

This document is a general guide to assist providers who are setting up new workshops. Some of the workshop requirements are dependent on what domains and unit standards are being applied for.

When the BCITO visit to inspect the workshop, these are the sorts of things we will be checking.

<b>WORKSHOP CHECKLIST</b>		
<b>Item Checked:</b>		
	<b>Yes</b>	<b>No</b>
Electrical equipment regularly inspected, and recorded	<input type="checkbox"/>	<input type="checkbox"/>
Electrical equipment kept clean	<input type="checkbox"/>	<input type="checkbox"/>
Students trained in the safe operation of electrical equipment	<input type="checkbox"/>	<input type="checkbox"/>
Hand tools visually inspected by teacher /tutor before each lesson	<input type="checkbox"/>	<input type="checkbox"/>
Lighting and ventilation (dust extraction system)	<input type="checkbox"/>	<input type="checkbox"/>
Suitable storage for hand tools is available	<input type="checkbox"/>	<input type="checkbox"/>
Workplace kept tidy (no tripping hazards)	<input type="checkbox"/>	<input type="checkbox"/>
Sufficient personal protection equipment for the intended programmes	<input type="checkbox"/>	<input type="checkbox"/>
Safety signage is evident by each motorised machine, showing the PPE to be worn	<input type="checkbox"/>	<input type="checkbox"/>
Range of equipment is sufficient for the intended programme	<input type="checkbox"/>	<input type="checkbox"/>
Teacher is aware that dispensations for use of restricted equipment (portable electric tools , circular saw bench , compound mitre saw) is required from the Board of Trustees (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Staff/pupil ratio for workshop	<input type="checkbox"/>	<input type="checkbox"/>
Adequate space between work bench for students to work safely	<input type="checkbox"/>	<input type="checkbox"/>
Teacher/tutor has current First Aid certificate.	<input type="checkbox"/>	<input type="checkbox"/>
Location of First Aid facilities, First Aid Cabinet is well stocked	<input type="checkbox"/>	<input type="checkbox"/>
Emergency evacuation procedure signs are clearly displayed	<input type="checkbox"/>	<input type="checkbox"/>
System for identifying hazards in the workplace	<input type="checkbox"/>	<input type="checkbox"/>
Any external training arrangement with another provider (MoU) for BCITO units? Name of Provider:	<input type="checkbox"/>	<input type="checkbox"/>

<b>GENERAL COMMENTS /ADDITIONAL INFORMATION</b>