

WASTE

Duty-holder name	
Site Address	
Registered Office Address	
Type of activity	
Employee Numbers	

MACHINERY GUARDING- FIXED PLANT

Inspection Item	Inspection Item	Y	N	Comments
1	Are tail pulleys adequately guarded?			
2	Are snub pulleys adequately guarded?			
3	Are head pulleys adequately guarded?			
4	Are return idlers adequately guarded?			
5	Are vee-belts, sprockets and flywheels adequately guarded?			
6	Are idlers beneath feed hoppers and skirt plates/ boards adequately guarded?			
7	Are loading points/ hoppers adequately guarded?			
8	Are fixed guards secured using a captive type fastening which requires a tool for removal?			
9	Is regular access required inside perimeter/ distance guarding?			
10	If Y to 9- have suitable electrical interlocks/ captive key systems been installed on access gates?			
11	If Y to 9- Do guarding and isolation systems prevent a person entering a 'live zone' via access from an 'isolated zone'?			
12	Are procedures in place to routinely inspect machinery guarding?			
13	Where conveyors pass above a workplace/traffic route is suitable protection provided against falling material?			

14	Have guards been designed to allow for routine adjustment and maintenance without the need to remove the guard?			
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Additional comments

MACHINERY GUARDING- MOBILE PLANT

	Inspection Item	Y	N	Comments
15	Are tail pulleys adequately guarded?			
16	Are snub pulleys adequately guarded?			
17	Are head pulleys adequately guarded?			
18	Are return idlers adequately guarded?			
19	Are vee-belts, sprockets and flywheels adequately guarded?			
20	Are idlers beneath feed hoppers and skirt plates adequately guarded?			
21	Are fixed guards secured using a captive type fastening which requires a tool for removal?			
22	Are procedures in place to routinely inspect machinery guarding?			
23	Have guards been designed to allow for routine adjustment and maintenance without the need to remove the guard?			

Additional comments

EMERGENCY CONTROLS
Fixed and Mobile Plant

Inspection Item		Y	N	Comments
24	Are conveyors fitted with suitable emergency pull cords?			
25	If Y to 24- will the pull cord stop movement of the conveyor when pulled in either direction or if the cord breaks?			
26	Are readily accessible emergency stop controls fitted to machinery?			
27	Are emergency pull cords and emergency stops routinely tested with a record kept?			
28	Is an audible/ visual warning provided prior to conveyors starting?			

Additional Comments

SAFE ISOLATION

Inspection Item		Y	N	Comments
29	Is there an adequate isolation and lockout procedure in place?			
30	If Y to 29- have employees (and contractors where applicable) been trained in this procedure and is a record of training available?			
31	Is there suitable equipment available to lock-out i.e., hasps, tags, locks, warning signs?			
32	Are master and duplicate keys prohibited?			

Additional comments

MAINTENANCE

Inspection Item	Y	N	Comments
33 Are risk assessments in place for routine maintenance activities?			
34 If Y to 33- do risk assessments detail how employee exposure to dust will be controlled during maintenance activities?			
35 If Y to 33- have these risk assessments been communicated to employees and is a record of training available?			
36 Are employees required to enter equipment to complete maintenance/ clear blockages? (i.e. hoppers, balers, compactors, trommels)			
37 If Y to 36- is there a documented safe system of work (SSOW) for entry into equipment to complete maintenance/ clear blockages?			
38 If Y to 36- Have employees been trained on the SSOW and is a record of training available?			
39 Are there adequate arrangements in place to risk assess non-routine maintenance activities?			
40 Is a report of thorough examination available for all lifting equipment used during maintenance activities?			
41 Is equipment used for lifting activities marked with its safe working load (SWL)?			

Additional comments