

Plant and Machinery Hazard Identification Checklist



SCHOOL:

CONDUCTED BY:

DATE:

This checklist has been developed to assist in the identification of hazards when operating plant and machinery. If hazards have been identified, ensure appropriate control measures are implemented.

QUESTION	YES	NO
SAFE OPERATION		
Is there evidence of training for students?		
Are training records maintained?		
Have safe work procedures been provided and documented for use and maintenance of plant and machinery?		
Are staff and students trained to operate plant and machinery safely and according to the safe work procedures?		
Is there evidence of training for staff?		
Is adequate Personal Protective Equipment (PPE) provided (e.g. hearing protection, appropriate footwear, eye protection, high visibility clothing)?		
SAFETY DEVICES		
Are machine guards in place on all operating plant and machinery (according to manufacturer's specifications)?		
Are emergency stop buttons clearly marked, operational and accessible?		
GENERAL SAFETY		
Is there sufficient clearance space around all plant and machinery?		
Is the plant or machinery at risk of tipping or rolling over when in use?		
Are plant and machinery areas kept clean and free from obstructions?		
Is ventilation adequate?		
Can anyone using the plant, or in the vicinity of the plant, slip, trip or fall due to uneven or slippery work surfaces?		
Is there a risk of hair or clothing becoming entangled with moving parts of plant or machinery?		
Can anyone be burnt due to contact with moving parts or surfaces of plant or machinery?		
Have controls measures been implemented to reduce machinery noise?		



Can anyone be injured or suffer ill-health from exposure to chemicals?		
MAINTENANCE		
Is plant and machinery regularly inspected for damage or wear?		
Is plant and machinery maintained according to the manufacturer's instructions?		
Is maintenance up to date?		
Are maintenance records kept of all inspections, repairs, alterations and maintenance?		
Is anyone coming in contact with moving parts of the plant during testing, inspection, operation, maintenance, cleaning or repair?		
EMPLOYEE SIGNATURE:		
PRINCIPAL NAME AND SIGNATURE (if applicable):		