

Studio-Gallery Visit WHS Checklist

Section 1: - Work Health & Safety awareness checklist for your studio/gallery space.

Date:	
Studio Workplace Name:	
Address of location being inspected:	
Name of assessment officer:	

Section 1 – Inspection Checklist

No.	Inspection Item			
1. General				
1.1	Entrances and exits, doorways and walkway floors are kept free from obstructions (e.g. boxes, art equipment,)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
1.2	Floors are in good condition, clean & dry, free from rubbish	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
1.4	Ceiling and wall projections/sculptures are securely fixed and not a head injury issue	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
1.5	Doors open and close freely & locks able to be easily opened	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
1.6	All TRIP hazards to be identified and addressed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
2. Lighting/ electrical				
2.1	Studio is well lit & lighting is in good working order (e.g. not flickering or blown bulbs, or hanging dangerously)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
2.2	Free standing studio lights are secured to the floor or placed where they and their cords are not over walkways	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
2.3	Electrical leads and cables are kept clear of pathways and walkways or taped to floor if needed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
2.4	Power boards are not overloaded and are free of dust and liquids	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
3. Work areas & furniture				
3.1	Knives and sharp items are stored away from visiting public	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
3.2	Work benches are clean and free from debris and hazards	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
3.3	Furniture is in good condition and wheeled items have lockable casters	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4. Storage				
4.1	Items are stored so that they are not at risk of falling	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4.2	Storage racks are in good condition (e.g. no bowed shelves or leaning under excess weight)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4.4	Step ladders are in good condition & stored without risk of falling	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5. Chemical management				
5.1	Not in USE - Hazardous substances are stored in a locked cupboard not accessible to the public or children	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5.2	In USE Chemicals are NOT stored in food or beverage containers and are correctly labelled with that label clearly legible and intact	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5.3	Chemical Safety data sheets are accessible in the studio/gallery in the event of an emergency	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

No.	Inspection Item			
6. Art equipment				
6.1	Painting equipment such as paint, brushes and palette knives are stored in a manner not at risk of causing harm.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6.2	Kiln is in good working order (e.g. door securely closes) with public guards in place if operating whilst studio visits are underway	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6.3	Art making equipment with moving parts such as Potters wheels and Etching Presses are in good order and safely set, to not pose an accident threat to small children	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6.4	Easels are securely set and their bases are not a trip hazard	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
7. Ventilation				
7.1	Studio is well ventilated & windows able to be easily opened	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
8. First aid and emergency management				
8.1	First aid kit is available and accessible	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
8.2	A fire blanket and extinguisher is available and accessible	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
8.3	An Emergency Evacuation Plan has been developed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
8.4	Emergency exit door(s) and pathways are available	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Section 2 – Action Plan

‘Section 2’ should be used to action any hazards identified in ‘Section 1’.

Ref No.	Corrective Action	Person Responsible	Date Completed