Area: User group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: Room: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  | **Yes** | **No** |
| --- | --- | --- |
| **Storage Cabinet** |  |  |
| **Paint Storage Area**  | Solvents: |  |  |
| Type: PG I PGII PGIII |  |  |
| Quantity:  |  |  |
| *Paints*  | Acrylics – Quantity present: Solvent base – Quantity present:**Note**: No licence is required (for PG I & II), if stored in approved packages each less than 5 L capacity.**Note:** No licence is required (for PG III), if stored in approved packages each less than 25 L capacity. |  |  |
| *Construction* | Adequate storage |  |  |
| Appropriate strength etc. |  |  |
| Is the flammables liquids cabinet marked as meeting the Australian Standard? |  |  |
| *Ventilation* | Sufficient to dilute |  |  |
| *Equipment* | Self-closing safety faucet for dispensing class 3.1 (PG I & II)if Storage> 100 L then:* Fire extinguisher available
* Warning sign "D ANGER - FLAMMABLE LlQUlD - No SMOKING - KEEP FIRE AWAY" displayed
 |  |  |
| Away from hot sources |  |  |
| Away from ignition sources |  |  |
| Must not jeopardise escape routes |  |  |
| Combustibles and wastes are not permitted to remain around areas of storage or transfer |  |  |
| *Personnel* | Personnel should be familiar with the:* Dangers of handling flammable and combustible material
* Transfer method of minimum risk
* Spill control procedures
 |  |  |
| *Spill control* | Adequate for volume |  |  |
| Adequate for hazard / risks |  |  |
| Immediate clean up and disposal possible |  |  |
| **Painting equipment available**  | Maintained in Good Condition |  |  |
| Brushes  |  |  |
| Roller  |  |  |
| Spray guns  |  |  |
| Ladders/scaffolding  |  |  |
| Other |  |  |
| Comments:  |  |  |
| **Paint brush/roller/spray gun clean-up area**  | For Class I, Zone I Area:Are any ignition sources within 2 m or 10 m? |  |  |
| Maintained in Good Condition |  |  |
| Storage containers |  |  |
| Housekeeping |  |  |
| Ventilation |  |  |
| Adequate  |  |  |
| Wash-out containers |  |  |
| Comments:  |  |  |
| **Painting procedures** | Are procedures for the following established: |  |  |
| Inside buildings |  |  |
| Outside buildings |  |  |
| With isocyanates |  |  |
| Other: |  |  |
| **Painting area**  | Maintained in Good Condition |  |  |
| Site |  |  |
| Ventilation |  |  |
| Adequate |  |  |
| Comments:  |  |  |
| **Personal Protective Equipment**  |  | Type |  Maintained in Good Condition |  |  |
| Hand protection |  |  |  |  |
| Eye/face protection |  |  |  |  |
| Hearing protection |  |  |  |  |
| Clothing |  |  |  |  |
| Respiratory protection |  |  |  |  |
| Overalls |  |  |  |  |
| Other: |  |  |  |  |
| Comments:  |  |  |
| **Waste disposal** | Method of disposal for: | Contractor |  |  |
| Paints Solvent based  |  |  |
| Water based  |  |  |
| Isocyanate and two pack based  |  |  |
| Solvents  |  |  |
| Used brush rollers solvent  |  |  |
| **Spray booth**  | The following guidelines are for Open faced booths only. Refer to the AS4114 for the other types |
| *Design* | Open faced booth |  |  |
| Enclosed type batch booth |  |  |
| Tunnel or production booth |  |  |
| Are there any potential ignition sources within the Hazardous Zone of concern?**Note:**  The Hazardous Zone (Class I Zone I) is the interior of the booth, the exhaust ducts, and 2 m from the opening ofthe booth; and 6 m from any point of spraying outside the booth. |  |  |
| *Markings* | Name of manufacturer: |  |  |
| Type and serial number: |  |  |
| Rated voltage and current (or power) : |  |  |
| Operating instructions for: Spray booth Control panel  |  |  |
| Certification or approval numbers: |  |  |
| Other conditions:The type of solvents and required air-flowFor light fittings accessible from within the booth **Note:** LAMPS AND LIGHT FITTINGS ARE TO BE REPLACED ONLY AFTER ELECTRICAL SUPPLY HAS BEEN ISOLATED |  |  |
| *Emergency exits* | within 6 m |  |  |
| door to open outwards |  |  |
| exit is not to pass through a paint mixing room or paint storage area |  |  |
| *Potential equalisation* | All metallic parts (cabinet, ducts etc) to be earthed (to prevent static discharges) |  |  |
| *Electrical fittings* | Flash-proof electrical fittings |  |  |
| **Construction** |
| *Material* | non-combustible |  |  |
| impervious to the substances used |  |  |
| surfaces within 1 m are to be impervious and non-combustible |  |  |
| combustible material shall not be within 100 mm of the external metal |  |  |
| cladding of the spray booth. |  |  |
| *Shelving* (if present) should not restrict air movement of | exhaust of gases  |  |  |
| the exit by persons. |  |  |
| *Windows and light fittings* | The glass must be either wired glass Toughened safety glass orLaminated glass |  |  |
| *Filters* | Wet system |  |  |
|  | Dry system |  |  |
| Are filters reasonably:Clean Useable Complete |  |  |
| **Ventilation** | Air flow through the booth should be continuous, uniform, and evenly distributed. |  |  |
| Are anemometer readings satisfactory?  |  |  |
| Is the airflow of at least 0.5 m/s achieved? |  |  |
| Does the booth have a pre-spray purge cycle (of 1 minute or 5 air changes) ? |  |  |
| Does the booth have a post-spraying purge cycle of (5 minutes)? |  |  |
| *Ducts* | Sheet metal (or non-combustible, impervious material)Access doors for cleaning if/where spray paint or solvents accumulate.Combustible material should not be within 250 mm of the dust work, unless properly insulated. |  |  |
| *Inlet air* | Opposite side to the exhaust / filter area to minimise turbulence |  |  |
| *Outlet / Exhaust* | 3 m above building roofVertical discharge |  |  |
| *Airflow sensor* | A sensor to indicate the hazard is being removed (ie. air is flowing) and is of adequate velocity. (ie. a static or differential air pressure sensor – if proof of performance , or an air-flow switch).Indicates a no-flow state before start-up.Should be of fail-safe design (ie. fail to a safe condition).If it detects no or low flow it should cease the spray painting operation. |  |  |
| **Operation** | Spray painting should be prevented until pre-spraying purge is complete, then |  |  |
| Equipment can be energised for spraying, and |  |  |
| A port-spraying purge cycle |  |  |
| **Inspections** | Initial (before hand-over) |  |  |
| Periodic inspections:* at intervals less than 3 years
* involving all equipment, systems, installation (using the manufacturer's guidance)
* if adverse conditions then an inspection every 3 - 12 months
 |  |  |
| Records of inspection kept |  |  |
| Review of inspection interval shall be conducted to ensure it is appropriate* Date of last inspection
* Grade of inspection (see table AI , AS 41 14.2:2003 for details)
	+ Visual
	+ Close
	+ Detailed (with electrical equipment isolated)
 |  |  |
| ***Maintenance*** | A detailed inspection is required after maintenance |  |  |
| Is there a check list? |  |  |
| **Other recommendations**  |  |  |  |

**Signed by:**

Area Auditor:

WHS Committee member: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WHS Committee member: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_