









	ITEM	SAFETY / HAZARD / ACTION
1	Check all visible hydraulic pipes for oil leaks If there is a leakage – report to Maintenance	 Hi-Viz jacket to be worn at all times  Ensure m/c is turned OFF before commencing  Beware of oil leaks on floor – contain leaks with absorbent matting
2	Check hydraulic oil levels using sight gauge - found on RHS of machine – to ensure correct levels <ul style="list-style-type: none"> • If oil level at top line on gauge – no action required • If oil level at bottom line on gauge – report to Maintenance 	 Ensure sight glass is clean
3.1	Check guards are working by operating the machine and walking through the guard beams If machine stops – guards are ok and working	 Ensure m/c is turned ON before doing this
3.2	If machine does not stop – report to maintenance	 Turn OFF m/c and isolate to prevent accidents
4	Check all safety switches are working by operating the machine and pressing the RED emergency button	 Ensure m/c is turned ON before doing this
5	Clean down the machine at end of shift. Ensure guides are clear of swarf. Ensure any oil spill is cleaned up Check drip trays and clean if required	 Beware of oil leaks on the floor; contain leaks with absorbent matting

KEY



HAZARD



SAFETY POINT



ACTION POINT