

The checklist provided is to aid identification of key issues in most automotive workshops. Modify it as required for your premises. It targets many of the injury causes shown in the pie chart on page 3 and mentioned elsewhere in this document.

npany name:	Date of Inspection:		
ITEM	YES	NO	COMMENTS
Policies and Procedures			
OH&S Policy displayed			
0H&S Committee in place			
DWG's formed and HSR's elected			
Issue resolution procedures in place			
New employees and contractors induction program in place			
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 (SOP's) for workshop activities			
'If you are injured' poster displayed in workplace			
Manual Handling Information and Guidance Material on identifying and controlling manual handling risks is available from the WorkSafe Victoria website, VACC or your local WorkSafe office.			
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			
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 & 2550.9 and records kept			
Minimum 600mm clearance provided between hoists and other equipment			
Compressors inspected and serviced regularly			

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ITEM	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			
All Asbestos Containing Materials (ACM's) handled appropriately as per WorkSafe Guidance Material, eg brakes, clutches, gaskets.			
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			
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			
Mezzanine levels provided 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 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			
Clothing laundered in an appropriate manner			