

Workshop Self Inspection Checklist WORK01

General Mechanical Workshops	Assessor
Location	Date

This core checklist is provided by the Health and Safety Department as a template, which provides a basic framework for the conduct of a school self inspection of the type of environment indicated. It will normally require to be amended and/or expanded to address fully the specific requirements of the area to be inspected, and therefore should not be regarded as exhaustive.

Further background information to the subject areas covered can be found in the central University Health and Safety Policy and, in particular, in **Part 4 (Mechanical Equipment)**. Reference to the Policy should assist in any required amendment / expansion of this template in order to tailor it to individual requirements, as will reference to key HSE guidance in the area in question, which can be obtained from Health and Safety Department (514255; Health.Safety@ed.ac.uk).

ADMINISTRATIVE PROCEDURES	YES	NO	N/R
What was the date of last formal inspection of the workshop?			
Have items which attracted a negative response in the former inspection been suitably addressed?			
Have School Rules for Safe Workshop Practice been formulated?			
Has the attention of all workshop users been drawn to these Rules?			
Are copies of relevant Regulations, Codes of Practice, Guidance Notes, and the University Health and Safety Policy Part 4: Mechanical Equipment, available in the workshop?			
Is there a system in place to ensure that potential users receive full and adequate instruction and training in the safe operation of the equipment they propose to use?			
Is there a system in place to ensure that the level of supervision applied is commensurate with the skill and experience levels of individual workshop users?			
Are all users fully acquainted with the operation of any Permit-to-Work systems within the workshop area?			

Are written records kept to document the training of users of workshop equipment?			
Are procedures for the reporting of accidents, incidents and occupational ill health well established?			

GENERAL HEALTH AND SAFETY PRECAUTIONS	YES	NO	N/R
Are the fabric and condition of the accommodation housing your workshop facilities suitable for the work to be undertaken?			
Are Fire Escape routes from the workshop clear of obstruction and suitably sign posted?			
Is the Fire Alarm easily audible above machinery noise?			
If not, have visual warning systems been installed?			
Have suitable items of fire fighting equipment been provided?			
Are notices displayed indicating action to be taken in the event of a fire? (Fire Action Notices)			
Are workshop users acquainted with the Fire Routine Procedure for the workshop area or building?			
Have Fire Stewards been appointed covering the workshop area?			
Are notices displayed detailing the nearest available qualified First Aiders, and the location of the First Aid Box(es)?			
Are First Aid Boxes checked regularly to ensure that they are kept well stocked, with contents in good condition?			
Is there a suitable eye wash station installed? (Where running water is available this should be of the type plumbed to the water supply).			
Are workshop users able to readily contact the Emergency Services, should this be required?			
Are suitable Warning, Mandatory and Prohibition signs displayed within the workshop area as required? (e.g. warning: noise hazard; mandatory: eye protection must be worn, etc.)			

Do these signs comply with the Health and Safety (Signs and Signals) Regulations, 1996 i.e. are they of a pictogram style and hazard: black on yellow; mandatory: white on blue; prohibitive: white on red?			
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CLEANLINESS AND HOUSEKEEPING	YES	NO	N/R
Are all items of workshop equipment suitably placed to avoid overcrowding and anchored to ensure stability?			
Are the working areas and gangways clean and clear of obstructions and/or slipping hazards?			
Are requisite items of general personal protective clothing and equipment supplied to users?			
Are rules on personal clothing, jewellery, etc, strictly enforced?			
Are smoking, eating and drinking prohibited in the workshop area?			
Are washing facilities and materials adequate?			
Are suitable materials or kits available to deal with spillages?			

LIGHTING	YES	NO	N/R
Is the general level of illumination of the workshop adequate for the work to be carried out?			
Is suitable supplementary local lighting employed, where required?			

VENTILATION	YES	NO	N/R
Are ambient temperatures in the workshop suitable for the work to be carried out?			
Is general ventilation of the workshop area satisfactory?			
Where applicable, is suitable Local Exhaust Ventilation (LEV) available to remove hazardous or nuisance substances or materials? (see Hazardous Substances below).			

NOISE	YES	NO	N/R
Do workshop operations produce an excessive or uncomfortable noise level? (Guide: is it necessary to raise one's voice substantially to speak to someone 2 metres away?)			
If so, has noise monitoring been requested and carried out?			
Where required, have suitable forms of engineering control been implemented, to control the noise at source?			
Where 3. is not practicable, have suitable ear defenders been supplied?			
Are mandatory ear protection zones designated where applicable i.e. where daily noise exposure exceeds 90dB(A)?			
Is there a positive purchasing policy in place whereby only machines with low noise emission levels are purchased?			

HAZARDOUS SUBSTANCES	YES	NO	N/R
Are there any substances which may present a hazard to health in use within the workshop area?			
If so, have suitable COSHH assessments been carried out, documented and records kept?			
Are staff aware of the conclusions and recommendations for safe working, with these substances, resulting from the COSHH assessments?			
Is suitable Local Exhaust Ventilation (LEV) employed to remove hazardous fumes, oil mists, vapours, gases or dusts, and are these items subject to regular maintenance and performance checks i.e. at least every 14 calendar months?			
Is appropriate personal protective equipment available, specifically matched to the hazard against which it is to protect, and are these items subject to regular checks to ensure they remain in good condition?			
Are any specific First Aid actions that may be required following contamination with specific hazardous substance recorded and available to users?			
Are suitable means of dealing with spillages of any hazardous substances available?			

Is there a system for the disposal of potentially hazardous wastes which is in line with both the School and University waste management policies?			
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ELECTRICAL EQUIPMENT	YES	NO	N/R
Are all items of portable electrical equipment subject to a suitable regime of appliance testing and maintenance (see University Health and Safety Policy Part Three: Electrical Equipment), including the keeping of records?			
Are items of hard wired equipment likewise subject to regular maintenance checks, and is suitable remedial action applied, where required?			
Is the electrical installation forming part of the fabric of the workshop accommodation satisfactory for the requirements of the work in question?			
Where a risk assessment indicates a requirement for residual current protection (e.g. live working, wet areas, etc) has a suitable RCD been fitted to the room electrical supply?			

LIFTING OPERATIONS	YES	NO	N/R
Are heavy lifting operations carried out within the workshop area?			
If so, have all items of lifting equipment been notified to the University's Engineering Insurers, via Insurance Office, Finance Dept?			
Is the Safe Working Load (SWL) clearly marked on each piece of lifting equipment?			
Is adequate head, hand and foot protection available to personnel involved in lifting operations?			
Are personnel acquainted with techniques for safe manual handling? (see Health and Safety Policy Part 2: General Precautions).			
Where required, have individual users been formally trained in lifting and handling techniques e.g. fork lift training, slinging, heavy manual handling, and have individual training records been kept?			
Where a task involves a foreseeable risk of injury, has a formal manual handling risk assessment been carried out			

and documented, and have the results of the assessment been communicated to relevant workers?			
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PRESSURE SYSTEMS	YES	NO	N/R
Have all items of pressurised equipment been notified to the University's Engineering Insurers, via Health and Safety Department?			
Is the Safe Working Pressure (SWP) clearly marked on each item of equipment?			
Are all interlocks and other safety devices on pressure vessels fully functional and adequately maintained?			
Are rules in force to strictly control the use of compressed air equipment?			

OCCUPATIONAL HEALTH	YES	NO	N/R
Where the potential exposure to a substance or material hazardous to health cannot be fully controlled by either engineering control or personal protective equipment, has suitable health surveillance been implemented via the University's Occupational Health Unit?			
Where respiratory sensitisers, in particular, are in use (e.g. processes involving isocyanates, solvents, etc) have suitable engineering control measures, personal protection and/or health surveillance been implemented?			
Are suitable barrier creams available to aid in skin protection, and are checks carried out to ensure that workshop users are not developing dermatitis problems?			
Do any workshop activities involve vibration to the extent that vibration related conditions, e.g vibration white finger, might be a potential problem?			
Is there a positive purchasing policy in place whereby only machines/tools with anti-vibration suppression filter are purchased?			

FURTHER QUESTIONS SPECIFIC TO THIS AREA	YES	NO	N/R

Once the inspection is completed, those items which have attracted a "No" response will normally require remedial attention. Deficiencies identified in this way should be notified to the appropriate office, e.g. Estates and Buildings, Works Division, Health and Safety Department, Head of School etc., and appropriate action requested.

Copies of the inspection form and requests for remedial action should be retained on file.