

## SAMPLE MACHINERY AND EQUIPMENT CHECKLIST TEMPLATE

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 place 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:**

<b>Position Title:</b>	<b>Company / workplace:</b>
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<b>Safety devices</b>	<b>Yes</b>	<b>No</b>
Are machine guards in place on all operating equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Are belts, pulleys and other rotating parts properly guarded?	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency stop buttons clearly marked, operational and accessible?	<input type="checkbox"/>	<input type="checkbox"/>

<b>Work areas</b>	<b>Yes</b>	<b>No</b>
Is there sufficient clearance space around all plant?	<input type="checkbox"/>	<input type="checkbox"/>
Are machinery and equipment areas kept clean and free from obstructions?	<input type="checkbox"/>	<input type="checkbox"/>
Is the ventilation adequate?	<input type="checkbox"/>	<input type="checkbox"/>
Are steps taken to reduce machinery noise (eg isolating the plant, mufflers, baffles)?	<input type="checkbox"/>	<input type="checkbox"/>
Are tools and portable equipment stored safely?	<input type="checkbox"/>	<input type="checkbox"/>

<b>Safe operation</b>	<b>Yes</b>	<b>No</b>
Are workers trained to operate machinery safely?	<input type="checkbox"/>	<input type="checkbox"/>
Do they hold any necessary licence to perform high-risk work or certificates of competency (eg forklift)?	<input type="checkbox"/>	<input type="checkbox"/>
Is your higher hazardous plant registered (eg boilers, vehicles hoists)?	<input type="checkbox"/>	<input type="checkbox"/>

Are workers supervised to ensure correct procedures are followed?	<input type="checkbox"/>	<input type="checkbox"/>
Is machinery and equipment regularly inspected for damage or wear?	<input type="checkbox"/>	<input type="checkbox"/>
Is machinery and equipment maintained according to the manufacturers' instructions?	<input type="checkbox"/>	<input type="checkbox"/>

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**Personal protective equipment (PPE)**

Do you provide adequate PPE (eg safety footwear, eye protection, hearing protection) as required?	<input type="checkbox"/>	<input type="checkbox"/>
Do you and your workers maintain PPE in accordance with the manufacturers' instructions?	<input type="checkbox"/>	<input type="checkbox"/>