

MACHINERY AND EQUIPMENT CHECKLIST

Machinery and equipment, known as plant, are major sources of hazards and workplace injuries. You must ensure all machinery and equipment in your workplace is safe, used properly and maintained in good repair. This checklist will help you address some common safety issues involving machinery and equipment. You should involve your workers in filling out this checklist.

If you mark any NO box on the checklist, you need to take action to make your workplace safer.

Date checklist completed:

Date checklist to be reviewed:

(annually or when there is a change or addition to machinery and equipment used in the workplace)

Name of person who completed checklist:

Position title:

Company/workplace:

Safety devices

- Are machine guards in place on all operating equipment? Yes No
- Are belts, pulleys and other rotating parts properly guarded? Yes No
- Are emergency stop buttons clearly marked and operational? Yes No

Work areas

- Is there sufficient clearance space around all plant? Yes No
- Are machinery and equipment areas kept clean and free from obstructions? Yes No
- Is the ventilation adequate? Yes No
- Are steps taken to reduce machinery noise (eg isolating the plant, mufflers, baffles)? Yes No
- Are tools and portable equipment stored safely? Yes No

Safe operation

- Are workers trained to operate machinery safely? Yes No
- Do they hold any necessary certificates of competencies (eg forklift)? Yes No
- Are workers supervised to ensure correct procedures are followed? Yes No
- Is machinery and equipment regularly inspected for damage or wear? Yes No
- Is machinery and equipment maintained according to the manufacturers' instructions? Yes No

Personal protective equipment (PPE)

- Do you provide adequate PPE (eg safety footwear, eye protection, hearing protection) as required? Yes No
- Do you and your workers maintain PPE in accordance with the manufacturers' instructions? Yes No