

## Tool 8 (B) Sample inspection check sheet

Classroom/Workshop:	Control in place		Comment/Safety action required	Responsibility	Date closed
Assessed by:					
	Y	N			
<b>Housekeeping</b>					
Floor free from trip/slip hazards?					
Emergency exits/routes & passageways clear?					
Items stored appropriately?					
Raw materials adequately stored?					
All tools stored safely and securely?					
All waste cleared?					
<b>Fire safety</b>					
Fire equipment pins and seals in place?					
All fire equipment gauges reading correctly (i.e. in green)?					
Equipment mounted, serviced, accessible and undamaged?					
Emergency exits indicated, illuminated & easily opened?					
<b>Technical rooms</b>					
Local extraction ventilation working correctly?					
Machine guards & covers in place?					
Any visible machine faults or defects?					
All hand tools free from damage?					
All chemicals stored safely and securely when not in use?					
Personal protective equipment (PPE) in a good working condition?					
Personal protective equipment (PPE) used where required?					
<b>Electrical safety</b>					
All sockets, switches, plugs & cables free from damage?					
Any sockets overloaded?					
Switch/fuse boards locked?					
<b>Working environment &amp; welfare</b>					
All furniture & fittings in good repair?					
All light fittings working functioning?					
First-aid kit accessible and appropriately stocked?					
Relevant safety signs & markings in place?					

If response is 'no' state what action is required and who is responsible.

Signed					
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