

## **EXAMPLE MOBILE PLANT AND EQUIPMENT DIALY/PERIODIC CHECKLIST**

*This WISH reference document is aimed at health and safety improvements in the waste management industry. This document is linked to '**WISH INFO 19 Information for mobile plant and equipment operator training**' but is not a formal part of this information document. It simply gives an example of how some organisations approach the relevant topic. It is an example and should not be taken as good practice – you need to decide how you will do things rather than simply copy this example, although it may help you in deciding. All WISH reference documents are available on the WISH web site.*

### **Mobile plant and equipment daily checks**

Site management are to ensure the machine is safe to use for the purpose of the work it undertakes. They must ensure that periodic servicing, maintenance, and inspections are carried out and in-date. Servicing will be as per OEM maintenance schedule displayed in the operator's handbook, inspections such as under PUWER, LOLER, brakes and fire extinguishers will be as per relevant regulation and company procedure.

The machine operator must ensure the machine is safe to use for the period of the shift and complete a daily check before use, if another operator then uses it the second shift operator must complete an additional daily check. If faults on the machine are identified they must be reported to site management for the machine to be repaired and made safe. If a fault occurs throughout the working shift the operator must make the machine safe (if possible) and report the fault.

## Operator daily checks

Before the checks are undertaken the following points must be completed.

1. Ensure the working area is safe from moving vehicles and trip hazards
2. Ensure the correct PPE is worn as determined by your employer for the task
3. Ensure the machine is safe by switching off ignition and isolator (if fitted/removable) keys and removing them and place in pocket

The machine checks are started from the isolator position going around the machine clockwise and ending up back at the isolator position. The checks should start at the top and work down to the floor covering approx. 1m wide then move to the left and start again top to bottom. If there is a door, hatch or compartment open it up and complete the checks inside. If steps and handrails/handholds are fitted, check they are safe to use before climbing up ensuring 3 points of contact. Once you completed the checks and have reached the isolator position insert key and switch on, close the hatch/door, and enter into the cab. Complete all safety checks prior to starting, follow the manufacturer's operator manual and when safe to do so start the machine and complete the functional checks. Ensure the daily check sheet is complete, all faults are reported, and the machine is safe to use before putting it to work.

Upon completion of the work/shift the machine must be refuelled and parked safely again as per manufactures operator manual. The end of day checks and maintenance can then be carried out once the ignition and isolator (if fitted/removable) keys are removed the correct PPE is worn and the area is safe.

## Example mobile plant and equipment daily/periodic checklist

The below is simply an example. You will need to devise your own checklist/s which will depend on the type of plant used, tasks and environment used in and similar and not just use the below as it is.

<b>Site:</b> <i>Anywhere Main</i>	<b>Date:</b> <i>01 Jun 2020</i>	<b>Name:</b> <i>Joe Bloggs</i>						
<b>Make:</b> <i>Mitsucac</i>	<b>Model:</b> <i>JS975M Wheeled Loader</i>	<b>Serial No:</b> <i>123214</i>						
<b>INITIAL</b>								
Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Comments
Fluid leaks	S	S	S					
Engine oil level	S	S	S					
Hydraulic oil level	S	S	S					
Transmission oil level	S	S	S					
Coolant level	D	S	S					<i>Low level</i>
Radiator/screen for blockages	S	S	S					
Fan belts for tension/wear	S	S	S					
Battery for security/cleanliness	S	S	S					
Rams/hoses for leaks/damage	S	S	S					
Tyres/Tracks for damage/pressures	D	D	D					<i>Front RHS tyre worn</i>
Doors/panels/hinges and catches	S	S	S					
Front end attachment	S	S	S					
Rear end attachment	N/A	N/A	N/A					
Quickhitch	S	S	S					
Steps/handrails for damage	S	S	S					
Cab condition including glass	S	S	S					
Seat belt and driver's seat.	S	S	S					
Fire extinguisher	S	S	S					
Spare								
Spare								
Spare								
<b>SECONDARY</b>								
Warning System (if fitted)	S	S	S					
Visibility Aids	S	S	S					
Beacons, lights, horn, alarms	D	D	S					<i>Beacon intermittent</i>
Brakes	S	S	S					
Steering	S	S	X					<i>Not tuning left</i>
Fixed fire suppression system								
Spare								
Spare								

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END OF DAY								
Clean machine	S	S	N/A					
Clear debris exhaust area (fire risk)	S	S	S					
Grease all points/ cartridges used	1	2	N/A					
Fuel	275	150	N/A					
Oil	S	S	N/A					
Coolant	5	0	N/A					
Spare								
Spare								
Spare								
CONFIRMATIONS								
Operator INITIALS	<i>JB</i>	<i>JB</i>	<i>JB</i>					
Defects checked by Manager	<i>RC</i>	<i>RC</i>	<i>RC</i>					