

Do you have?	Yes	No	Corrective action	Proposed completion date	Allocated to
<b>ELECTRICAL</b>					
Removed redundant wiring	<input type="checkbox"/>	<input type="checkbox"/>			
No exposed wiring	<input type="checkbox"/>	<input type="checkbox"/>			
No frayed leads	<input type="checkbox"/>	<input type="checkbox"/>			
Leads and cords tested and tagged as per AS	<input type="checkbox"/>	<input type="checkbox"/>			
Appliances permanently wired	<input type="checkbox"/>	<input type="checkbox"/>			
Residual Current Devices (RCD) Safety switches in place and RCDS checked annually	<input type="checkbox"/>	<input type="checkbox"/>			
Power leads / outlets turned off when not in use	<input type="checkbox"/>	<input type="checkbox"/>			
Fuse board covered	<input type="checkbox"/>	<input type="checkbox"/>			
Switchboard unobstructed	<input type="checkbox"/>	<input type="checkbox"/>			
No combustibles stored near-by	<input type="checkbox"/>	<input type="checkbox"/>			
Correct no. of power points (No double adapters, piggybacks)	<input type="checkbox"/>	<input type="checkbox"/>			
Circuit loading examined	<input type="checkbox"/>	<input type="checkbox"/>			
Battery charging in well ventilated area	<input type="checkbox"/>	<input type="checkbox"/>			
Warning sign "No naked flame"	<input type="checkbox"/>	<input type="checkbox"/>			
Lead lights low voltage	<input type="checkbox"/>	<input type="checkbox"/>			
Absence of wet surfaces	<input type="checkbox"/>	<input type="checkbox"/>			
Emergency lighting independently power sourced	<input type="checkbox"/>	<input type="checkbox"/>			
Danger tags available	<input type="checkbox"/>	<input type="checkbox"/>			
<b>WORK AREA</b>					
No Bar radiators	<input type="checkbox"/>	<input type="checkbox"/>			
Variations in floor level identified and highlighted	<input type="checkbox"/>	<input type="checkbox"/>			
Holes in floor or driveway repaired	<input type="checkbox"/>	<input type="checkbox"/>			
Studs or bolts protruding from floor highlighted	<input type="checkbox"/>	<input type="checkbox"/>			
Adequate lighting (Ref AS 1680)	<input type="checkbox"/>	<input type="checkbox"/>			
Sky Lights clean	<input type="checkbox"/>	<input type="checkbox"/>			
Safety mesh under skylights	<input type="checkbox"/>	<input type="checkbox"/>			
No congestion on floor	<input type="checkbox"/>	<input type="checkbox"/>			
Adequate guards on industrial fans	<input type="checkbox"/>	<input type="checkbox"/>			
Matting does not present trip hazard	<input type="checkbox"/>	<input type="checkbox"/>			
Wet floor or driveway (non slip)	<input type="checkbox"/>	<input type="checkbox"/>			

Work area clean and tidy	<input type="checkbox"/>	<input type="checkbox"/>
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Access and warning signs â€œNo unauthorised access to workshopâ€• or "No mobile phone"	<input type="checkbox"/>	<input type="checkbox"/>
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Sharps containers	<input type="checkbox"/>	<input type="checkbox"/>
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Effective filters on any extraction system	<input type="checkbox"/>	<input type="checkbox"/>
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Pedestrian areas marked out â€œyellow lines	<input type="checkbox"/>	<input type="checkbox"/>
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## CHEMICAL

Bunding in any parts wash areas	<input type="checkbox"/>	<input type="checkbox"/>
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Chemical register (Eg Antifreeze, fuel, coolant etc)	<input type="checkbox"/>	<input type="checkbox"/>
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Correct labels	<input type="checkbox"/>	<input type="checkbox"/>
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Risk assessment done on all hazardous chemicals used â€œare we using them correctly	<input type="checkbox"/>	<input type="checkbox"/>
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Staff trained in chemical use	<input type="checkbox"/>	<input type="checkbox"/>
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Up to date Safety Data Sheets	<input type="checkbox"/>	<input type="checkbox"/>
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Earth cable	<input type="checkbox"/>	<input type="checkbox"/>
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Approved chemical containers only (no beverage bottles)	<input type="checkbox"/>	<input type="checkbox"/>
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Combustible materials in safety containers	<input type="checkbox"/>	<input type="checkbox"/>
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Over 100 litres solvents (other class 3 flammable liquids)	<input type="checkbox"/>	<input type="checkbox"/>
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Sign â€œDanger-No Smoking-Keep Ignition Sources Awayâ€• if the class 3 flammable liquid stored is over 100 litres	<input type="checkbox"/>	<input type="checkbox"/>
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## CUSTOMER CLIENT AREAS

No trip hazards	<input type="checkbox"/>	<input type="checkbox"/>
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Display stock in non hazardous position	<input type="checkbox"/>	<input type="checkbox"/>
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Pedestrian yellow lane lines	<input type="checkbox"/>	<input type="checkbox"/>
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Waiting room checked regularly for hazards	<input type="checkbox"/>	<input type="checkbox"/>
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Courtesy cars checked regularly for safety/cleanliness	<input type="checkbox"/>	<input type="checkbox"/>
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Stock off the floor in showroom/sales areas	<input type="checkbox"/>	<input type="checkbox"/>
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## STORAGE/RACKING

Racks/shelving designed for specific load/product	<input type="checkbox"/>	<input type="checkbox"/>
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Sharp corners removed on rack members	<input type="checkbox"/>	<input type="checkbox"/>
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Racks secured to wall or floor	<input type="checkbox"/>	<input type="checkbox"/>
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Adequate bracing to ensure stability	<input type="checkbox"/>	<input type="checkbox"/>
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Adequate access to higher racks via step ladders (fixed at top) &/or platforms	<input type="checkbox"/>	<input type="checkbox"/>
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Step ladders/platforms in good condition	<input type="checkbox"/>	<input type="checkbox"/>
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Safe system of lowering stock items from higher rack levels	<input type="checkbox"/>	<input type="checkbox"/>
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Larger/heavy items stored at lower levels	<input type="checkbox"/>	<input type="checkbox"/>
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No overloaded shelves	<input type="checkbox"/>	<input type="checkbox"/>
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Adequate space between racking/aisles	<input type="checkbox"/>	<input type="checkbox"/>
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No sharpe/heavy product protruding from shelves	<input type="checkbox"/>	<input type="checkbox"/>
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No stock on floor in aisles	<input type="checkbox"/>	<input type="checkbox"/>
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No storage on office roof	<input type="checkbox"/>	<input type="checkbox"/>
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## WASTE MANAGEMENT

Refuse removal	<input type="checkbox"/>	<input type="checkbox"/>
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Scrap metal removal	<input type="checkbox"/>	<input type="checkbox"/>
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Paper / cardboard removal	<input type="checkbox"/>	<input type="checkbox"/>
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Oil / liquid waste removal	<input type="checkbox"/>	<input type="checkbox"/>
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Contractor waste removal service	<input type="checkbox"/>	<input type="checkbox"/>
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Recycling of materials	<input type="checkbox"/>	<input type="checkbox"/>
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Cardboard shredder / compactor adequately guarded (Ref AS 4042)	<input type="checkbox"/>	<input type="checkbox"/>
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Water separation (recycling)	<input type="checkbox"/>	<input type="checkbox"/>
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## FIRE EQUIPMENT SAFETY

Illuminated exit signs	<input type="checkbox"/>	<input type="checkbox"/>
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Exits unobstructed	<input type="checkbox"/>	<input type="checkbox"/>
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Fire extinguishers unobstructed	<input type="checkbox"/>	<input type="checkbox"/>
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Correct extinguishers for exposure	<input type="checkbox"/>	<input type="checkbox"/>
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Serviced and inspected annually (6 months)	<input type="checkbox"/>	<input type="checkbox"/>
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Fire blanket (near cooking appliances)	<input type="checkbox"/>	<input type="checkbox"/>
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Smoke detectors	<input type="checkbox"/>	<input type="checkbox"/>
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Evacuation map including assembly point displayed	<input type="checkbox"/>	<input type="checkbox"/>
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Emergency telephone numbers	<input type="checkbox"/>	<input type="checkbox"/>
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Staff trained in use of equipment	<input type="checkbox"/>	<input type="checkbox"/>
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Sprinklers colour coded (Ref AS 1345)	<input type="checkbox"/>	<input type="checkbox"/>
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Fire hose tested	<input type="checkbox"/>	<input type="checkbox"/>
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Fire extinguishers mounted 1200mm from floor to top of extinguisher, signposted no less than 2 metres from floor	<input type="checkbox"/>	<input type="checkbox"/>
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Evacuation map displayed	<input type="checkbox"/>	<input type="checkbox"/>
Assembly and egress points on map	<input type="checkbox"/>	<input type="checkbox"/>
Fire alarm in place	<input type="checkbox"/>	<input type="checkbox"/>

### PEDESTRIAN CONTROL

Yellow lane lines	<input type="checkbox"/>	<input type="checkbox"/>
Mobile equipment / pedestrian separation	<input type="checkbox"/>	<input type="checkbox"/>
Loading dock edge identified with yellow lines	<input type="checkbox"/>	<input type="checkbox"/>
Different floor levels identified with yellow lines	<input type="checkbox"/>	<input type="checkbox"/>

### OFFICE/AMENITIES

Office chair stable (5 leg support with wheels)	<input type="checkbox"/>	<input type="checkbox"/>
Office chairs with adjustable height, back support	<input type="checkbox"/>	<input type="checkbox"/>
Electrical cords not tied/protruding as trip hazard	<input type="checkbox"/>	<input type="checkbox"/>
Overloading of power boards	<input type="checkbox"/>	<input type="checkbox"/>
Adequate leg space under desks	<input type="checkbox"/>	<input type="checkbox"/>
Footstool available	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate designed workstation	<input type="checkbox"/>	<input type="checkbox"/>
Adequate kitchen facilities	<input type="checkbox"/>	<input type="checkbox"/>
Adequate lighting	<input type="checkbox"/>	<input type="checkbox"/>
Adequate Toilets	<input type="checkbox"/>	<input type="checkbox"/>

### PERSONAL SECURITY

Working alone procedure	<input type="checkbox"/>	<input type="checkbox"/>
Fatigue after night shift	<input type="checkbox"/>	<input type="checkbox"/>
Personal security when utilising money	<input type="checkbox"/>	<input type="checkbox"/>
Emergency telephone numbers	<input type="checkbox"/>	<input type="checkbox"/>

### PERSONAL PROTECTIVE EQUIPMENT

Supply of appropriate equipment	<input type="checkbox"/>	<input type="checkbox"/>
Instructed employees in use, fit, cleanliness	<input type="checkbox"/>	<input type="checkbox"/>
Regular inspection	<input type="checkbox"/>	<input type="checkbox"/>
Records of issue	<input type="checkbox"/>	<input type="checkbox"/>
Safety boots	<input type="checkbox"/>	<input type="checkbox"/>
Policy for visitors	<input type="checkbox"/>	<input type="checkbox"/>
Hi visibility vest (driveway “tank dipping)	<input type="checkbox"/>	<input type="checkbox"/>
Safety cones (Eg Witches hats)	<input type="checkbox"/>	<input type="checkbox"/>

Flame proof torch	<input type="checkbox"/>	<input type="checkbox"/>
Truck earth cable	<input type="checkbox"/>	<input type="checkbox"/>
Dust mask respirators	<input type="checkbox"/>	<input type="checkbox"/>
Air quality checked	<input type="checkbox"/>	<input type="checkbox"/>
In-line spray respirator in good condition	<input type="checkbox"/>	<input type="checkbox"/>

### OCCUPATIONAL HEALTH

Needle-stick prevention procedure	<input type="checkbox"/>	<input type="checkbox"/>
Sharps container	<input type="checkbox"/>	<input type="checkbox"/>
Tongs for picking up needles	<input type="checkbox"/>	<input type="checkbox"/>

### GOOD HOUSEKEEPING

Clear work benches	<input type="checkbox"/>	<input type="checkbox"/>
Designated areas for all tools and equipment	<input type="checkbox"/>	<input type="checkbox"/>
Oil spills cleaned up in timely way	<input type="checkbox"/>	<input type="checkbox"/>
Unused equipment & tools returned to allocated areas	<input type="checkbox"/>	<input type="checkbox"/>

### OTHER PLANT

Jacks, stands, forklift & other lifting equipment displaying safe lifting load limits	<input type="checkbox"/>	<input type="checkbox"/>
Regular servicing of plant and service records kept	<input type="checkbox"/>	<input type="checkbox"/>

### POWER TOOLS

Register of equipment	<input type="checkbox"/>	<input type="checkbox"/>
Regular inspection	<input type="checkbox"/>	<input type="checkbox"/>
Replacement program	<input type="checkbox"/>	<input type="checkbox"/>
Leads tested & tagged	<input type="checkbox"/>	<input type="checkbox"/>

### CUSTOMER AREAS

Pedestrian yellow lane lines	<input type="checkbox"/>	<input type="checkbox"/>
Yellow bollards and plastic chain	<input type="checkbox"/>	<input type="checkbox"/>
Waiting room checked regularly for hazards	<input type="checkbox"/>	<input type="checkbox"/>
Courtesy cars checked regularly for safety/cleanliness	<input type="checkbox"/>	<input type="checkbox"/>
Exit gate signs "watch for pedestrians"	<input type="checkbox"/>	<input type="checkbox"/>

### MANAGERIAL COMPLIANCE

Prompt return of injury and incident forms	<input type="checkbox"/>	<input type="checkbox"/>
Reporting systems in accordance with AAG policy	<input type="checkbox"/>	<input type="checkbox"/>

workers compensation compliance	<input type="checkbox"/>	<input type="checkbox"/>
Compliance with workers compensation policies	<input type="checkbox"/>	<input type="checkbox"/>
Up-to date WHS training	<input type="checkbox"/>	<input type="checkbox"/>
Compliance with HR safety policies	<input type="checkbox"/>	<input type="checkbox"/>
Competency assessments conducted within 30 days of new staff being engaged	<input type="checkbox"/>	<input type="checkbox"/>

### MEZZANINE LEVEL

Handrails cannot catch fingers	<input type="checkbox"/>	<input type="checkbox"/>
Handrails 900mms , centre rail high and designed based upon product storage to limit product falling through	<input type="checkbox"/>	<input type="checkbox"/>
Correct load capacity of floor (engineer's certificate)	<input type="checkbox"/>	<input type="checkbox"/>
Kick rails installed around perimeter under safety rail consisting of 100ml plate high installed 10 ml above floor surface as per AS1657	<input type="checkbox"/>	<input type="checkbox"/>
Access to stairs clear	<input type="checkbox"/>	<input type="checkbox"/>
Steps clear of product and not slippery	<input type="checkbox"/>	<input type="checkbox"/>
Racking secure to to wall / floor	<input type="checkbox"/>	<input type="checkbox"/>
Mezzanine floor loaded / unloaded safety /loading (Engineer's certificate)	<input type="checkbox"/>	<input type="checkbox"/>
Non slip tread on stairs	<input type="checkbox"/>	<input type="checkbox"/>
Adequate lighting	<input type="checkbox"/>	<input type="checkbox"/>
Inward opening gates only	<input type="checkbox"/>	<input type="checkbox"/>
No combustibles ignition sources stored under stairs	<input type="checkbox"/>	<input type="checkbox"/>
Low hanging beams/infrastructure highlighted	<input type="checkbox"/>	<input type="checkbox"/>

### MANUAL HANDLING

Documented risk assessments of tasks	<input type="checkbox"/>	<input type="checkbox"/>
Staff trained in lifting	<input type="checkbox"/>	<input type="checkbox"/>
Adequate space for lifting and setting down	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate lifting equipment available	<input type="checkbox"/>	<input type="checkbox"/>
Heavy items lifted by forklift/other lifting device	<input type="checkbox"/>	<input type="checkbox"/>

### TYRE FITTING MACHINERY

Documented risk assessment for all machines	<input type="checkbox"/>	<input type="checkbox"/>
Safe Work Procedures for all machines	<input type="checkbox"/>	<input type="checkbox"/>

Out of service tags used if machine faulty	<input type="checkbox"/>	<input type="checkbox"/>
All guards in place on machines	<input type="checkbox"/>	<input type="checkbox"/>
Safety switches working	<input type="checkbox"/>	<input type="checkbox"/>
Safety manuals available	<input type="checkbox"/>	<input type="checkbox"/>
Adequate space around machines	<input type="checkbox"/>	<input type="checkbox"/>
Adequate lightling	<input type="checkbox"/>	<input type="checkbox"/>

### ELECTRICAL HOIST

Mezzanine hoist equipped with safety hook	<input type="checkbox"/>	<input type="checkbox"/>
All accessories approved eg lifting bars	<input type="checkbox"/>	<input type="checkbox"/>
Safe Work Load nominated on monorail	<input type="checkbox"/>	<input type="checkbox"/>
Hoist well or shaft fenced with gates	<input type="checkbox"/>	<input type="checkbox"/>
No working under suspended loads	<input type="checkbox"/>	<input type="checkbox"/>
Top gates only open inward to mezzanine	<input type="checkbox"/>	<input type="checkbox"/>
Sign warning against working under suspended loads	<input type="checkbox"/>	<input type="checkbox"/>

### NOISE

Compressor noise isolated outside	<input type="checkbox"/>	<input type="checkbox"/>
Noise insulation	<input type="checkbox"/>	<input type="checkbox"/>
Hearing protection signs	<input type="checkbox"/>	<input type="checkbox"/>
Personal hearing protection provided and worn	<input type="checkbox"/>	<input type="checkbox"/>

### VEHICLE HOIST

Regular inspection	<input type="checkbox"/>	<input type="checkbox"/>
Cable checked	<input type="checkbox"/>	<input type="checkbox"/>
Screw blocks checked	<input type="checkbox"/>	<input type="checkbox"/>
No hydraulic leaks	<input type="checkbox"/>	<input type="checkbox"/>
Safety device operational	<input type="checkbox"/>	<input type="checkbox"/>
Operator's manual available	<input type="checkbox"/>	<input type="checkbox"/>
Safe Work Load nominated in metric	<input type="checkbox"/>	<input type="checkbox"/>
Employees trained	<input type="checkbox"/>	<input type="checkbox"/>
Lifting points secure	<input type="checkbox"/>	<input type="checkbox"/>
Rubber rests in good order	<input type="checkbox"/>	<input type="checkbox"/>
Stops fitted to front edge of drive on tracks	<input type="checkbox"/>	<input type="checkbox"/>
Locking devices on moveable arms fitted/working	<input type="checkbox"/>	<input type="checkbox"/>
Hoist post legs that create trip hazard "need highlighting	<input type="checkbox"/>	<input type="checkbox"/>

**COMPRESSOR**

Air receiver / pressure vessel tested	<input type="checkbox"/>	<input type="checkbox"/>
Noise isolated from work area	<input type="checkbox"/>	<input type="checkbox"/>
Retracted hoses	<input type="checkbox"/>	<input type="checkbox"/>
Electric leads don't present trip hazard	<input type="checkbox"/>	<input type="checkbox"/>
Adequate guard over vee belts	<input type="checkbox"/>	<input type="checkbox"/>
Light blue colour adhesive labels on air hoses as per AS 1345	<input type="checkbox"/>	<input type="checkbox"/>
Regular service	<input type="checkbox"/>	<input type="checkbox"/>

**GRINDER / LINISHER**

Guards over the wheels	<input type="checkbox"/>	<input type="checkbox"/>
Spindle end nut covered	<input type="checkbox"/>	<input type="checkbox"/>
Tool rest adjusted to 2mm from wheel	<input type="checkbox"/>	<input type="checkbox"/>
Guarded in-running nip points on belt	<input type="checkbox"/>	<input type="checkbox"/>

**DRILL (PEDESTAL OR BENCH)**

Guards over the drive belts (ref AS 4024)	<input type="checkbox"/>	<input type="checkbox"/>
Machine secure to floor	<input type="checkbox"/>	<input type="checkbox"/>
Operable on/off switch	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate height	<input type="checkbox"/>	<input type="checkbox"/>

**TROLLEY JACKS**

Regularly inspected	<input type="checkbox"/>	<input type="checkbox"/>
Repaired / replaced	<input type="checkbox"/>	<input type="checkbox"/>
Wheels run freely	<input type="checkbox"/>	<input type="checkbox"/>
Lack of creep under load	<input type="checkbox"/>	<input type="checkbox"/>

**MACHINERY (GENERAL)**

Safe Work Procedure (SWP) for each machine	<input type="checkbox"/>	<input type="checkbox"/>
Staff trained in machinery	<input type="checkbox"/>	<input type="checkbox"/>
Belts guarded	<input type="checkbox"/>	<input type="checkbox"/>
Danger tags available	<input type="checkbox"/>	<input type="checkbox"/>
Machinery secured to floor	<input type="checkbox"/>	<input type="checkbox"/>
Adequate space around machinery	<input type="checkbox"/>	<input type="checkbox"/>

**LIFTING GEAR**

Safe Work Load nominated	<input type="checkbox"/>	<input type="checkbox"/>
Engineer's certificate for monorail hoist	<input type="checkbox"/>	<input type="checkbox"/>
Register of lifting accessories	<input type="checkbox"/>	<input type="checkbox"/>



Regular inspection	<input type="checkbox"/>	<input type="checkbox"/>
No damaged slings or fittings	<input type="checkbox"/>	<input type="checkbox"/>
Chain block anchored adequately	<input type="checkbox"/>	<input type="checkbox"/>
Safe lifting capacity in metric displayed on lifting equipment	<input type="checkbox"/>	<input type="checkbox"/>
Proper chain joint with bolts or no worn chains	<input type="checkbox"/>	<input type="checkbox"/>
Monorail Safe Work Load displayed engineers certificate	<input type="checkbox"/>	<input type="checkbox"/>
Monorail trolley secure	<input type="checkbox"/>	<input type="checkbox"/>
Safety hooks used	<input type="checkbox"/>	<input type="checkbox"/>