

Quality Management System

Workplace Inspection Template

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This checklist provides a basic framework, however, you will often need to amend it e.g. reduce or expand it to fully address the specific requirements of the area you intend to inspect.

Area inspected:	
Inspection date:	
Inspection team:	

A. Management procedures and paperwork						Comments/Action Required
A1	Have all members of staff been given access to copies of the Health and Safety Policy, documents, arrangements and procedures, and any associated guidance?	Yes	No	Partial	N/A	
A2	Is induction, instruction training and supervision being provided?	Yes	No	Partial	N/A	
A3	Are staff informed of any required safe systems of work?	Yes	No	Partial	N/A	
A4	Are procedures for reporting accidents, near miss, hazards, significant spills and occupational ill health established and followed?	Yes	No	Partial	N/A	
A5	Are there procedures in place for the management of contractors?	Yes	No	Partial	N/A	
A6	Are contractor activities monitored?	Yes	No	Partial	N/A	
A7	Is access to any restricted area limited to authorised people only?	Yes	No	Partial	N/A	

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A8	Are risk assessments in place to identify hazards, assess the level of risk and identify suitable control measures for all hazardous activities, including radiation, biological hazard etc and approved as necessary?	Yes	No	Partial	N/A	
A9	Is everyone working studying in the area familiar with the need to assess risks associated with work involving hazardous substances?	Yes	No	Partial	N/A	
A10	Are records of the assessments and all relevant safety data sheets kept and readily accessible to those working with the substances?	Yes	No	Partial	N/A	
A11	Where necessary has health surveillance been implemented?	Yes	No	Partial	N/A	
A12	Is there a procedure in place whereby the presence of lone, or out of hours work is known?	Yes	No	Partial	N/A	
A13	Is there a system in place to control apparatus and/or experiments running overnight and/or at weekends?	Yes	No	Partial	N/A	
B	High profile signage (noticeable on entry)					Comments/Action Required
B1	Is a hazardous substance summary displayed outside of the workshop door showing the appropriate UN hazard symbols?	Yes	No	Partial	N/A	
B2	Is the Health and Safety Law poster displayed prominently and completed? (In vicinity not every area).	Yes	No	Partial	N/A	
B3	Are Fire Exits clearly identified?	Yes	No	Partial	N/A	

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B4	Are the location of Fire Extinguishers, First Aid, Eye Wash Stations, Spill Kits clearly identifiable?	Yes	No	Partial	N/A	
C	Ambient lighting, and ventilation					Comments/Action Required
C1	Is the general level of lighting of the workshop adequate?	Yes	No	Partial	N/A	
C2	Are ambient temperatures in the workshop suitable?	Yes	No	Partial	N/A	
C3	Is general ventilation of the workshop suitable?	Yes	No	Partial	N/A	
D	Noise					Comments/Action Required
D1	Is there an excessive or uncomfortable noise level? (Guide: is it necessary to raise one's voice substantially to speak to someone 2 metres away)?	Yes	No	Partial	N/A	
D2	If so, has noise monitoring been requested and carried out and where necessary suitable controls implemented?	Yes	No	Partial	N/A	
D3	Is there a positive purchasing policy in place whereby only machines with low noise emission levels are purchased	Yes	No	Partial	N/A	
D4	In the case where hearing protection is required for any work activity are Hearing Protection Zones clearly highlighted with mandatory safety signs?	Yes	No	Partial	N/A	
E	General workshop area					Comments/Action Required
E1	Are the fabric and condition of the accommodation suitable for the work to be undertaken?	Yes	No	Partial	N/A	

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E2	Are floor coverings intact and non-slip?	Yes	No	Partial	N/A	
E3	Are floor coverings impermeable and sealed to prevent leakage around walls, pipes and inspection hatches?	Yes	No	Partial	N/A	
E4	Are worktops intact and easily cleaned?	Yes	No	Partial	N/A	
F	Housekeeping					Comments/Action Required
F1	Are floors clean?	Yes	No	Partial	N/A	
F2	Are worktops clean?	Yes	No	Partial	N/A	
F3	Are all exits, gangways and work areas clear of obstructions and tripping/slipping hazards e.g. cables, stock, rubbish, etc?	Yes	No	Partial	N/A	
F4	Are there any hazardous substances that have spilled and not been cleaned up?	Yes	No	Partial	N/A	
G	Waste management					Comments/Action Required
G1	Are rubbish receptacles emptied regularly?	Yes	No	Partial	N/A	
G2	Are general rubbish receptacles free from hazardous wastes?	Yes	No	Partial	N/A	

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G3	Are hazardous waste disposal units available and used as needed?	Yes	No	Partial	N/A	
G4	Is all hazardous waste including empty chemical containers, disposed of as hazardous waste?	Yes	No	Partial	N/A	
G5	Are procedures in place to correctly dispose of Waste Electrical and Electronic Equipment (WEEE) including decontamination where appropriate?	Yes	No	Partial	N/A	
H	Storage					Comments/Action Required
H1	Are storage areas, e.g. rooms, cupboards, where hazardous substances are kept labelled with the appropriate hazard symbol(s)?	Yes	No	Partial	N/A	
H2	Are all hazardous substances clearly labelled, including chemical name and hazards as a minimum?	Yes	No	Partial	N/A	
H3	Are flammable reagents and solvents etc. stored in suitable closed vessels, within fire resistant cupboards, cabinets or bins containing spill trays that can contain 110% of the volume of the liquid stored?	Yes	No	Partial	N/A	
H4	Are very toxic and other high hazard chemicals kept in locked fire-resistant cupboards, cabinets or bins containing spill trays (as above)?	Yes	No	Partial	N/A	
H5	Are spill trays regularly inspected and emptied and cleaned as needed?	Yes	No	Partial	N/A	
H6	Are cabinets and shelving uncluttered and securely fixed in place?	Yes	No	Partial	N/A	

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H7	Are any containers of hazardous substances stacked or stored on their sides?	Yes	No	Partial	N/A	
H8	Are incompatible chemicals stored separately?	Yes	No	Partial	N/A	
H9	Are dry chemicals stored above any liquids?	Yes	No	Partial	N/A	
H10	Are bagged dry powders stored in a hard container or tray?	Yes	No	Partial	N/A	
H11	Do any water pipes pass through the bunded area of a hazardous substance storage area?	Yes	No	Partial	N/A	
H12	Are any drainage points located within the bunded area of a hazardous substance storage area?	Yes	No	Partial	N/A	
H13	Are "dangerous when wet" substances stored above the bunded area of any liquid store and in a locked cabinet that is clearly labelled with the appropriate hazard label?	Yes	No	Partial	N/A	
H14	If potentially radioactive (including unknown rock samples) or highly corrosive (e.g. hydrofluoric acid) materials are available in the workshop, is it clear to people using the cupboard whether it is suitable for such materials?	Yes	No	Partial	N/A	
H15	Do all hazardous substance containers that are not in use have lids securely closed?	Yes	No	Partial	N/A	
H16	Is all stored material secured?	Yes	No	Partial	N/A	

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H17	Are there clear systems in place to prevent inappropriate disposal of chemicals, oils or solvents down drains (e.g. signage over sinks and alternative disposal available)?	Yes	No	Partial	N/A	
I	Material management					Comments/Action Required
I1	Are properly designed carriers available to transport materials e.g. cylinder trolleys etc?	Yes	No	Partial	N/A	
J	Equipment					Comments/Action Required
J1	Are all large items of equipment suitably placed to avoid overcrowding and anchored to ensure stability?	Yes	No	Partial	N/A	
J2	Has all portable electrical equipment been tested and labelled with the date of test?	Yes	No	Partial	N/A	
J3	Are items of hard-wired equipment likewise subject to regular maintenance checks, and is suitable remedial action applied, where required?	Yes	No	Partial	N/A	
J4	Has all high voltage oil filled equipment been regularly tested for PCB contamination and been appropriately labelled and registered?	Yes	No	Partial	N/A	
J5	Is the safe working pressure (SWP) clearly marked on all pressure vessels?					
J6	Are all pressurised gas cylinders secured by restraining chains, bench clamps or similar?	Yes	No	Partial	N/A	
J7	Are all interlocks and other safety devices fully functional and adequately maintained?	Yes	No	Partial	N/A	

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J8	Are rules in force to strictly control the use of compressed air equipment?	Yes	No	Partial	N/A	
J9	Are gas cylinders sited away from doors, escape routes or hazardous substance storage areas?	Yes	No	Partial	N/A	
J10	Where there is evidence or likelihood of oil leaks or spills are drip trays in use and promptly emptied and cleaned when a leak or spill occurs?	Yes	No	Partial	N/A	
J11	Are leaks promptly cleaned up and their cause investigated and fixed?	Yes	No	Partial	N/A	
J12	Is all heavy lifting equipment inspected every 12 months (Hoists, equipment lifts etc)?	Yes	No	Partial	N/A	
J13	Is the Safe working Load (SWL) clearly marked on each piece of lifting equipment?	Yes	No	Partial	N/A	
J14	Is all work equipment maintained as per manufacturer instructions?	Yes	No	Partial	N/A	
J15	Have all staff using the equipment received suitable instruction training and where necessary certification?	Yes	No	Partial	N/A	
J16	Do any workshop activities/machines vibrate to an extent that vibration relation conditions could occur?	Yes	No	Partial	N/A	
J17	If so, have suitable assessments taken place and remedial action implemented?	Yes	No	Partial	N/A	

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J18	Are hand tools maintained to a good standard?	Yes	No	Partial	N/A	
K	First aid					Comments/Action Required
K1	Is there a First Aid Box readily available?	Yes	No	Partial	N/A	
K2	Are there sufficient First Aid notices (green on white) informing staff of how and where to gain first aid help?	Yes	No	Partial	N/A	
K3	Are First Aid Box(es) checked regularly to ensure that they are in good condition, well stocked and contents are in date?	Yes	No	Partial	N/A	
K4	Is there a suitable Eye Wash Station installed? (Where running water is available this should be of the type plumbed to the water supply).	Yes	No	Partial	N/A	
K5	Are there sufficient trained First Aiders available or on call?	Yes	No	Partial	N/A	
K6	Are any specific First Aid actions required following contamination with specific hazardous substances, if so are they known?	Yes	No	Partial	N/A	
K7	Are emergency showers, eye washes inspected by Facilities Directorate (Legionella procedure)? If no - detail flushing regime etc.	Yes	No	Partial	N/A	
K8	Have risk assessments in relation to misting systems being undertaken?	Yes	No	Partial	N/A	
K9	Have any machines been fitted to the water system by external people, if so, have Facilities Directorate been informed?	Yes	No	Partial	N/A	

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L	Fire control					Comments/Action Required
L1	Is relevant firefighting equipment readily available?	Yes	No	Partial	N/A	
L2	Are people working in this area familiar with the location of this equipment?	Yes	No	Partial	N/A	
L3	Are people aware of the nearest Fire Exit route?	Yes	No	Partial	N/A	
L4	Are there sufficient Fire Action notices (white on blue) to inform people of what to do in the event of fire?	Yes	No	Partial	N/A	
L5	Has a Fire Warden been appointed to cover this area?	Yes	No	Partial	N/A	
L6	Do staff know what to do in the event of a fire?	Yes	No	Partial	N/A	
L7	Are the six weekly checks being undertaken?	Yes	No	Partial	N/A	
L8	Has the annual Fire Risk Assessment been completed?	Yes	No	Partial	N/A	
L9	Are all smoke and fire doors kept closed when not in use (except doors on magnetic catches linked to the fire alarm system)?	Yes	No	Partial	N/A	
L10	Is an annual Fire Drill carried out and recorded?	Yes	No	Partial	N/A	

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L11	Have PEEPS been carried out for any person with disabilities?	Yes	No	Partial	N/A	
M	Access equipment					Comments/Action Required
M1	Are all ladders (step ladders) on an inventory log and given a unique reference number?	Yes	No	Partial	N/A	
M2	Are all ladders inspected on an annual basis and records kept?	Yes	No	Partial	N/A	
M3	Are visual checks carried out by the user before use?	Yes	No	Partial	N/A	
N	Spills and leaks					Comments/Action Required
N1	Are appropriate spill kits readily available to deal with spills/leaks of hazardous substances?	Yes	No	Partial	N/A	
N2	Are spill kits checked regularly to ensure that they are kept well stocked, with contents in good condition?	Yes	No	Partial	N/A	
N3	Do people know what to do in the event of a general spill or leak?	Yes	No	Partial	N/A	
N4	Are there people with experience and knowledge, designated to deal with spills/leaks involving very hazardous substances?	Yes	No	Partial	N/A	
N5	Have plans been drawn up to deal with major spills and leaks including sealing rooms to prevent gas escape and closing off drains to prevent escape of liquids and suitable PPE, shower facilities available?	Yes	No	Partial	N/A	

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N6	In the case of biological agents do the plans specify appropriate decontamination and disinfection procedures?	Yes	No	Partial	N/A	
O	Local exhaust ventilation (LEV)					Comments/Action Required
O1	Where applicable, is suitable Local Exhaust Ventilation (LEV) available to remove hazardous or nuisance substances or materials?	Yes	No	Partial	N/A	
O2	Are they labelled as having been inspected and tested within the past 14 calendar months?	Yes	No	Partial	N/A	
O3	Are automatic stops fitted to the sash on the cupboard(s) in this area?	Yes	No	Partial	N/A	
O4	If no, have arrowed labels been affixed to indicate the safe working height?	Yes	No	Partial	N/A	
O5	Where other forms of local exhaust ventilation, e.g. bench capture hood, are used to control exposure to hazardous substances, are they subject to inspection and test at least every 14 calendar months?	Yes	No	Partial	N/A	
O6	Is a valid operator protection test certificate available for each cabinet in this area?	Yes	No	Partial	N/A	
P	Personal protective equipment (PPE)					Comments/Action Required
P1	Is personal protective equipment, e.g. overalls, eye protection, gloves, respirators etc., positively assessed as relevant to the hazard and identified in the COSHH Risk Assessment, provided and used as required?	Yes	No	Partial	N/A	

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P2	Is the protective equipment stored where it cannot be contaminated by hazardous substances and where it will not contaminate outdoor clothing?	Yes	No	Partial	N/A	
P3	If it is not "one shift" disposable, is the PPE regularly inspected, cleaned and maintained?	Yes	No	Partial	N/A	
P4	Kept apart from uncontaminated clothing or equipment?	Yes	No	Partial	N/A	
P5	Are there suitable arrangements in place for the cleaning and /or decontaminating of protective clothing?	Yes	No	Partial	N/A	
P6	In the case of respiratory or hearing protection is it personal to an individual?	Yes	No	Partial	N/A	
P7	In the case where eye protection is required for any work activity are Eye Protection Zones clearly highlighted with mandatory safety signs?	Yes	No	Partial	N/A	
Q	Hygiene control					Comments/Action Required
Q1	Are there adequate washing facilities, with soap and towels?	Yes	No	Partial	N/A	
Q2	Is eating, drinking, smoking and applying cosmetics banned in workshop areas? If yes is this being followed?	Yes	No	Partial	N/A	
Q3	Is there provision for the secure storage of outdoor clothing within this area, or in secure cupboards/lockers within the area as appropriate to prevent contamination?	Yes	No	Partial	N/A	
Q4	Where there are facilities available within this area where people can eat and/or drink, do these facilities include an adequate supply of wholesome water for drinking or filling kettles etc?	Yes	No	Partial	N/A	

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Additional Areas/Location	Comments/Action Required

Once the inspection is completed, those items which require remedial attention should be addressed and recorded, with the completion date.