

Quarry September Campaign 2024

Machinery Safety & Maintenance

Emp/POW _____

Operator: _____

Contractor: _____

Date: _____

Questions Group 1 – Risk Assessment and Training

	Yes	No	Comments
1. Is there a specific risk assessment for each machine and the hazards associated?	Yes	No	
2. Are there specific risk assessments for planned maintenance activities?	Yes	No	
3. Are risk assessments completed for unplanned maintenance activities?	Yes	No	
4. Is safety induction carried out for employees?	Yes	No	
5. Is safety induction carried out for contractors?	Yes	No	
6. Does safety induction include isolation procedures and requirements?	Yes	No	
7. Has training been provided to relevant personnel in Permit to Work (PTW) and/or Lock Out/Tag Out/Try Out (LOTOTO) systems?	Yes	No	

8. Are up to date training records available for employees engaged in maintenance?	Yes	No	
9. Are up to date training records available for contractors engaged in maintenance?	Yes	No	
10. Where applicable, have operatives received confined space training?	Yes	No	

Questions Group 2 - Guarding & E stops

1. Are appropriate guards in place to prevent contact with moving parts of machinery where such contact could lead to a serious or fatal injury? (No if missing from 1 or more moving parts)	Yes	No	
2. Are fixed guards adequately secured, needing a tool to remove them?	Yes	No	
3. Are there emergency stops fitted?	Yes	No	
4. Are the emergency stops readily identifiable?	Yes	No	
5. Are the emergency stops clean and operational?	Yes	No	
6. Are routine checks of emergency stops carried out?	Yes	No	
7. Are routine checks of emergency stops documented?	Yes	No	
8. Where necessary are pull-cords provided and operational?	Yes	No	
9. Are routine checks of pull-cords carried out?	Yes	No	
10. Are routine checks of pull-cords documented?	Yes	No	

Questions Group 3 - Maintenance and Isolation

1. Are there suitable records made of inspections and testing of plant and equipment	Yes	No	
2. Is there a planned preventative maintenance program in place?	Yes	No	
3. Are maintenance programs documented?	Yes	No	
4. Is the maintenance work carried out recorded?	Yes	No	
5. Do the operating procedures identify the isolation procedures and isolation required?	Yes	No	
6. Is there a Permit to work (PTW) system used for maintenance in confined spaces?	Yes	No	
7. Is PTW documented and does it outline the protective and preventative measures to be fulfilled?	Yes	No	
8. Are there procedures in place to prevent unauthorized start up for maintenance operations or repairs? E.g. captive key/key interlock or lock out/tag out/try out (LOTOTO) system.	Yes	No	
9. Have personnel working on plant been issued with personal padlocks?	Yes	No	
10. Are locks uniquely keyed?	Yes	No	
11. Are control panels clean and labelled so that controls are easily identifiable?	Yes	No	
12. Are power sources secured, located away from a hazard and easily isolated?	Yes	No	
13. Are serviced fire extinguishers in place at key locations?	Yes	No	
14. Is safe access provided and maintained? (Steps, platforms, handrails, gantries etc)	Yes	No	