Appendix 3

WORK EQUIPMENT ASSESSMENT CHECKLIST

School/Department ……..

Assessment Date …… **Review Date**…….

Name/Description of Work Equipment ……..……

Location ……

Function of Work Equipment ……..……

Describe any modifications made...…….

	Y	N	N/A
1. Safety Features			
• Are all dangerous parts of machinery guarded?	❑	❑	❑
• Are all machine guards and protection devices suitable for the purpose and of good construction, sound and of adequate strength.....	❑	❑	❑
• Are they maintained properly and in good working order?	❑	❑	❑
• Do they create any additional hazards for the user?	❑	❑	❑
• Is it possible to by-pass or disable the guarding mechanism?	❑	❑	❑
• Are they sufficiently far from the danger zone to prevent access or injury?	❑	❑	❑
• Do they restrict the view of the operating cycle of the machinery?	❑	❑	❑
• If so, does this restriction create additional/unnecessary hazards/risks?	❑	❑	❑
• Is there access for maintenance only?	❑	❑	❑

2. Information and Training

- Has everyone (staff and supervisors) received training in the safe use of the equipment? ..... ❑ ❑ ❑
- Are written instructions for the safe use of the equipment available? ..... ❑ ❑ ❑
- Have staff maintaining the equipment been trained? ..... ❑ ❑ ❑
- Are training records available? ..... ❑ ❑ ❑

3. Specific Hazards

- Is the use of the equipment restricted to those staff trained to use it? ..... ❑ ❑ ❑
- Is a list of authorised persons available? ..... ❑ ❑ ❑
- Is the equipment suitable for purpose? ..... ❑ ❑ ❑
- Where necessary, is the equipment made stable, e.g. by clamping? ..... ❑ ❑ ❑
- Are existing systems of work adequate to protect against the following:
    - Article or substance falling off or being ejected from the machine? ..... ❑ ❑ ❑
    - Rupture or disintegration? ..... ❑ ❑ ❑
    - Overheating or fire? ..... ❑ ❑ ❑
    - Discharge of dust, gas, liquid, vapour or other substance? (either early or unintentional discharge) ..... ❑ ❑ ❑
    - Any high or low temperature parts of the machine? ..... ❑ ❑ ❑
    - Does the equipment or articles used, produced or stored capable of excessive heat? ..... ❑ ❑ ❑
    - Any other hazards? ..... ❑ ❑ ❑
- Are there suitable and appropriate means of isolating (eg. locking off) the equipment from its source of power (eg. electricity, compressed air etc) ..... ❑ ❑ ❑
- Are they clearly identifiable and easily accessible? ..... ❑ ❑ ❑
- Are measures in place to ensure that the reconnection of power (even after a power failure) will not expose the user to any risk to health and safety? ..... ❑ ❑ ❑

4. Maintenance and Inspection

- Is maintenance of the equipment, including guards and protection devices, carried out and are sufficient records kept? ..... ❑ ❑ ❑

- If a maintenance log is required, is it up-to-date? ..... ❑ ❑ ❑
- Can maintenance be carried out without risk to health and safety? ..... ❑ ❑ ❑
- Is the repair, modification or servicing of the equipment restricted to those staff designated to carry this out? ..... ❑ ❑ ❑
- Is the equipment shut down during maintenance operations? ..... ❑ ❑ ❑
- If the equipment is not shut down during maintenance, are there procedures in place for this to be carried out safely? ..... ❑ ❑ ❑
- Is inspection of the equipment carried out and are sufficient records kept? ..... ❑ ❑ ❑
- If local exhaust ventilation (LEV) is installed is it tested as necessary (eg. at least once every 14 months) and are sufficient records kept? ..... ❑ ❑ ❑
- If the equipment is pressurised, is there a written scheme of examination as required by the Pressure Systems Safety regulations 2000? ..... ❑ ❑ ❑

5. Safe Use

- Is the equipment only used in an appropriate environment? ..... ❑ ❑ ❑
- Adequate lighting? ..... ❑ ❑ ❑
- Adequate temperature? ..... ❑ ❑ ❑
- Adequate seating? ..... ❑ ❑ ❑
- Adequate space around the machine to allow safe and easy access? ..... ❑ ❑ ❑
- Is storage of machine parts and special tools required? ..... ❑ ❑ ❑
- Are fire extinguishers needed close to the machine? ..... ❑ ❑ ❑
- If so, record what type ..... ❑ ❑ ❑
- Do the controls (eg. start/stop) operate in a safe manner? ..... ❑ ❑ ❑
- Are the controls clearly marked and visible? ..... ❑ ❑ ❑
- Where a person other than the operator may be exposed to risk when the controls are operated, are there safeguards in place eg. systems of work, audible or visible warnings? ..... ❑ ❑ ❑
- Are the emergency stop controls located at appropriate and accessible points which will bring the equipment to a complete stop in a safe manner? ..... ❑ ❑ ❑
- Will the emergency stop controls switch off all sources of energy after stopping? ..... ❑ ❑ ❑
- Will the emergency stop controls override any other which might start/change the operating conditions of the equipment? ..... ❑ ❑ ❑

- If PPE is required, are operators informed and know how the PPE should be worn? .....❑ ❑ ❑
- Is local storage of PPE necessary and provided?.....❑ ❑ ❑
- Is PPE subject to routine maintenance?.....❑ ❑ ❑

6. Safety Signs and Warnings

- Where necessary, are there appropriate warning signs, eg. Noise warnings, restrictions on use, prohibited actions etc? .....❑ ❑ ❑
- Are notices (eg. warning of maximum speeds of abrasive wheels and safe Working loads) clearly visible and marked on the equipment? .....❑ ❑ ❑