


Equipment: Name and Type plus ID or Ref. Number (E.g. "Makita MK2 240v electric hand drill Ref D03" or "Youngs 7 rung aluminium steps Ref LAD09")	Date of last electrical check *1 (If applicable).	Visual check: Is Item safe to use? YES / NO *2	Is all guarding in place and undamaged? YES / NO *3	Does user have the correct safety training to use item? *4	Date of Inspection	Checked by: PRINT name and sign
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5-04 Equipment Inspection Checklist		SITK Ltd t/s Safety is the Key
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NOTE: This Checklist is designed to be a reminder of some of the actions you may need to during an on-site H&S Induction. Be aware that it is NOT a definitive or official list of actions and no liability can be accepted for errors or omissions.

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*1 All portable electrical appliances should be electrically checked on a regular basis by a competent tester (PAT check). Normally a sticker is put on the item, or it is logged.
 *2 If the item is NOT to safe to use, remove from service (i.e. unplug and/or put a sign on it) and report the fault to your manager immediately. A visual inspection check includes: (A) no significant damage to the equipment or tool; (B) no damage to the lead, plug or cable; (C) correct guards and safety signs/labels are in place; (D) the start/stop button works efficiently; (E) electrical items have been PAT checked and (E) the item is safe to use.
 *3 If guarding (fixed, adjustable, interlocked etc.) is missing, damaged or not in place DO NOT use the equipment but report the fault to your manager immediately.
 *4 The more dangerous the item is to use, the more training the operator or user must have. Ensure good on-training for users as well as supervision for new users.