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| **ES11** | **Work Equipment Inspection** | |
| **Unit Address** | |  |

**Note** – Inspection records must be retained for a period of 6 years.

Work equipment is any item of equipment, machinery or tool used for work purposes. This equipment must be:

* suitable for the intended use
* safe for use
* maintained in a safe condition
* regularly inspected to ensure it is in a safe condition
* used only by people who have received adequate information, instruction and training

**Pre-use checks**

Pre-use checks should be undertaken by all operatives to ensure the work equipment is safe to use. Checks should focus on the condition of the equipment, checking for any damage or deterioration, particularly focussing on parts of the equipment necessary for its safe operation, such as on-off switches, cables, and structural parts.

Pre-use checks do not need to be documented.

**Formal inspection**

All work equipment should undergo formal inspection. The frequency of inspection should be assessed by considering the type of equipment, frequency of use, and the operating conditions e.g. indoor, outdoor

Suggested inspection frequencies are as follows:

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| **Equipment Type** | **Usage/Conditions** | **Inspection Frequency** |
| Ladders, step ladders, stools | Daily | Quarterly |
| Weekly or less | Six-monthly |
| Other work equipment e.g. trolleys, hand tools, post room | Daily or outdoor environment | Six-monthly |
| Weekly or indoor environment | Annually |
| Portable electrical appliances | Refer to ES06a Portable Appliance Testing | |

Formal inspections should be undertaken by someone familiar with the work equipment who understands what to look at, what to look for and what to do if they find a problem. For items of basic work equipment this can be done in-house by experienced staff. More complex equipment may require trained operatives e.g. dangerous catering equipment.

Each item of work equipment should be marked with a unique identifying number. This can be done using a permanent pen or applying an asset tag sticker.

**Faulty work equipment should immediately be removed from use, either for repair or disposal.**

All inspections should be recorded using MAN12a Work Equipment Inspection Register.

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| **Unit:** | | | **Completed by:** | | | **Unit No.:** | |
| **ID/Asset No.** | **Description** | **Inspection Frequency 3/6/12 mths** | **Inspection Date/Result/Initials**  **#1** | **Inspection Date/Result/Initials**  **#2** | **Inspection Date/Result/Initials**  **#3** | | **Inspection Date/Result/Initials**  **#4** |
| *e.g. A01* | *Stepladders* | *3* | *5/9/19 PASS JEH* | *5/12/19 PASS DJL* |  | |  |
| *e.g. A02* | *Catering trolley* | *12* | *5/9/19 PASS JEH* |  |  | |  |
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