**Health & Safety Procedure**

**HSP23 Provision and Use of Work Equipment**



Checklist for Work Equipment

This checklist may be used for all potentially hazardous equipment other than simple and straightforward items.

Location:………………………………………………………………………………………………...

Type of equipment being assessed:…………………………………………………………………

Equipment identification:……………………………………………………………………………………………

Name of assessor:……………………………………………………………………………………..

Date:……………………………...................................................................................................

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subject** | **Yes** | **No** | **N/A** | **Actions required** |
| User competency |
| Have all operatives received suitable information, instruction and training in correct use, risks and precautions? |  |  |  |  |
| Are training records kept to verify this? |  |  |  |  |
| Use of equipment |
| Is there an instruction manual written in English? |  |  |  |  |
| Is equipment being used in accordance with manufacturer’s instructions, the company’s safety policy and other safety procedures? |  |  |  |  |
| Are all guards that should be used, in place? |  |  |  |  |
| Are the start and stop controls clearly marked? |  |  |  |  |
| Are operatives following the safe system of work and using appropriate controls? |  |  |  |  |
| Does the use of the equipment pose any risk to the operative? |  |  |  |  |
| Is noise controlled? |  |  |  |  |
| Are any exhaust fumes, dust, etc. suitably controlled? |  |  |  |  |
| Are suitable warning notices supplied on/and near the equipment (i.e. to wear suitable PPE, restriction on use, list of authorised users, etc.) and are they clearly visible to all users? |  |  |  |  |
| Maintenance |
| What are the recommended inspection intervals? |  |  |  |  |
| What are the electrical safety inspection intervals? |  |  |  |  |
| What are the safety devices inspection intervals? |  |  |  |  |
| Are there suitable records to indicate the above has been complied? |  |  |  |  |
| Is there a suitable system for planned preventative maintenance including, where appropriate, the periodic replacement or refurbishment of items before they reach the end of their useful life? |  |  |  |  |
| Does any part of the equipment appear to be defective, e.g. broken guards, frayed leads, broken casings, etc.? |  |  |  |  |
| Are operatives aware that they need to check maintenance records? |  |  |  |  |
| Are there clear maintenance instructions for the equipment? |  |  |  |  |
|  |  |  |  |  |
| **Subject** | **Yes** | **No** | **N/A** | **Actions required** |
| Specific hazards |
| Is protection provided in relation to: |  |  |  |  |
| * Items falling
 |  |  |  |  |
| * Items being ejected
 |  |  |  |  |
| * Overturning
 |  |  |  |  |
| * Collapse
 |  |  |  |  |
| * Overheating
 |  |  |  |  |
| * Fire
 |  |  |  |  |
| * Disintegration
 |  |  |  |  |
| * Explosion
 |  |  |  |  |
| * Unscheduled start
 |  |  |  |  |
| Environment |
| Is there adequate lighting? |  |  |  |  |
| Is good housekeeping practiced? |  |  |  |  |
| If gas, fume or dust is released when the equipment is used, is local exhaust ventilation provided and is this tested at least annually? |  |  |  |  |
| Is the work area free from hazards? |  |  |  |  |
| Is noise controlled? |  |  |  |  |
| Is the work area overcrowded and are operatives at risk? |  |  |  |  |
| Gas/electricity |
| Does the equipment use gas or electricity? |  |  |  |  |
| If yes, are procedures in place to ensure safety from gas release, carbon monoxide, etc. or electric shock? |  |  |  |  |
| Fire safety |
| Does the operation of the equipment pose any specific fire safety risk to the operatives or overall work area? |  |  |  |  |
| Dangerous machinery |
| Is the machine subject to specific legal requirements, e.g. LOLER?  |  |  |  |  |
| Are all dangerous parts of the machinery guarded? |  |  |  |  |
| Are all guards of good construction, adequate strength and well maintained?  |  |  |  |  |
| Is it difficult to bypass or disable guards? |  |  |  |  |
| Is there a readily accessible stop device which stops the machinery in a safe way?  |  |  |  |  |
| Does the start device need to be activated to restart the machine if:* The power fails?
* A control or safety device fails to trip out?
 |  |  |  |  |
| If the power is isolated does the machinery come to rest safely without the possibility of access to dangerous parts? |  |  |  |  |
| Can the equipment be securely isolated from power, to prevent inadvertent reconnection:* By removing a plug at the socket which is easily visible to the person at risk?
* By locking it off?
 |  |  |  |  |
| Are young persons (anyone under the age of 18) prevented from using or cleaning dangerous or dangerous parts of machinery? |  |  |  |  |

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| Action summary |
| Describe in more detail the steps identified in “Actions required” which need to be taken to ensure that the equipment will be used safely. Indicate who should action any tasks and in what timescale. |
| **Actions** | **By Whom** | **By When** |
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