



Equipment Inspection and Maintenance Guidelines

What this Safety Talk Covers:

- ✓ The “Dos” and “Don’ts” to help ensure the safety and reliability of equipment, reducing the risk of accidents and downtime.

Discussion Notes:

- ✓ Discuss the outcomes of the “Dos” and “Don’ts.”

- Do**
- Perform thorough inspections of equipment before and after each use, following the manufacturer’s guidelines.
 - Keep detailed records of inspections, including any defects or identified issues, and report them promptly to the appropriate personnel.
 - Ensure all workers are adequately trained in equipment inspection procedures and understand the importance of maintenance.
 - Use appropriate tools and equipment when conducting inspections to ensure accuracy and safety.
 - Address issues immediately. If any defects or malfunctions are identified during inspections, take immediate action to correct them to prevent accidents or further damage.
 - Adhere to the recommended maintenance schedule provided by the manufacturer to keep equipment in optimal condition.
- Don’t**
- Skip or rush through equipment inspections, as this increases the risk of accidents and equipment failure.
 - Ignore warning signs such as unusual noises, vibrations or leaks during equipment operation. Deal with these issues promptly to prevent potential hazards.
 - Attempt repairs or modifications to equipment without proper training or authorization, as this can compromise safety and void warranties.
 - Assume that all workers are proficient in equipment inspections and maintenance procedures. Provide ongoing training and support as needed.
 - Delay maintenance tasks, as this can lead to equipment breakdowns and costly repairs.



Meeting notes:

Employee comments/concerns: _____

Other safety issues to be addressed on the job/facility: _____

Training record: Date: _____ Jobsite/Facility: _____

Trainer: _____ Title: _____

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(Continue recording signatures on a separate sheet of paper)
Employee Quiz is provided on last page. Answers are: 1. (b), 2. (d), 3. (a), 4. (d), 5. (a)



Employee Quiz

Topic: Equipment Inspection and Maintenance Guidelines

Employee Name: _____

Circle the correct answer below.

1. What is the first step to ensure equipment safety?
 - a. Skip equipment inspections
 - b. Perform regular inspections
 - c. Use equipment without inspections
 - d. Inspect equipment once a month

2. What should you do if you identify defects during equipment inspections?
 - a. Ignore them
 - b. Attempt repairs without training
 - c. Keep the information to yourself
 - d. Document and report them promptly

3. _____ is crucial for tracking equipment condition and compliance.
 - a. Detailed reports of inspections
 - b. Reporting defects after a month
 - c. Ignoring documentation
 - d. Skipping inspections

4. What are warning signs that your equipment needs attention?
 - a. Unusual noises
 - b. Vibrations
 - c. Leaks during operation
 - d. All of the above

5. Workers should never skip or rush through equipment inspections.
 - a. True
 - b. False

Training record: Date: _____ Jobsite/Facility: _____
Trainer: _____ Title: _____