**ALL ITEMS NEEDING ATTENTION MUST BE ACTIONED**

| **Hazards** | **OK** | **Needs****Attention** | **Action/ Notes** |
| --- | --- | --- | --- |
| **Plant and Machinery** |  |
| Machinery Power Take-Off (PTO) shafts are fitted with an undamaged PTO guard |  |  |  |
| Moving and exposed belts, pulleys and shafts are guarded |  |  |  |
| Original equipment manufacturers’ (OEM) guards are in place and undamaged before machinery is used |  |  |  |
| Steps and handrails are undamaged |  |  |  |
| Exhaust systems are undamaged and working |  |  |  |
| Hydraulic hoses and fittings do not leak |  |  |  |
| Keys are removed or there is a *lock-out system* to prevent machinery being started during maintenance |  |  |  |
| Stands, chocks, blocks and hydraulic locks are used to prevent crush injury when working under machinery |  |  |  |
| Machinery and powered equipment hazards are labelled with safety signs |  |  |  |
| Tyres in suitable condition and correctly inflated  |  |  |  |
| Doors close and seals are in good condition  |  |  |  |
| **Additional Hazards** |  |  |  |
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