



Workshop Safety Rules Checklist

This checklist aims to help ensure you are safe in the workshop and well prepared to prevent accidents.

Remember: The workshop is no place for silly buggers.

#1. Know your workplace.

- I have completed a workshop and equipment orientation.
- I have read or are familiar with relevant machine/tool operation manuals.
- I am familiar with all first aid and incident kit locations.
- I am familiar with all emergency exit locations.

#2. Wear your PPE.

- I am wearing eye, face & ear protection (i.e. glasses, face shield, earplugs).
- I am wearing appropriate footwear (i.e. steel cap boots).
- I am wearing or have access to head protection (i.e. hardhats, bump caps).
- I have access to appropriate hand protection (i.e. gloves, glove clip).
- I am wearing appropriate clothing (i.e. pants, high-vis).

#3. Keep it clean.

- The workshop is free of trip hazards (cords, tools) and is generally tidy.
- All tools are stored neatly in appropriate locations.

