# Design and Technology Room Inspection Checklist

| Date |  |
| --- | --- |
| School/room No |  |
| **Conducted by** |  |
| **Assisted by** |  |

Tailor **Section 1** to your school environment (i.e., remove irrelevant items) and use it to conduct quarterly inspections with assistance from the school health and safety representative (where elected) and appropriate staff. **Section 2** must be used to detail any hazards identified in Section 1.

* Complete quarterly workplace safety inspections for all relevant areas using the workplace inspection checklists.
* Photos may be taken to document and monitor hazards.
* If ‘No’ is recorded, document all identified hazards in Section 2, the Reporting Plan section of this form.
* Reporting Plan items must then be discussed, entered as a hazard and managed in eduSafe Plus. Refer to eduSafe Plus [how to guide](https://edugate.eduweb.vic.gov.au/edrms/EHSWD/eduSafe_Plus_Project/Docs_For_DOMAIN_USERS/eduSafe%20Plus%20Guide%20-%20How%20to%20report%20a%20workplace%20hazard.pdf) for entering workplace hazards.

Section 1 – Inspection Checklist

| Ref No.  | **Inspection Item**  | **Yes** | **No** | **N/A** |
| --- | --- | --- | --- | --- |
| 1. **Preventing slips, trips and falls**
 |
| 1.1 | Entrance, doorways and floors are kept free from obstructions (e.g., boxes). |  |  |  |
| 1.2 | Floors are in good condition with no cracks, dips, holes, tears, or rips. |  |  |  |
| 1.3 | Floors are clean (e.g., free from rubbish) and not slippery.  |  |  |  |
| 1.4 | Computer and other electrical leads and cables are kept clear of pathways and walkways. |  |  |  |
| 1.5 | Furniture is in good condition (e.g., no damage, seating is securely fixed to chair legs/bases. |  |  |  |
| 1. **Manual handling and storage**
 |
| 2.1 | Items are stored so that they are not at risk of falling. |  |  |  |
| 2.2 | Free standing shelves/cupboards are secured to ensure stability. |  |  |  |
| 2.3 | Storage racks are in good condition (e.g., no bowed shelves).  |  |  |  |
| 2.4 | Frequently used, heavy and bulky items are stored within easy reach (between waist and shoulder height). |  |  |  |
| 2.5 | Step ladder is available and in good condition (e.g., no damage). |  |  |  |
| 2.6 | Step ladder Safe Work Procedure (SWP) is displayed next to step ladder storage area. |  |  |  |
| 2.7 | Trolleys are available and in good condition. |  |  |  |
| 2.8 | S.M.A.R.T. lifting poster is displayed in relevant areas. |  |  |  |
| 1. **Good housekeeping**
 |
| 3.1 | Work benches are clean and free from debris. |  |  |  |
| 3.2 | Appropriate waste containers are readily available and appropriately labelled, e.g., chemical waste, general waste, recyclable waste, etc. |  |  |  |
| 1. **Electrical safety**
 |
| 4.1 | Electrical points are in good condition. |  |  |  |
| 4.2 | Power boards with safety switches are used and are not connected in a “piggyback” manner.  |  |  |  |
| 4.3 | Electrically powered equipment has been tested and tagged (unless new) and are within date (ensure tag is intact). |  |  |  |
| 4.4 | Damaged or faulty items of machinery have been electrically isolated, tagged out, locked out (e.g., by a dedicated padlock, keyed switch, locked switchboard, etc) and withdrawn from service. |  |  |  |
| 4.5 | Damaged or faulty items of machinery has ‘Out of service’ and/or ‘Danger - do not operate’ tags attached. |  |  |  |
| 4.6 | The room’s electrical isolation switch is in good working order. |  |  |  |
| 1. **Lighting**
 |
| 5.1 | There is adequate lighting to work safely. |  |  |  |
| 5.2 | Lighting is in good working order (e.g., not flickering or blown bulbs). |  |  |  |
| 5.3 | Light covers are in place and not damaged. |  |  |  |
| 5.4 | Blinds and curtains can be drawn to reduce glare. |  |  |  |
| 5.5 | Blind cords are secured with fixed chain/cord safety hooks. |  |  |  |
| 1. **Plant and equipment safety**
 |
| 6.1 | Plant and equipment is maintained/serviced. |  |  |  |
| 6.2 | Maintenance records are retained for plant and equipment servicing and repairs. |  |  |  |
| 6.3 | Machine guarding is in place and operating correctly. |  |  |  |
| 6.4 | Emergency stops are installed on all items of machinery and are in good working order. |  |  |  |
| 6.5 | Emergency stops are correctly labelled, unobstructed, and intact. |  |  |  |
| 6.6 | Safety interlocks are installed on all movable guards and are in working order. |  |  |  |
| 6.7 | Damaged or faulty items of machinery been electrically isolated, tagged out, locked out (e.g., by a dedicated padlock, keyed switch, locked switchboard, etc) and withdrawn from service. |  |  |  |
| 6.8 | At least 800mm of space has been provided around fixed/static plant. |  |  |  |
| 6.9 | Safe Work Procedures are displayed next to items of static plant. |  |  |  |
| 1. **Welding equipment, bays, and gas cylinders**
 |
| 7.1 | Gas cylinders stored according to class (SDS, ChemWatch GoldFXX, stock report, storage incompatibilities). |  |  |  |
| 7.2 | Gas cylinders have been pressure tested within the past 5 years (check date stamped on the gas bottle). |  |  |  |
| 7.3 | Gas cylinders are stored upright, chained and supply valves are closed/capped when not in use. |  |  |  |
| 7.4 | Gas cylinders are stored away from ignition sources and combustible material (at least 3 metres). |  |  |  |
| 7.5 | Welding bays and curtains are clean and intact and free from damage. |  |  |  |
| 7.6 | Hoses and connectors are in good condition. |  |  |  |
| 1. **Textile equipment**
 |
| 8.1 | Sewing machines are in good working order with no missing parts. |  |  |  |
| 8.2 | The foot control and cord are in good condition. |  |  |  |
| 8.3 | Sharps (e.g., knives, scissors, pins, and needles are securely stored) |  |  |  |
| 1. **Preparing for emergencies**
 |
| 9.1 | Door locks can be easily opened. |  |  |  |
| 9.2 | Doors open and close/slide freely. |  |  |  |
| 9.3 | A fire blanket is available and has been tested in the last 6 months (check tag). |  |  |  |
| 9.4 | Fire extinguishers are conveniently located, secure and clearly signposted. |  |  |  |
| 9.5 | Fire extinguishers have been tested in the last 6 months (check tag). |  |  |  |
| 9.6 | An Emergency Evacuation Plan is clearly displayed a legible. |  |  |  |
| 9.7 | Emergency exit door(s) are clearly signposted, illuminated and unobstructed. |  |  |  |
| 9.8 | A chemical spill kit is available. |  |  |  |
| 1. **First Aid, emergency eye wash and safety shower**
 |
| 10.1 | First aid kit/cabinet is available and accessible |  |  |  |
| 10.2 | Emergency eye wash stations and showers are in close proximity to stored chemicals, dangerous goods, hazardous materials and substances. |  |  |  |
| 10.3 | The safety shower is working and accessible (e.g., free from obstruction and trip hazards). |  |  |  |
| 10.4 | Eye wash stations are working and readily accessible with pathways free of obstruction and trip hazards. |  |  |  |
| 10.5 | The eye wash nozzle is free from airborne contaminates.  |  |  |  |
| 10.6 | Eye wash stations and safety showers are flushed (at least weekly) regularly to eliminate contaminants and records kept. |  |  |  |
| 10.7 | Eye wash stations and safety showers are annually inspected and tested by a qualified technician. |  |  |  |
| 10.8 | The safety shower handle/pull rod is readily accessible from a standing level. |  |  |  |
| 10.9 | Safety shower and eye wash station signage is clear, intact, and legible. |  |  |  |
| 1. **Chemical management**
 |
| 11.1 | Flammables and corrosives are stored in correctly labelled cabinets. |  |  |  |
| 11.2 | Chemicals are stored in appropriately labelled containers i.e., that were not previously food or beverage containers. |  |  |  |
| 11.3 | Chemicals are correctly labelled with the label clearly legible and intact. |  |  |  |
| 11.4 | Safety Data Sheets (SDSs) are available to view.  |  |  |  |
| 11.5 | Dangerous goods are segregated in storage per [Chemical Storage Guidance](https://www.education.vic.gov.au/hrweb/Documents/OHS/guid1chemst.docx) |  |  |  |
| 11.6 | A hazardous and dangerous goods register is maintained and readily available. |  |  |  |
| 11.7 | Bunding or spill trays are utilised for storage of liquids. |  |  |  |
| 11.8 | ‘No eating or drinking’ signage is clearly displayed and legible in chemical storage areas. |  |  |  |
| 1. **Personal Protective Equipment (PPE)**
 |
| 12.1 | PPE is available and in good condition. |  |  |  |
| 12.2 | PPE storage facilities are clearly and legibly signposted. |  |  |  |
| 12.3 | PPE is being used worn when equipment is in use. |  |  |  |
| 12.4 | Hearing protection is being used as instructed or when noise is at a level that voices have to be raise at a distance of 1 metre. |  |  |  |
| 1. **Ventilation**
 |
| 13.1 | Windows are able to be easily opened and closed, locks are in good working order.  |  |  |  |
| 13.2 | Active ventilation/extraction plant such as fans or extraction equipment if present work, are clean and in good condition.  |  |  |  |
| 13.3 | Local ventilation / extraction systems have been tested within the past 12 months (check label). |  |  |  |
| 13.4 | Ceiling tiles are in place and not damaged, there is no sign of dampness (e.g., mould) |  |  |  |
| 13.5 | Rooms are a comfortable temperature |  |  |  |
| 13.6 | Air purifiers (if in use) are maintained as per [Operation and placement of air purifiers in schools](https://www2.education.vic.gov.au/pal/ventilation-air-purification/guidance/operation-and-placement-air-purifiers-schools). |  |  |  |

Section 2 – Reporting Plan

Provide further information on the identified hazards above, including its location and current condition. Escalate any hazards that pose an immediate danger with the principal. All identified hazards must be discussed with the principal, assigned a responsible person and entered into EduSafe Plus to be managed.

|  |  |  |  |
| --- | --- | --- | --- |
| Ref No. | **Further detail and suggested solutions for discussion** | **Date discussed with principal or delegate and HSR** | **Entered into EduSafe Plus** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |