

HEAVY EQUIPMENT CHECKLIST

Work Site:		Item of Plant:	
Make:		Model:	
Identification Number / Rego No.:		Expiry Date:	
Supplier:		Supplier Contact:	
Person Responsible for Safe Operation:		Conditions of Supply:	

Checklist	Completed	Comments /	Actions required	Date Required
Safe Work Method Statement (JHA) A SWMS or JHA is provided for the plant to be used on site (as per site induction with this plant)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sub-contractors have provided their SWMS for review prior to commencing work on the site (as per site induction)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
SWMS or JHA contains step-by-step details of work activities, their risks and control measures, related to the intended use of the plant at this site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Have any amendments to safe work methods been noted, communicated and signed off upon?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	



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Checklist	Compliance			Actions Required / Comments	Actions Required By	Date Required
Logbook A current logbook is available for recording daily pre-operational safety inspections (Note; logbooks are subject to random inspections)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
Current Service Maintenance Records Maintenance details note the most recent inspection and who conducted that inspection?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
Service Details The plant and equipment is within the service time...	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
Maintenance details describe the work carried out on the plant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
All repair items have been completed and signed off by the responsible person?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
Operators Manual The Operator's Manual is supplied and relevant to the item of plant (must be stored on the plant)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
Plant Registration/Design Notification Concrete placing boom pumps, cranes exceeding 10 tonnes Work Load Limit (WLL), etc?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			
Certification of Operator	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A			



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