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 of  the 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-flow  For 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 or  Laminated 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 roof  Vertical 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_