



### Plant and machinery safety checklist

check	yes	no	n/a
Safe work procedures are provided and documented to use and maintain machinery			
Mobile plant has been maintained eg. vans and forklifts			
Records are kept of maintenance, alterations and inspections			
Plant is registered where necessary			
Manufacturer's manuals and operator instructions are readily available			
Load chart /rated capacity is provided and legible			
Mobile plant is in good working order (seat, lights, steering, controls, horn, tyres, gas cylinder, warning signals, brakes, mast, chains, hoses, counterweight, control labels, tyres)			
Seatbelt, rollover protection (ROPS) and fall protection (FOPS) are provided where required			
Pre-start safety check of mobile plant is carried out in accordance to manufactures' instructions			
Forklift operators hold a high risk work licence for forklift operation and have reached 18 years of age			
Operators hold proper certification and there is evidence of training and instruction on operating plant.			
Every dangerous part of fixed, mobile or handheld powered plant (machinery) is securely guarded or fenced to prevent injury			
Work area is organised for the safety of the mobile plant operator and pedestrians			
The work area is controlled for hazards <ul style="list-style-type: none"> <li>• ramps</li> <li>• slopes</li> <li>• uneven ground</li> <li>• power lines</li> <li>• excavations</li> <li>• ground/surface loading units</li> </ul>			
People are provided with safe access that is suitable for the work they perform in, on and around machinery and equipment			
Keys are not left behind in unattended mobile plant			
All terrain vehicles helmets are provided and worn			

**Other sources of information:**

- The Occupational Safety and Health Regulations 1996
- Code of practice: Safe guarding of machinery and plant;
- Guidance note: Isolation of plant
- Guidance note: Safe use of woodworking machinery
- Machinery and equipment safety – An introduction

**WorkSafe website**  
[www.worksafe.wa.gov.au](http://www.worksafe.wa.gov.au)

Other personal protective equipment is provided as necessary ie high visibility clothing			
Where applicable, a noise assessment has been conducted and control measures have been implemented			
Steam and hot water pipes are insulated			
Controls are labelled			

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