| 2.6 | Fire control drills are held regularly. |  |  |
| 2.7 | A safety shower/eyewash is provided where hazardous chemicals are in use. |  |  |
| 2.8 | Unobstructed access to safety showers/eyewashes is maintained. |  |  |
| 2.9 | First aid facilities are provided. |  |  |
| 2.10 | Material Data Safety Sheets (MSDS) are available for all products used in the workshop. |  |  |
| 2.11 | Clean up kits for chemical, oil/fuel spillages are available. |  |  |
| 2.12 | An OSH noticeboard is located at the workshop displaying current OSH information. |  |  |

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| 3 Slip/trip hazards |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 3.1 | The workshop has a concrete floor with known load limits. |  |  |
| 3.2 | The condition of the workshop floor, and any inspection pit, does not create slip or trip hazards. |  |  |
| 3.3 | Drains and pits capture contaminated wash water for treatment, and are covered or protected. |  |  |
| 3.4 | Inspection pit areas are covered or protective barriers are provided and used. |  |  |
| 3.5 | The walkway areas at the workshop are colour defined and free from obstruction. |  |  |
| 3.6 | Racks and shelving are provided for the storage of materials used at the workshop. |  |  |
| 3.7 | Mobile and transportable tools and equipment used at the workshop have a designated storage area. |  |  |
| 3.8 | Containers of liquids such as chemicals, oils, etc., are stored in bunded areas. |  |  |
| 3.9 | Drip trays are used where liquids are decanted from bulk containers. |  |  |
| 3.10 | Loose material and debris is cleared from the workshop floor as soon as is practicable. |  |  |
| 3.11 | Means are provided for the disposal of waste material. |  |  |
| 3.12 | Signs are provided to warn of potential slip hazards. |  |  |

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| 4 Machinery |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 4.1 | A risk assessment has been done of the fixed workshop machinery in regard to the provision of emergency stop equipment. |  |  |
| 4.2 | The fixed workshop machines, identified in the risk assessment as requiring emergency stop provisions, have operational emergency stops fitted. |  |  |
| 4.3 | Workshop machinery is guarded to prevent eye damage hazards and nip point hazards. |  |  |
| 4.4 | Fixed machinery is securely anchored down as required. |  |  |
| 4.5 | Signs are posted to warn of machine operating hazards. |  |  |
| 4.6 | Persons are trained in the use of machinery. |  |  |
| 4.7 | Machinery in the workshop is adequately maintained. |  |  |
| 4.8 | Manufacturer’s manuals are kept for machinery operation and maintenance. |  |  |
| 4.9 | Classified plant located in the workshop is maintained and inspected in accordance with requirements. |  |  |

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| 5 Lifting equipment |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 5.1 | Monorails and overhead cranes have been designed and constructed to recognised engineering standards. |  |  |
| 5.2 | Training is provided in the use of the cranes installed. |  |  |
| 5.3 | Crane operators hold a current licence under the national competency based licensing system or transitional equivalent. |  |  |
| 5.4 | Fixed workshop cranes are inspected and maintained. |  |  |
| 5.5 | Access to overhead travelling crane electrical busbar areas is restricted. |  |  |
| 5.6 | Approved lifting equipment is suitably marked and a register is maintained. |  |  |
| 5.7 | Training is provided in the safe use of lifting equipment. |  |  |
| 5.8 | A system of inspection and maintenance of lifting equipment by competent persons is provided. |  |  |
| 5.9 | Damaged lifting equipment is repaired or destroyed. |  |  |

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| 6 Welding and pressure gas equipment |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 6.1 | Welding power sources used for “metal arc welding” and/or “air arc gouging” which have a nameplate open-circuit voltage output exceeding 35v DC or 25v AC are fitted with a hazard reducing device (trigger switch or voltage reducing device). |  |  |
| 6.2 | Electric welding machines are inspected and tested quarterly. |  |  |
| 6.3 | Electric welding leads and accessories are inspected monthly. |  |  |
| 6.4 | The leads of electrical welding machines are free from insulation damage and other defects. |  |  |
| 6.5 | Damage to the electric welding hand pieces is not evident. |  |  |
| 6.6 | The building structure is not used as part of the work return circuit of electric welding machines. |  |  |
| 6.7 | Protective screens are used to reduce the intrusion of welding flash to other workshop areas. |  |  |
| 6.8 | Welding fume extraction facilities are provided and used. |  |  |
| 6.9 | Flashback arrestors are adequately sized and fitted to portable and mobile oxy-fuel gas systems for welding, cutting and heating metal. |  |  |
| 6.10 | Gas equipment hoses are not excessive in length and are free from damage. |  |  |
| 6.11 | Gauges, handpieces and associated accessories for gases are not damaged. |  |  |
| 6.12 | Cylinders for different gases are stored separately. |  |  |
| 6.13 | All gas cylinders are restrained. |  |  |
| 6.14 | To ensure that there is minimum risk of damage to gas cylinders.Gas cylinders, including manifold packs, are stored such as to minimise impact damage. |  |  |
| 6.15 | Hot work procedures are in use. |  |  |
| 6.16 | MSDS for welding consumables are current and readily accessible. |  |  |

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| 7 Temporary work structures |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 7.1 | Where temporary work structures are used the structures are engineered for the intended work and incorporate fall prevention means. |  |  |
| 7.2 | Temporary work structures are inspected for damage and repairs are in accordance with design principles. |  |  |
| 7.3 | Temporary work structures incorporating scaffolding are erected by competent persons. |  |  |

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| 8 Equipment for servicing mobile plant |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 8.1 | Wheel chocks are provided and used at the workshop. |  |  |
| 8.2 | Jacking equipment used in the workshop is load rated and maintained. |  |  |
| 8.3 | Purpose designed vehicle stands are used in the workshop. |  |  |
| 8.4 | Vehicle stands are inspected and maintained. |  |  |
| 8.5 | Training is provided on the safe use of jacking equipment and the use of equipment supports. |  |  |
| 8.6 | Vehicle hoists are load rated and maintained. |  |  |
| 8.7 | Persons are trained to use vehicle hoists. |  |  |

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| 9 Tyre handling and inflation |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 9.1 | Large mobile equipment tyres are handled using machinery designed for the purpose. |  |  |
| 9.2 | Size permitting, a tyre restraining device is used for the safe inflation of tyres. |  |  |
| 9.3 | A stand-off inflation device is used to protect persons while inflating off-the-road earthmover size tyres. |  |  |
| 9.4 | Tyre inflation equipment, including pressure gauges, is not damaged. |  |  |
| 9.5 | Where inert gases are used for tyre inflation then deflation and inflation is carried out in a well ventilated area. |  |  |
| 9.6 | Persons are trained in the safe mounting and dismounting of tyres and rims and in the inflation of tyres. |  |  |

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| 10 Tools |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 10.1 | Provision is made for the storage of portable power and hand tools. |  |  |
| 10.2 | Electrical power tools and extension leads are periodically inspected and tagged. |  |  |
| 10.3 | Tools are regularly inspected and removed from use if damaged by attaching “Out of service” tags. |  |  |
| 10.4 | Onsite manufactured tools, provided for use in the workshop, have been designed to an engineering standard. |  |  |
| 10.5 | Training is provided in the safe use of tools, especially where unsafe use could prove hazardous to the user. |  |  |
| 10.6 | The use of hand tools under high loads, such as manual torque multipliers, should be subject to strict control in regard to need, instructions for use and correct maintenance. |  |  |

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| 11 Personal protective equipment |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 11.1 | Signs are displayed requiring the wearing of the PPE specific to the work function. |  |  |
| 11.2 | The selected PPE required to be used in the workshop is provided, used and maintained. |  |  |
| 11.3 | Storage facilities are provided for the PPE not currently in use. |  |  |
| 11.4 | PPE requirements are periodically reviewed. |  |  |

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