

TOOLBOX TALK 031 – Equipment Checks

Introduction:

This month's toolbox talk is about checking machinery and equipment before use. In our engineering workshops and process labs, many injuries and equipment failures can happen when basic checks are skipped. Taking a few minutes to inspect equipment helps keep everyone safe.

Common Hazards:

Some common issues include loose or missing guards, damaged electrical cables, oil or coolant leaks, general damage to hand tools and clutter around machines. These hazards can lead to injuries if not identified early.

Pre-Use Checks:

Before using any machine, always:

- Make sure guards and covers are fitted properly
- Check for visible damage, loose parts, or leaks
- Ensure tools and attachments are secure
- Confirm emergency stop buttons are easy to reach
- Keep the work area clean and clear
- For portable electrical items, ensure the equipment has an in date PAT test sticker



Responsibilities:

You must only use equipment they are trained on and report any faults immediately.

Training officers are responsible for approving equipment use and arranging repairs. No one should use equipment that appears unsafe.

Training officers are responsible for ensuring that all relevant TTE forms are fully completed, documenting these checks.



If a Problem Is Found:

Stop immediately, do not attempt to fix it yourself, and inform the Training Officer/Line Manager immediately.

Never use a machine that you believe is unsafe.

Remember: safety checks are everyone's responsibility. If something doesn't seem right, don't use it—report it.