# Machinery checklist

**Job Location:**

The purpose of this checklist is to ensure all employees of IHS use equipment safely and maintain the equipment according to machinery/equipment guidelines. This form must be completed before you start work and then at the completion of the task.

|  |  |
| --- | --- |
| **Supervisor** | **Date** |

**Team member/operator**

|  |
| --- |
|  |

**Identify machinery/equipment (tick)**

* Brush-cutter ❑
* Push mower ❑
* Lawn-edger ❑
* Handheld or motorized spray units ❑
* Blower ❑
* Other – Identify ❑ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Before you start**

Tick as appropriate

|  |  |  |  |
| --- | --- | --- | --- |
| **Before using equipment/machinery** | **Satisfactory** | **Repairs needed** | **N/A** |
| **Check all fluid levels** | | |  |
| Engine oil |  |  |  |
| Coolant |  |  |  |
| Fuel |  |  |  |
| Hydraulic fluid |  |  |  |
| Other fluids |  |  |  |
| Leaks of puddles of fluid |  |  |  |
| **Tyres and wheels** | | |  |
| Properly inflated to correct pressure |  |  |  |
| Check tyres for cuts, breaks in the tread or sidewalls |  |  |  |
| Observe lug nuts and see if they are tight |  |  |  |
| **Batteries** | | |  |
| Securely held down |  |  |  |
| Connections clean |  |  |  |
| Electrolyte level good |  |  |  |
| **General condition** | | |  |
| Cracked or broken parts |  |  |  |
| Blades sharp |  |  |  |
| Leaking or damaged hoses |  |  |  |
| Safety shields in place |  |  |  |
| Loose parts, bolts or nuts |  |  |  |
| Clean and free of grease, dirt, soil or plant material |  |  |  |
| **Other: Please identify** | | | |
|  |  |  |  |
|  |  |  |  |

**Job site preparation**

Pre start check list on machinery Y/N/NA

Adequate spill kits available Y/N

Site set-up, signage/traffic control Y/N/NA

Manufacturer instructions available Y/N

Appropriate PPE worn by all staff Y/N

Safety Data Sheet on site Y/N

**After you finish work task:** Tick as appropriate

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **After using equipment/machinery** | **Satisfactory** | **Repairs needed** | | **N/A** |
| **Check all fluid levels** | | | |  |
| Engine oil |  |  | |  |
| Coolant |  |  | |  |
| Fuel |  |  | |  |
| Hydraulic fluid |  |  | |  |
| Other fluids |  |  | |  |
| Leaks of puddles of fluid |  |  | |  |
| **Tyres and wheels** | | | |  |
| Properly inflated to correct pressure |  |  | |  |
| Check tyres for cuts, breaks in the tread or sidewalls |  |  | |  |
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| **Batteries** | | | |  |
| Securely held down |  |  | |  |
| Connections clean |  |  | |  |
| Electrolyte level good |  |  | |  |
| **General condition** | | | |  |
| Cracked or broken parts |  |  | |  |
| Blades sharp |  |  | |  |
| Leaking or damaged hoses |  |  | |  |
| Safety shields in place |  |  | |  |
| Loose parts, bolts or nuts |  |  | |  |
| Clean and free of grease, dirt, soil or plant material |  |  | |  |
| **Other: Please identify** | | | | |
|  |  |  | |  |
|  |  |  | |  |
| **Machine/equipment maintenance required (please identify)** | | | | |
|  | | | | |
|  | | | | |
| **Machine/equipment cleaned (please circle)** | | | **Y** | **N** |
| **Machine/equipment stored (please circle)** | | | **Y** | **N** |
| **Any other information/observations** | | | | |
|  | | | | |
|  | | | | |