

Example Machine/Plant Checklist

Machine:					Person Responsible :							
Location:					Year							
Term 1												
	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	
End of week date →												
DAILY In addition to programmed regular maintenance teachers are expected to conduct Routine Surveillance of each machine before use												
Visual check of mains Electrical Switches, Wiring and/or Conduit (Cracks, broken controls etc.). Arrange for immediate repair of any faults	Notes	Notes	Notes	Notes	Notes	Notes	Notes	Notes	Notes	Notes	Notes	
Verify all Guards and Eye Shields are secure and function correctly												
Make sure that wheels are not Chipped, Clogged (Loaded), Glazed or Cracked . Cracked Wheels must be REPLACED immediately												
Ensure workspaces and walk-ways are clear and												

Check Grit / Fume Extraction Hoods and Ducting for obstructions													
Weekly tasks sign off →													

This example checklist was modified from decd.gov, may not be applicable to all organizations and therefore would need further assessment of information.

