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| **SAFETY AUDIT CHECK LIST – EQUIPMENT** |
| 1. Safety Auditor’s Name ………………....……… Signature……………………........ /....../.....  2. Safety Auditor’s Name …………………....…… Signature……………………..... /......./......  3. Other parties |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Name** | **Init** | **Date** | **Name** | **Init** | **Date** | |  |  |  |  |  |  | |  |  |  |  |  |  | |
| This checklist is to create awareness of what to look for in equipment, product and facilities. Anyone can take this list and complete a safety audit for assessment. This ensures we view all safety issues through different eyes. It’s an easy to use … Yes http://www.safetyplussigns.com.au/images/square.gifNo http://www.safetyplussigns.com.au/images/square.gifRemarks http://www.safetyplussigns.com.au/images/square.gifNot Applicable http://www.safetyplussigns.com.au/images/square.giftype layout which encourages the safety auditor to look for general safety issues, but doesn’t limit the safety auditor to add "other" issues, comments or relevant information. It’s in two (2) parts – Equipment and Facilities. Always consider and read each part and tick the appropriate section and comment where necessary. |

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| **EQUIPMENT:** |
| |  | | --- | | Name of Equipment: | |

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| **ITEM This is the item you are auditing http://www.safetyplussigns.com.au/images/tick.gifappropriate column REMARKS The blank space allows you to write a remark** | **YES** | **N/A** | **NO** |
| |  | | --- | | Extension cords in good condition and properly placed when in use (where allowed) | |  | |  |  |  |
| |  | | --- | | Fuse boxes in good working condition and protected properly | |  | |  |  |  |
| |  | | --- | | Lighting – adequate safe level, bulbs okay | |  | |  |  |  |
| |  | | --- | | Electric motors clean and in proper alignment | |  | |  |  |  |
| |  | | --- | | Safety devices all working on all equipment | |  | |  |  |  |
| |  | | --- | | Electric cords properly located and in good repair | |  | |  |  |  |
| |  | | --- | | Electrical equipment tested regularly and tagged? If applicable. | |  | |  |  |  |
| |  | | --- | | Working area clean and space suitable for equipment use | |  | |  |  |  |
| |  | | --- | | Pressure washer hoses in good conditions with no fraying or bulges | |  | |  |  |  |
| |  | | --- | | Electrical safety checks current? and tagged | |  | |  |  |  |
| |  | | --- | | Air lines to equipment in good safe condition | |  | |  |  |  |
| |  | | --- | | Are electric motors well maintained and lubricated and free from dust and fluff? | |  | |  |  |  |
| |  | | --- | | Are machine mountings, fittings and other attachments securely mounted to avoid or reduce noise and vibration? | |  | |  |  |  |
| |  | | --- | | Are intake and exhaust mufflers in good condition? | |  | |  |  |  |
| |  | | --- | | Are controllers and switches maintained to prevent current carrying contacts becoming badly worn, dirty or corroded? | |  | |  |  |  |

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| **ITEM This is the item you are auditing http://www.safetyplussigns.com.au/images/tick.gifappropriate column REMARKS The blank space allows you to write a remark** | **YES** | **N/A** | **NO** |
| |  | | --- | | Is intrinsically safe equipment (equipment that depends upon the low energy so that any spark produced would not have sufficient energy to ignite flammable vapours) used in hazardous areas? | |  | |  |  |  |
| |  | | --- | | Is earthing adequate to prevent the accumulation and discharge of electrical charges before sparking potentials are reached? | |  | |  |  |  |
| |  | | --- | | Has personal protective clothing and equipment been provided to reduce personnel exposure to noise? | |  | |  |  |  |
| |  | | --- | | Are smoke and fire detectors installed in suitable locations? | |  | |  |  |  |
| |  | | --- | | Are metal bins provided for waste? | |  | |  |  |  |
| |  | | --- | | Is noise emission level from equipment safe during normal operation? | |  | |  |  |  |

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|  | **SAFE WORK PRACTICES WITH EQUIPMENT** |

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| --- | --- | --- | --- | --- | --- |
| |  | | --- | | Are there fire extinguishers close by? | |  | |  |  |  |
| |  | | --- | | Is metal that might be fatigued by vibration protected and checked for structural integrity regularly? | |  | |  |  |  |
| |  | | --- | | Are flammable goods stored away from sources of ignition? | |  | |  |  |  |
| |  | | --- | | Are flammable goods stores and containers in a good condition, labelled and free from corrosion? | |  | |  |  |  |
| |  | | --- | | Are machine parts adequately lubricated? | |  | |  |  |  |
| |  | | --- | | Are cutting and punching tools properly shaped and sharpened? | |  | |  |  |  |
| |  | | --- | | Is the user wearing PPE (Personal Protection Equipment)? | |  | |  |  |  |
| |  | | --- | | Is the user fully trained in the equipment’s operation? | |  | |  |  |  |
| |  | | --- | | Is the working area well ventilated and suitable for its use? | |  | |  |  |  |
| |  | | --- | | Is the person using the equipment on our register? | |  | |  |  |  |
| |  | | --- | | Does the equipment require exhaust/dust extraction ducting for its safe daily operation of its tasks? | |  | |  |  |  |
| |  | | --- | | Grinding wheels visually checked prior to use? | |  | |  |  |  |
| |  | | --- | | Are grinding wheels tested before installation to ensure they have not fractured during storage? | |  | |  |  |  |
| |  | | --- | | Are grinding wheels installed securely, onto grinders of the correct rotational capacity? | |  | |  |  |  |
| |  | | --- | | Are fastening parts such as bolts that are critical to safety secured sufficiently so that they will not vibrate loose? | |  | |  |  |  |
| |  | | --- | | Are work benches and trolley tables in good order and condition? | |  | |  |  |  |
| |  | | --- | | Is equipment maintained to ensure removal or adjustment of worn and loose or unbalanced parts? | |  | |  |  |  |
| |  | | --- | | Are wheel chocks or rolling chocks used to prevent accidental movement of vehicles or items of plant that are capable of rolling? | |  | |  |  |  |

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| **ITEM This is the item you are auditing http://www.safetyplussigns.com.au/images/tick.gifappropriate column REMARKS The blank space allows you to write a remark** | **YES** | **N/A** | **NO** |
| |  | | --- | | Are saw blades in good order prior to use? | |  | |  |  |  |
| |  | | --- | | Does scaffolding conform to standards and is it checked by a competent person on a regular basis? | |  | |  |  |  |
| |  | | --- | | Safety devices and guards in place in all equipment? | |  | |  |  |  |
| |  | | --- | | Does staff know about "Danger Do Not Use" tags and to report and faults? | |  | |  |  |  |
| |  | | --- | | Machinery cleaned and adjusted properly | |  | |  |  |  |
| |  | | --- | | Fans guarded and adjusted properly | |  | |  |  |  |
| |  | | --- | | Electric cords properly located and in good repair? | |  | |  |  |  |
| |  | | --- | | Wiring in good condition? | |  | |  |  |  |
| |  | | --- | | Extension cords in good condition and properly placed when in use (where allowed)? | |  | |  |  |  |
| |  | | --- | | Is using respirators, employees are adequately trained in the use of equipment? | |  | |  |  |  |
| |  | | --- | | Storage racks structurally sound? | |  | |  |  |  |
| |  | | --- | | Exhaust ducts clean and in good working condition, where required? | |  | |  |  |  |
| |  | | --- | | Is the trainer/auditor competent with this equipment? | |  | |  |  |  |

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| **REPORT SECTION**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **List anything you wish to, about this equipment** …………………………………………………    **Comment on equipment’s condition:**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Excellent http://www.safetyplussigns.com.au/images/square.gif** | **Very Good http://www.safetyplussigns.com.au/images/square.gif** | **Good http://www.safetyplussigns.com.au/images/square.gif** | **Fair http://www.safetyplussigns.com.au/images/square.gif** | **Don’t Use http://www.safetyplussigns.com.au/images/square.gif** |  |       **Have you missed anything?    Yes http://www.safetyplussigns.com.au/images/square.gif    No http://www.safetyplussigns.com.au/images/square.gif** | |