

# Workshop hazard identification checklist

**Church:**

**Name/place of worship:**

**Description of workplace (including tasks performed):**

**Assessed by:**

**Signature:**

**date:**

## General layout

- |   |               |
|---|---------------|
| 1. Area is tidy and well kept.                                      | Yes / No / NA |
| 2. Adequate storage of provided for -                               | Yes / No / NA |
| 3. Floor is free from obstructions.                                 | Yes / No / NA |
| 4. Sufficient space has been allocated for each work area and desk. | Yes / No / NA |
| 5. Walkways are free from obstruction.                              | Yes / No / NA |
| 6. Exits are free from obstruction.                                 | Yes / No / NA |
| 7. Floor coverings are in good condition.                           | Yes / No / NA |

## Environment

- |                                |               |
|--------------------------------|---------------|
| 1. Temperature is comfortable. | Yes / No / NA |
| 2. Lighting is adequate.       | Yes / No / NA |
| 3. Area is free from odours.   | Yes / No / NA |
| 4. Noise level is acceptable.  | Yes / No / NA |
| 5. Ventilation is adequate.    | Yes / No / NA |

## General facilities

- |  |               |
|--|---------------|
| 1. Washing facilities are adequate.                    | Yes / No / NA |
| 2. Storage space for personal belongings is available. | Yes / No / NA |
| 3. Cleaning of area is adequate.                       | Yes / No / NA |
| 4. Cleaning chemicals are labelled.                    | Yes / No / NA |

## First aid facilities

- |   |               |
|---|---------------|
| 1. Location of first aid kits is known to people.                       | Yes / No / NA |
| 2. First aid kits are accessible within 5 minutes.                      | Yes / No / NA |
| 3. First aid kit contents are checked every three months.               | Yes / No / NA |
| 4. Qualified first aid officer/s are available.                         | Yes / No / NA |
| 5. Workers, volunteers and others know who the first aid officer/s are. | Yes / No / NA |

## Workstation ergonomics

- |   |               |
|---|---------------|
| 1. Workstations are assessed using the Office Work Space Checklist. | Yes / No / NA |
|---|---------------|

## Environmental issues

- |   |               |
|---|---------------|
| 1. Use of energy resources is minimized.                                  | Yes / No / NA |
| 2. Recycling of used office supplies (i.e. paper, toner, cartridges etc). | Yes / No / NA |
| 3. Workspace has had an energy audit.                                     | Yes / No / NA |
| 4. E-mail is used where possible.   | Yes / No / NA |
| 5. Paper is reused for photocopying or printing drafts of reports etc.    | Yes / No / NA |
| 6. Air conditioning is designed appropriately for building.               | Yes / No / NA |
| 7. Lighting uses energy efficient bulbs.                                  | Yes / No / NA |
| 8. Toilets have dual flushing facilities.                                 | Yes / No / NA |

**Emergency procedures**

- |   |               |
|---|---------------|
| 1. Workers, volunteers and others are inducted and records kept.          | Yes / No / NA |
| 2. Written procedures are provided to all workers, volunteers and others. | Yes / No / NA |
| 3. Written procedures are posted in visibly prominent positions.          | Yes / No / NA |
| 4. People are aware of procedures and know who emergency wardens are.     | Yes / No / NA |
| 5. Extinguishers are present.   | Yes / No / NA |
| 6. Extinguishers are serviced every 6 months.                             | Yes / No / NA |
| 7. If available electronic alarms can be heard throughout the building.   | Yes / No / NA |
| 8. Escape routes are in good order.                                       | Yes / No / NA |
| 9. Emergency signage is clearly visible.                                  | Yes / No / NA |

**Manual handling**

- |  |               |
|--|---------------|
| 1. Operations are assessed using the Manual Handling Tasks Checklist | Yes / No / NA |
| 2. Often used items are in easy access between knee and shoulder.    | Yes / No / NA |
| 3. Heavy items are stored at waist height.                           | Yes / No / NA |
| 4. Step ladders / stools are used to access items on high shelving.  | Yes / No / NA |
| 5. Repetitive activities are minimized.                              | Yes / No / NA |
| 6. Regular rest breaks are taken.                                    | Yes / No / NA |
| 7. Trolleys are available and used to transport items.               | Yes / No / NA |

**Electrical safety**

- |  |               |
|--|---------------|
| 1. Equipment has current test tags.                          | Yes / No / NA |
| 2. Extension leads are used only for temporary power supply. | Yes / No / NA |
| 3. Power boards not adaptors are used.                       | Yes / No / NA |
| 4. Leads are kept clear of walkways.                         | Yes / No / NA |
| 5. Tags are used on faulty equipment.                        | Yes / No / NA |

**General workshop**

- |   |               |
|---|---------------|
| 1. Risk assessments have been completed for workshop procedures.                              | Yes / No / NA |
| 2. People are trained in general workshop procedures and safe work practices.                 | Yes / No / NA |
| 3. Warning & safety signage is in place for and tasks with potential and/or identified risks. | Yes / No / NA |
| 4. Manuals are available to assist with proper operation and use of tools and equipment.      | Yes / No / NA |
| 5. Food and drink is not permitted.   | Yes / No / NA |

**Chemical aspects**

- |  |               |
|--|---------------|
| 1. Written procedures are available for chemical handling storage and spillage.  | Yes / No / NA |
| 2. People are aware of all chemical handling procedures.                         | Yes / No / NA |
| 3. People are trained in handling chemicals.                                     | Yes / No / NA |
| 4. Chemical containers are labeled clearly and appropriately.                    | Yes / No / NA |
| 5. Chemical containers are stored appropriately.                                 | Yes / No / NA |
| 6. Gas cylinders are secured adequately.   | Yes / No / NA |
| 7. There is a current chemical inventory and Material Safety Data Sheets (MSDS). | Yes / No / NA |
| 8. Chemicals are disposed of appropriately.                                      | Yes / No / NA |

**Hand tools**

- |  |               |
|--|---------------|
| 1. Equipment has current test tags.                          | Yes / No / NA |
| 2. Extension leads are used only for temporary power supply. | Yes / No / NA |
| 3. Power boards not adaptors are used.                       | Yes / No / NA |
| 4. Leads are kept clear of walkways.                         | Yes / No / NA |
| 5. Tags are used on faulty equipment.                        | Yes / No / NA |

**Personal protective equipments (ppe)**

- |   |               |
|---|---------------|
| 1. PPE is provided where necessary.                 | Yes / No / NA |
| 2. PPE is correctly stored and maintained.          | Yes / No / NA |
| 3. People are trained in the proper use of PPE.     | Yes / No / NA |
| 4. PPE provided complies with Australian Standards. | Yes / No / NA |

**Waste disposal**

- |  |               |
|--|---------------|
| 1. Waste is disposed of in an environmentally appropriate manner.              | Yes / No / NA |
| 2. People are trained and aware of how to dispose waste appropriately.         | Yes / No / NA |
| 3. Waste is recycled where possible.   | Yes / No / NA |
| 4. Spill kits are available where needed.                                      | Yes / No / NA |
| 5. Regular waste disposal occurs to avoid its accumulation on Church property. | Yes / No / NA |

**Painting**

- |   |               |
|---|---------------|
| 1. Ventilation is adequate for painting activities.                             | Yes / No / NA |
| 2. Respiratory equipment is properly maintained.                                | Yes / No / NA |
| 3. Painting equipment is properly maintained, cleaned and stored.               | Yes / No / NA |
| 4. Painting equipment is used appropriately.                                    | Yes / No / NA |
| 5. People are aware of how to use and care for painting equipment.              | Yes / No / NA |
| 6. Paints and thinners are labeled, stored, used and disposed of appropriately. | Yes / No / NA |