# Quick safety scan – Machinery and Equipment in the Automotive Workshop

Use this quick safety scan to look at your safety systems and practices to manage hazards from machinery and equipment. Those items where you tick ‘Sometimes’ or ‘Never’ will need action to fix or improve. The documents in italics are on the SafeWork SA website.

## EQUIPMENT, MACHINERY AND TOOLS

|  |  |  |  |
| --- | --- | --- | --- |
|  | Always | Sometimes | Never |
| Is the correct equipment always used for each job? |  |  |  |
| Are all tools and machinery properly guarded? |  |  |  |
| Are stop/start switches clearly marked and positioned within easy reach of the operator? |  |  |  |
| Are operators trained to use the tools, equipment and machinery safely? |  |  |  |
| Do operators hold current licences to perform work that requires certification? |  |  |  |
| Has provision been made to safely store or dispose of waste off-cuts? |  |  |  |
| Is there enough work space around machinery? |  |  |  |
| Are tools, equipment and machinery regularly maintained?  (in accordance with manufacturer’s instructions) |  |  |  |
| Is there a process to ensure that tools and machinery are switched off before maintenance and cleaning is carried out and cannot be inadvertently started by other workers during maintenance  and cleaning? |  |  |  |
| Are unsafe or faulty tools, equipment or machinery reported immediately? |  |  |  |
| Are unsafe or faulty tools, equipment or machinery tagged out, removed from use until they are repaired or replaced? |  |  |  |
| Is there a dedicated area where unsafe or faulty tools are placed? |  |  |  |
| Are repairs always carried out by authorised and competent persons? |  |  |  |
| Are health and safety risks considered before modification or alteration of any tools, equipment or machinery? |  |  |  |

## MOVING AROUND

|  |  |  |  |
| --- | --- | --- | --- |
|  | Always | Sometimes | Never |
| Have you made sure people cannot slip or trip when they move around? (e.g. on oil, grease, water, leads, hoses, cables) |  |  |  |
| Have appropriate fall prevention methods been implemented for all tasks that are undertaken at height? (e.g. guard rails, scaffolds, harness systems) |  |  |  |
| Can traffic and people move safely around the worksite? (e.g. walkways clearly marked, barriers to separate vehicles from walkways, unobstructed vision at intersections? |  |  |  |
| Is there enough space to allow free movement while undertaking the task? |  |  |  |
| Is it easy to get in and out of the workplace safely? (e.g. exits clearly marked and unobstructed) |  |  |  |
| Are stairs, ladders and platforms safe? (e.g. fixed handrails, ladders secure when in use, anti-slip treads) |  |  |  |
| Are vehicle drivers trained and aware of hazards? |  |  |  |
| Do vehicle drivers have safe schedules? |  |  |  |
| Are all loads safely secured? |  |  |  |

## ANGLE GRINDERS

|  |  |  |  |
| --- | --- | --- | --- |
|  | Always | Sometimes | Never |
| Workers conduct pre-operational checks |  |  |  |
| Handgrips have an automatic cut-off or dead-man switch |  |  |  |
| Grinders have adjustable handles to suit both left and right-handed operators |  |  |  |
| Guards are kept in place (covering half the disc and positioned between the disc and the operator) |  |  |  |
| Correct types of disc are used for tasks performed |  |  |  |
| Operators are trained/instructed in *Safe Work Procedures* (SWP) |  |  |  |
| Grinders are not used close to flammable materials |  |  |  |
| Plugs are removed from power points before changing discs |  |  |  |
| Regular short breaks are taken to prevent muscle fatigue when grinding for extended periods |  |  |  |
| All 9 inch grinders are taken out of service |  |  |  |
| Other workers are protected by a welding screen or stand well back when someone is grinding |  |  |  |
| Safe work procedures are in place |  |  |  |
| Appropriate PPE is provided and used |  |  |  |
| Workers are trained in the correct use and care of PPE |  |  |  |
| PPE is maintained, repaired or replaced as required |  |  |  |

## COMPRESSORS AND COMPRESSED GASES

|  | Always | Sometimes | Never |
| --- | --- | --- | --- |
| Safety Data Sheets (SDS) are available for relevant gases |  |  |  |
| Cylinders are stored upright, restrained and protected from impact |  |  |  |
| Regulators and valves are maintained |  |  |  |
| *Safe work procedures* (SWP) are in place |  |  |  |
| Air receiver/air tank is registered (if required) |  |  |  |
| Workers are trained in equipment use |  |  |  |
| Workers conduct pre-operational checks |  |  |  |
| A *Hazardous Chemical Register* is available and is maintained |  |  |  |

## ELECTRICAL

|  | Always | Sometimes | Never |
| --- | --- | --- | --- |
| Outlets, plugs, sockets, leads and power points are in good condition |  |  |  |
| Temporary extension leads, double adaptors and powerboards in series are not used |  |  |  |
| Power circuits are protected with appropriately rated fuses or circuit breakers |  |  |  |
| Powerboards used for portable electrical equipment are Residual Current Device (RCD) protected |  |  |  |
| Electrical equipment is never used in ‘wet’ areas |  |  |  |
| Unsafe equipment is disconnected/isolated/labelled |  |  |  |
| Testing and tagging is current for all fixed and portable electrical equipment |  |  |  |
| Main and isolation switches are clearly labelled/accessible |  |  |  |
| Electrical leads, power boards and equipment are kept away from potential sources of damage (e.g. water, heat, being run over) |  |  |  |
| Compressed air or extra-low voltage equipment is substituted for electrically operated |  |  |  |
| Electrical equipment is maintained in good condition |  |  |  |
| Maintenance records are kept and available |  |  |  |

## GUARDING

|  | Always | Sometimes | Never |
| --- | --- | --- | --- |
| Guards are designed and fitted to equipment, where required, according to relevant Australian Standards and the manufacturer’s specifications |  |  |  |
| Guards are altered or removed with a tool (if permanent fixed or interlocked physical barriers cannot be used) |  |  |  |
| Guards remain in place and plant is disabled if they are removed (deliberately or unintended) |  |  |  |
| Guarding is maintained |  |  |  |
| Guarding enables easy servicing, maintenance or repair |  |  |  |
| Machines are turned off and disconnected when servicing, maintenance and repairs are carried out |  |  |  |
| Pulley wheels on air compressors are guarded |  |  |  |
| Bench grinders/brushers/buffers are guarded (spark shields, side/upper tongue guards, emergency stops, tool rests) |  |  |  |
| Pedestal drills are guarded (V-belt access restricted, emergency stops, rotating parts guarded) |  |  |  |
| Lathes and milling machines are guarded (rotating parts guarded, DC braking system, lead feed screws, emergency stops), where practicable |  |  |  |
| Workers are fully instructed about safe procedures for guarding, isolation devices, locks, danger tags and emergency stops |  |  |  |

## NOISE

|  | Always | Sometimes | Never |
| --- | --- | --- | --- |
| Noisy tasks are identified, eliminated or minimised |  |  |  |
| Noise levels are kept below the exposure standard of 85dB(A) in an 8-hour day and below the peak level of 140d(C) |  |  |  |
| Noise control guarding, screens or partitions are used |  |  |  |
| Advisory/warning signage is in place (e.g. Hearing Protection Must Be Worn) |  |  |  |
| Correct hearing protection (PPE) is provided and used |  |  |  |
| Workers are trained in the correct use and care of PPE |  |  |  |
| PPE is maintained, repaired or replaced as required |  |  |  |
| Critical situations can be communicated despite noise |  |  |  |
| Audiometric testing is carried out, if needed |  |  |  |
| Audiometric testing records are kept |  |  |  |

## VEHICLE HOISTS

|  | Always | Sometimes | Never |
| --- | --- | --- | --- |
| Pre-operational checks are made daily |  |  |  |
| Inspections and maintenance are carried out, at least every 3 months |  |  |  |
| A comprehensive annual inspection is conducted |  |  |  |
| Inspection, servicing and maintenance records are kept in a log book |  |  |  |
| Workers are trained in correct and safe use of hoists |  |  |  |
| There is a minimum 600mm clearance between hoists and other equipment or fixed structures |  |  |  |
| Safe working load is displayed |  |  |  |
| Operating and maintenance instructions are displayed |  |  |  |

## VEHICLE JACKS

|  | Always | Sometimes | Never |
| --- | --- | --- | --- |
| Pre-operational checks are made daily |  |  |  |
| Inspections and maintenance are carried out, at least every 3 months |  |  |  |
| A comprehensive annual inspection is conducted |  |  |  |
| Inspection, servicing and maintenance records are kept |  |  |  |
| Workers are trained in correct and safe use |  |  |  |
| Safe working load is displayed |  |  |  |
| Operating and maintenance instructions are displayed |  |  |  |

## VEHICLE RAMPS AND STANDS

|  | Always | Sometimes | Never |
| --- | --- | --- | --- |
| Pre-operational checks are made daily |  |  |  |
| Routine inspections and maintenance are carried out |  |  |  |
| A comprehensive annual inspection is conducted |  |  |  |
| Inspection, servicing and maintenance records are kept |  |  |  |
| Axle stands are based on solid and secure footings |  |  |  |
| Vehicles on ramps are secured to prevent movement |  |  |  |
| Safe working load is displayed |  |  |  |
| Operating instructions are displayed |  |  |  |

## WELDING

|  | Always | Sometimes | Never |
| --- | --- | --- | --- |
| Welding equipment is used according to the manufacturer’s recommendations |  |  |  |
| Non-flammable welding screens/partitions are used |  |  |  |
| Signs warn that welding is taking place, and entry to the work area is restricted |  |  |  |
| There is adequate ventilation |  |  |  |
| PPE is provided and used (e.g. masks, aprons, gauntlets) |  |  |  |
| Workers are trained in the use and care of PPE |  |  |  |
| PPE is maintained, repaired or replaced as required |  |  |  |
| Oxy/gas cylinders are secured in trolleys or prevented from falling (e.g. chained) |  |  |  |
| Flashback arrestors are fitted at the blow pipe and to the oxygen and fuel gas regulators |  |  |  |