

Workshop Safety Compliance Checklist

Audit Location:	_____
Audit Date / Time:	_____
Auditor Name:	_____
Last Audit Date:	_____
1. Slips & Trips	
a. Are workshops, walkways and showroom floors in good condition, and free from tripping and slipping hazards?	
b. Are all floors cleaned regularly?	
c. Are spillages cleared up immediately and snow, ice and water from vehicles cleaned up?	
d. Is there non-slip flooring where appropriate?	
e. Are employees issued with non-slip footwear where necessary?	
2. Plant and Equipment	
a. Is all equipment maintained and regularly inspected as recommended by the manufacturer?	
b. Are reduced-vibration tools used wherever possible?	
c. Is all machinery guarding in place and good condition?	
d. Are vehicles properly supported before anyone works underneath them?	
e. Are axle stands fitted with original specification pins?	
f. Do vehicle lifts have toe protection and hinged end-stops?	
g. Are arm-locking devices on two-post lifts checked daily and arms positioned carefully before each lift?	

h. Does all lifting equipment and the air compressor have a valid certificate of inspection and thorough examination from a competent agent?	
i. Are vehicle supports inspected every year?	
3. Plant and Equipment	
a. Are appropriate mechanical aids for heavy or bulky items such as tyres, gas cylinders, engine blocks etc used correctly?	
b. Is assistance for moving heavy or bulky items available when required?	
4. Falls	
a. Are there appropriate precautions for working areas such as pits, mezzanine floors, racking, on top of vehicles etc?	
b. Is there suitable, secured access from level and stable ground?	
c. Are ladders and other access equipment checked regularly and repaired or replaced if faulty?	
5. Vehicle Movement	
a. Is there a plan of the work area with parking, loading and directions of travel marked out?	
b. Do vehicles and pedestrians have separate, clearly marked routes as far as possible?	
c. Has reversing been reduced to a minimum?	
d. Are vehicles always braked and chocked, particularly on lifts and sloping floors?	
e. Are vehicles started correctly (i.e. from the driver's seat with both feet inside and the gear disengaged)?	
6. Electrical Safety	
a. Is an electrician's report available for the fixed electrical system?	

b. Are low-voltage tools used where possible?	
c. Are other portable electric tools visually checked before use and tested regularly by a competent person?	
d. Is earthing done properly?	
7. Fire Safety	
a. Are ignition sources (eg smoking, welding, grinding) excluded when working with or near highly flammable substances?	
b. Are vulnerable items removed or shielded before hot work (welding, grinding, cutting etc)?	
c. Are flammable liquid containers kept closed?	
d. Are gas cylinders stored in a safe, well-ventilated place (preferably outdoors)?	
e. Is there an adequate flammable liquids store or storage in the open air?	
f. Are flash arresters fitted to both the fuel and oxygen gas cylinder regulators?	
g. Are less than 50 litres of highly flammable liquid stored in the workroom?	
h. Are waste fuel and flammable solvents stored and disposed of safely?	
i. Are sand buckets or fire extinguishers placed conveniently in the facility?	
j. Have all the fire extinguishers been serviced as per the recommended schedule?	