**Work Equipment Assessment Checklist**

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| --- | --- | --- | --- |
| **Location of Equipment** | **Activity Undertaken** | **Assessor Name** | **Date of Assessment** |
|  |  |  |  |
| **1.** | **Identification** | **Yes** | **No** | **Comments** |
| 1.1 | Does the work equipment have a system of identification? | [ ]  | [ ]  |       |
| 1.2 | Is the equipment CE or UKCA marked?  | [ ]  | [ ]  |       |
| 1.3 | Does the equipment have any operating limitations e.g. maximum speed, SWL? | [ ]  | [ ]  |       |
| 1.4 | Does the equipment require periodic calibration? | [ ]  | [ ]  |       |
|  |  |  |  |  |
| **2** | **Suitability and Stability** | **Yes** | **No** | **Comments** |
| 2.1 | Can the equipment be used/operated safely in its intended location? | [ ]  | [ ]  |       |
| 2.2 | Is the equipment secured to prevent movement? | [ ]  | [ ]  |       |
| 2.3 | Does the equipment favour left/right handedness? | [ ]  | [ ]  |       |
| 2.4 | Is the use of the work equipment to be restricted to trained and authorised personnel? | [ ]  | [ ]  |       |
| 2.5 | Is the environment conducive to safe use/operation? | [ ]  | [ ]  |       |
| 2.6 | Is the equipment produced to appropriate British and/or European Standards? | [ ]  | [ ]  |       |
| **3.** | **Specified Hazards** | **Yes** | **No** | **Comments** |
| 3.1 | Does the equipment produce excessive noise? | [ ]  | [ ]  |       |
| 3.2 | Is the equipment excessively heavy? | [ ]  | [ ]  |       |
| 3.3 | Does the equipment produce and arm vibration? | [ ]  | [ ]  |       |
| 3.4 | Does the equipment produce whole body vibration? | [ ]  | [ ]  |       |
| 3.5 | Does the equipment eject particles when operated? | [ ]  | [ ]  |       |
| 3.6 | Does the equipment produce excessive heat when operated? | [ ]  | [ ]  |       |
| 3.7 | Are there any components that can rupture or disintegrate when operated? | [ ]  | [ ]  |       |
| 3.8 | Does the equipment discharge any article such as gas, dust, liquid, vapour or other substance which, in each case, is produced, used or stored in the work equipment? | [ ]  | [ ]  |       |
| 3.9 | Is general ventilation of Local Exhaust Ventilation LEV required? | [ ]  | [ ]  |       |
|  |  |  |  |  |
| **4** | **Guarding** | **Yes**  | **No** | **Comments** |
| 4.1 | Are dangerous parts of the equipment guarded? | [ ]  | [ ]  |       |
| 4.2 | Do you need guard inspection programmes in place and documented? | [ ]  | [ ]  |       |
| 4.3 | Are there effective measures in place to stop any unauthorised person approaching a moving part of a machine? | [ ]  | [ ]  |       |
| 4.4 | Can any safeguard/interlock be easily by-passed or disabled?  | [ ]  | [ ]  |       |
|  |  |  |  |  |
| **5** | **Controls** | **Yes**  | **No** | **Comments** |
| 5.1 | Are controls which will bring the equipment to a safe condition readily accessible? | [ ]  | [ ]  |       |
| 5.2 | Are emergency stop buttons clearly marked and suitably positioned? | [ ]  | [ ]  |       |
| 5.3 | Are all the controls clearly identified? | [ ]  | [ ]  |       |
| 5.4 | Do all controls fail to safety? | [ ]  | [ ]  |       |
| 5.5 | Has the use of two handed control been considered? | [ ]  | [ ]  |       |
| 5.6 | Can equipment be readily isolated from  It’s power supply? | [ ]  | [ ]  |       |
|  |  |  |  |  |
| **6** | **Lighting** | **Yes** | **No** | **Comments** |
| 6.1 | Is general lighting suitable in the area where the equipment is to be operated? | [ ]  | [ ]  |       |
| 6.2 | Does lighting create shadows over working areas? | [ ]  | [ ]  |       |
| 6.3 | Is localised lighting required? | [ ]  | [ ]  |       |
| 6.4 | Are all warning light on equipment working? | [ ]  | [ ]  |       |
|  |  |  |  |  |
| **7** | **Maintenance** | **Yes** | **No** | **Comments** |
| 7.1 | Does the installation of the equipment rely on correct installation? | [ ]  | [ ]  |       |
| 7.2 | Could deterioration of the equipment lead to unsafe conditions? | [ ]  | [ ]  |       |
| 7.3 | Is a planned preventative maintenance program required? | [ ]  | [ ]  |       |
| 7.4 | Are maintenance records required and kept? | [ ]  | [ ]  |       |
| 7.5 | Can maintenance be carried out with the equipment shut down or isolated? | [ ]  | [ ]  |       |
| 7.6 | If not, is a safe system of maintenance work in operation required? | [ ]  | [ ]  |       |
| 7.7 | Can the power supply be locked tagged out? | [ ]  | [ ]  |       |
| 7.8 | Can latent energy (e.g. hydraulic pressure, air pressure, spring tension, static electricity) be discharged or nullified before maintenance operations? | [ ]  | [ ]  |       |
|  |  |  |  |  |
| **8** | **Signs and notices** | **Yes** | **No** | **Comments** |
| 8.1 | Where necessary, are there appropriate warning signs, e.g. noise warnings, restrictions on use, prohibited actions etc.? | [ ]  | [ ]  |       |
| 8.2 | Are operating instructions clearly marked? | [ ]  | [ ]  |       |
|  |  |  |  |  |
| **9** | **Instruction and Training** | **Yes** | **No** | **Comments** |
| 9.1 | Has everyone (staff and supervisors) received training in the safe use of the equipment? | [ ]  | [ ]  |       |
| 9.2 | Has the restriction on young person’s been considered? | [ ]  | [ ]  |       |
| 9.3 | Have staff who maintain and clean the equipment been trained? | [ ]  | [ ]  |       |
| 9.4 | Are written instructions for the safe use of the equipment available? | [ ]  | [ ]  |       |
| 9.5 | Are training records available? | [ ]  | [ ]  |       |
|  |  |  |  |  |
| **10** | **Personal Protective Equipment** | **Yes** | **No** | **Comments** |
| 10.1 | Has all appropriate PPE been identified for the safe operation of the equipment? | [ ]  | [ ]  |       |
| 10.2 | Will the wearing of PPE introduce an additional hazard when the machine is being used? | [ ]  | [ ]  |       |
|  |  |  |  |  |
| Serial |  | By Whom | Date |
|       |       |       |       |
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