

Equipment Inspection Form For Entrepreneurs

11 Nov 2020 / Zarina Gonzalez

Complete

Score	79.79%	Failed items	18	Actions	9
-------	--------	--------------	----	---------	---

Site 12-14 Lever St, Manchester, United Kingdom

As a small business operator, you need to be aware of your health and safety responsibilities, and identify risks and control hazards at your workplace. Use this checklist to help you understand what to look for in order to make your workplace safe. If you answer 'no' to any of the questions, you should take action to learn more and fix the hazard you have identified. In doing this, talk to employees involved in the identified areas/activities. By consulting your employees they take ownership and more readily implement the changes required. Keep in mind that hazardous manual handling is the biggest cause of workplace injury in Victoria so consider what activities may lead to this type of injury. You may need to do more than one assessment. Regularly review and update your assessment to ensure you maintain a safe workplace.

Note: Not all sections in this checklist may apply to your business – if this is the case, leave the section blank. If you can only partly answer yes, then you should tick no.

Date and Time of Assessment 11th Nov, 2020 9:36 AM +08

Assessment completed by Zarina Gonzalez

Work area management representative Mrs. Manager

Work area health and safety representative (HSR) Ms. Safety

Others (employees, consultants)
Richard Quality, Richard Operations, Richard Compliance

Location Manchester, UK
(53.4807593, -2.2426305)

Failed Items & Actions

18 failed, 9 actions

Failed items

18 failed, 7 actions

Inspection / Managing Safety

Do you ask for maintenance records and replacement schedules when purchasing second-hand equipment or machinery?

No



Photo 1

To do | Priority Low | Due 18th Nov, 2020 9:42 AM +08 | Created by Zarina Gonzalez

Ask where this Macbook came from.

Inspection / Managing Safety

Do you check the noise levels of equipment and machinery (purchased or hired) to ensure they are less than 85db(A)?

No

Music is too loud.



Photo 2

Inspection / Environment

Is the workplace clean and tidy (eg. is there a routine for cleaning, rubbish bin emptying)?

No



Photo 3

Inspection / Environment

Is there enough light for people to do each task safely and without eye strain or glare?

No



Photo 4

Inspection / Environment

Contaminants may include dust, fumes, chemicals, solvents, steam, vehicle and fork lift exhaust, and asbestos fibres.

No



Photo 5

To do | Priority Low | Due 18th Nov, 2020 9:46 AM +08 | Created by Zarina Gonzalez

Evacuate employees for asbestos removal/decontamination.

Inspection / Environment

Does the workplace pose a risk of injury due to slips, trips and falls (eg. oil, grease, water, leads and cables)?

No

Stairs are good.



Photo 6

Inspection / Equipment, Machinery and Tools

Are stop/start switches clearly marked and in easy reach of an operator?

No

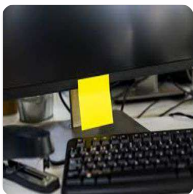


Photo 7

To do | Priority Low | Due 18th Nov, 2020 9:49 AM +08 | Created by Zarina Gonzalez

Put a note to show Bob where computer on/off switch is.

Inspection / Equipment, Machinery and Tools

Is there adequate work space around machinery?

No

Can't get out.



Photo 8

Inspection / Electricity

Are non-conductive portable ladders used near electrical equipment or powerlines?

No

To do | Priority Low | Due 18th Nov, 2020 9:52 AM +08 | Created by Zarina Gonzalez

Buy ladder.

Inspection / Chemicals

Is there an up-to-date list of all hazardous substances stored and used (eg. cleaning products, paints, solvents, degreasers, petrol, inks, toner, oils, plastics, acids, alkalis, pesticides)?

No

The spoiled milk was not on this list.

Inspection / Chemicals

Are all hazardous substances, medications and containers clearly labelled?

No

I didn't know the milk was spoiled.



Photo 10

Inspection / Chemicals

Is there good airflow and removal of fumes from areas where chemicals are used (eg. exhaust canopy used)?

No

Inspection / Confined Spaces

Are there permits for entering or working in a confined space (eg. no corrosive or dangerous substances, supply lines cut-off, moving parts locked out, natural or mechanical ventilation, air quality checked, enough lighting, standby person, emergency and rescue procedures and equipment)?

No

Inspection / Confined Spaces

Are only trained people with a confined space entry permit enter a confined space?

No

Inspection / Work At Heights

Are stock, materials and displays stored or stacked at an easily reachable height or are ladders or steps required?

No

To do | Priority Low | Due 18th Nov, 2020 9:57 AM +08 | Created by Zarina Gonzalez

Buy a ladder.

Inspection / Emergency Procedures and First Aid

Are exit and assembly points accessible?

No



Photo 13

To do | Priority Low | Due 18th Nov, 2020 9:59 AM +08 | Created by Zarina Gonzalez

Clear all of this.

Inspection / Emergency Procedures and First Aid

Do exit doors open easily from inside, including cold storeroom doors?

No

Inspection / Emergency Procedures and First Aid

Is all emergency equipment in place and working (eg. smoke or heat detectors, sprinkler systems, fire extinguishers, duress and other alarms, emergency lighting)?

No



Photo 14

To do | Priority Low | Due 18th Nov, 2020 9:59 AM +08 | Created by Zarina Gonzalez

Fix fire alarm.

Other actions

2 actions

Inspection / Managing Safety

Are employees trained in the safe use of any new equipment, machinery or chemicals?

Yes

To do | Priority Low | Due 18th Nov, 2020 9:44 AM +08 | Created by Zarina Gonzalez

Teach Bob how to use computer.

Inspection / Electricity

Do you have any faulty/damaged electrical plugs, sockets or switches or electrical leads?

Yes



Photo 9

To do | Priority Low | Due 18th Nov, 2020 9:52 AM +08 | Created by Zarina Gonzalez

Have it fixed.

Inspection

9 actions, 18 failed, 79.79%

Managing Safety

2 actions, 2 failed, 88.89%

Is there a process for consulting employees about health and safety issues (eg. changes to the work area or equipment, purchasing of new equipment)?

Yes

Do employees know how to report health and safety issues?

Yes

Do you consider safety when buying or leasing equipment or machinery?

Yes

Do you ask for maintenance records and replacement schedules when purchasing second-hand equipment or machinery?

No



Photo 1

To do | Priority Low | Due 18th Nov, 2020 9:42 AM +08 | Created by Zarina Gonzalez

Ask where this Macbook came from.

Do you regularly check to ensure all guards are in place? When buying hazardous substances, do you check Material Safety

Yes

Data Sheets (MSDS) / Safety Data Sheets (SDS) to ensure they are current?

Yes

Are safety instructions on the MSDS / SDS (eg. safety instructions for use, personal protective equipment, storage, clean-up and first aid) followed?

Yes

Do you ensure and check that hazardous substances containers are correctly labelled?

Yes

Do you check the noise levels of equipment and machinery (purchased or hired) to ensure they are less than 85db(A)?

No

Music is too loud.



Photo 2

Are employees trained in the safe use of any new equipment, machinery or chemicals?

Yes

Teach Bob how to use computer.

Do you provide health and safety information (site induction, emergency and first aid procedures) for all employees and contractors?

Yes

Are there clear instructions (written where possible) so tasks can be done safely?

Yes

Do you ensure work is not given to employees who don't have the right skills or certificates?

Yes

Do you regularly check to ensure employees are working safely, even if they are off-site or travelling?

Yes

Are new and inexperienced employees adequately supervised?

Yes

Do team leaders and supervisors know how to keep workers safe (eg. work planning, reducing risks)?

Yes

Do you ensure employees who need health checks (eg. hearing, blood tests, breathing tests), receive them?

Yes

If relevant and agreed to by the employee, are immunisations (eg. Q fever, hepatitis A and B, tetanus or tuberculosis) administered?

Yes

Environment

1 action, 4 failed, 71.43%

Is the workplace clean and tidy (eg. is there a routine for cleaning, rubbish bin emptying)?

No



Photo 3

Is there ample storage for equipment, tools, samples, stock, ingredients and product?

Yes

Are all pipes labelled, have enough support and have no leaks, drips or corrosion?

Yes

Are work areas safe from protruding sharp edges or objects?

Yes

Is there enough light for people to do each task safely and without eye strain or glare?

No



Photo 4

Is there adequate air and ventilation to ensure good air quality?

Yes

Contaminants may include dust, fumes, chemicals, solvents, steam, vehicle and fork lift exhaust, and asbestos fibres.

No



Photo 5

To do | Priority Low | Due 18th Nov, 2020 9:46 AM +08 | Created by Zarina Gonzalez

Evacuate employees for asbestos removal/decontamination.

Is the workplace at a comfortable working temperature?

Yes

Are adequate amenities (toilets, dining area) provided?

Yes

Are walkways and stairs kept clear and safe (eg. steps and handrails secure and anti-slip treads)?

Yes

Does the workplace pose a risk of injury due to slips, trips and falls (eg. oil, grease, water, leads and cables)?

No

Stairs are good.

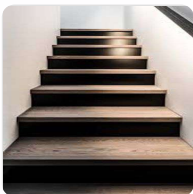


Photo 6

Is it safe for employees when entering and leaving the building or worksite?

Yes

Can people move safely around traffic areas (eg. walkways clearly marked, vehicles separate from walkways, clear vision at corners)?

Yes

Are vehicle drivers trained and licensed, aware of dangers and have secure loads?

Yes

Equipment, Machinery and Tools

1 action, 2 failed, 66.67%

Is the correct equipment used for the job?

Yes

Have operators of tools, equipment and machinery been trained in their use?

Yes

Are stop/start switches clearly marked and in easy reach of an operator?

No



Photo 7

To do | Priority Low | Due 18th Nov, 2020 9:49 AM +08 | Created by Zarina Gonzalez

Put a note to show Bob where computer on/off switch is.

Do you safely store waste, particularly if near machinery and equipment?

Yes

Is there adequate work space around machinery?

No

Can't get out.



Photo 8

Are tools, equipment and machinery regularly maintained (in accordance with manufacturer's instructions)?

Yes

Is there a process to ensure all tools, equipment and machinery is turned off prior to maintenance and cleaning?

Yes

Does this process ensure tools, equipment and machinery cannot be turned on by others during maintenance and cleaning processes?

Yes

Are unsafe or faulty tools, equipment or machinery reported immediately and withdrawn from use?

Job Safety

100%

Are hazards discussed with employees for each task, including hazardous manual handling tasks?

Yes

Are there instructions or procedures (eg. safe work method statement) for all work with risks?

Yes

Do you ensure people who enter your workplace are not exposed to risk (eg. general public, customers, clients and patients, delivery people, visitors, service personnel)?

Yes

Are employees protected from abusive or dangerous behaviour (eg. customer service standards and training, security)?

Yes

Hazardous Manual Handling

100%

Has training and information been given to employees on how to recognise hazardous manual handling?

Yes

Have all tasks involving hazardous manual handling been identified?

Yes

Have you identified solutions by considering improvements in the work area, the system of work, the object/s being handled and the equipment to do the task?

Yes

Have you considered if mechanical aids could control the risk?

Yes

When you introduce a new solution, do you ensure it does not create another risk?

Yes

Electricity

2 actions, 1 failed, 75%

Do you have any faulty/damaged electrical plugs, sockets or switches or electrical leads?

Yes



Photo 9

To do | Priority Low | Due 18th Nov, 2020 9:52 AM +08 | Created by Zarina Gonzalez

Have it fixed.

Are electrical leads and power boards checked and tagged as safe?

Yes

Are the location of powerlines and cables checked before digging, drilling, using cranes or other similar work?

Yes

Are non-conductive portable ladders used near electrical equipment or powerlines?

No

To do | Priority Low | Due 18th Nov, 2020 9:52 AM +08 | Created by Zarina Gonzalez

Buy ladder.

Chemicals

3 failed, 80%

Is there an up-to-date list of all hazardous substances stored and used (eg. cleaning products, paints, solvents, degreasers, petrol, inks, toner, oils, plastics, acids, alkalis, pesticides)?

No

The spoiled milk was not on this list.

Do you have information about these hazardous substances (eg. a material safety data sheet)?

Yes

Are MSDS / SDS readily available to employees?

Yes

Are all hazardous substances, medications and containers clearly labelled?

No

I didn't know the milk was spoiled.



Photo 10

Have all employees received training and instruction on the safe use, handling, transport and storage of all hazardous substances?

Yes

Is there good airflow and removal of fumes from areas where chemicals are used (eg. exhaust canopy used)?

No

Are hazardous substances stored in accordance with the MSDS / SDS?

Yes

Are gas cylinders kept upright, away from heat and ignition sources, and only transported in vehicle cabins with a vented compartment?

Yes

Are empty gas cylinders stored upright in an area clearly marked 'empty cylinders'?

Yes

Are hazardous substances disposed in accordance with the MSDS / SDS?

Yes

Do you ensure there is no risk of infection from animals, humans (blood and body fluid), waste or rubbish?

Yes



Photo 11

Do booths used for inside spraying areas meet AS 4114:1?

Yes

Is spraying work only done by trained people?

Yes

Are warning signs displayed near outdoor spraying work?

Yes

Is the correct PPE used for spraying (eg. gloves, footwear, coveralls, respirators and masks)?

Yes

Welding and Cutting

100%

Are welding and cutting tasks only done by trained people? Is the risk of fire and explosion controlled?

Yes

Are welding and cutting equipment, cables, and compressed gas cylinders checked for defects, rust and leakage?

Yes

Confined Spaces

2 failed, 33.33%

Have all confined spaces been identified? Note: A confined space is a limited or restricted means of entry and exit, and may contain harmful atmospheres or stored substances that pose a risk to employees working in them.

Yes



Photo 12

Are there permits for entering or working in a confined space (eg. no corrosive or dangerous substances, supply lines cut-off, moving parts locked out, natural or mechanical ventilation, air quality checked, enough lighting, standby person, emergency and rescue procedures and equipment)?

No

Are only trained people with a confined space entry permit enter a confined space?

No

Work At Heights

1 action, 1 failed, 66.67%

Have all tasks to be done at height been identified (eg. access to areas for repair, maintenance, cleaning or inspection, operation and maintenance of equipment)?

Yes

Has fall prevention been put in place (eg. guardrails, scaffolds or other temporary work platforms, harness systems)?

Yes

Are stock, materials and displays stored or stacked at an easily reachable height or are ladders or steps required?

No

To do | Priority Low | Due 18th Nov, 2020 9:57 AM +08 | Created by Zarina Gonzalez

Buy a ladder.

Do you ensure unstable or inappropriate objects/ladders/steps are not used? For example:

- a chair used as ladder
- a straight ladder used on smooth surfaces
- a straight ladder used to get stock from racking.

N/A

No ladder.

Are ladders or steps used incorrectly? For example:

- reaching too far to either side
- standing on the top rung of a ladder
- used on uneven floor surfaces
- rung ladder used without being secured, or at too shallow or too steep an angle.

N/A

No ladder.

Emergency Procedures and First Aid

2 actions, 3 failed, 75%

Are there procedures to cover emergencies such as fire, explosion, chemical spill, flood, medical emergency, machinery accidents, motor vehicle accidents and robbery?

Yes

Have those in charge of emergency situations (such as floor wardens, fire wardens and first aid officers) been trained?

Yes

Are exit and assembly points accessible?

No



Photo 13

To do | Priority Low | Due 18th Nov, 2020 9:59 AM +08 | Created by Zarina Gonzalez

Clear all of this.

Are evacuation plans on display in a prominent area?

Yes

Do exit doors open easily from inside, including cold storeroom doors?

No

Do you hold regular emergency drills?

Yes

Is all emergency equipment in place and working (eg. smoke or heat detectors, sprinkler systems, fire extinguishers, duress and other alarms, emergency lighting)?

No



Photo 14

To do | Priority Low | Due 18th Nov, 2020 9:59 AM +08 | Created by Zarina Gonzalez

Fix fire alarm.

Do you understand the requirement to notify WorkSafe immediately after becoming aware of a serious injury or incident?	Yes
Are first aid officers appropriately trained (eg. hold a Level 2 certificate)?	Yes
Are these qualifications maintained?	Yes
Do your employees know who and where your first aid officers are?	Yes
Do you keep records of first aid provided?	Yes

Incident Reporting

100%

Do you keep a register of injuries that includes name of injured worker, age, address, time and date of occurrence of injury, cause of injury?	Yes
Do you review the causes of the injury and put steps in place to prevent them from occurring again?	Yes

Return To Work

100%

Do you know when to appoint a return to work (RTW) coordinator?	Yes
Is there a RTW plan for all workers receiving compensation (if off work for more than 20 days)?	Yes
Are claims for workers' compensation lodged with your agent within 10 days of receiving them?	Yes

Note: If you own or manage a small business and have an injured worker who makes a WorkSafe claim, you may be able to get help in the return to work process.

Sign Off

Assessment completed by (Name and Signature)



Zarina Gonzalez

11th Nov, 2020 10:01 AM +08

Appendix



Photo 1



Photo 2



Photo 3



Photo 4



Photo 5

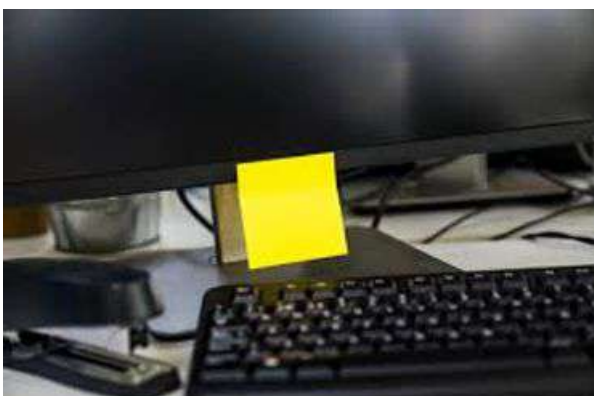


Photo 7



Photo 9



Photo 11



Photo 13



Photo 6



Photo 8



Photo 10



Photo 12



Photo 14