

This sample policy/procedure must be customized to fit the needs of your company. It must be integrated into other policies/procedures and processes as required. This is not meant to be used "as-is", but must be adapted to reflect your company needs and processes.

[insert company info here]

PRE-USE INSPECTIONS

Date of Issue:	
Written by:	Date:
Reviewed by:	Date:
Approved by:	Date:

PURPOSE

Pre-use inspections are required before use of any equipment or work process that has a potential to result in an injury. The Pre-use inspection must be recorded in a daily log that is kept/or near to the equipment and has to be available for review. Individual departments are responsible for identifying and completing the pre-use checklist.

All equipment requiring a pre-use inspection at [Employer/Organization Name] will be tracked on the Pre-Use Inspection Schedule. This schedule will identify who should conduct the inspection, and the frequency. For each piece of equipment, a Pre-Use Inspection Checklist will be developed along with standards and measures to ensure deficiencies are corrected in a timely manner.

SCOPE

This standard applies to all employees, supervisors and owner.

RELATED DOCUMENTATION

Internal:

- Pre-Use Inspection Checklist Template
- Pre-Use Inspection Schedule Template

ROLES & RESPONSIBILITIES

Senior Management is responsible for:

- The Management will be responsible to make sure a list of equipment requiring pre-use inspection and checklist is in order to ensure the health and safety of those employees required to the use of the equipment

Manager/Supervisor is responsible for:

- Ensure Pre-Use Inspection are to be performed for all mobile equipment, and production equipment which could pose a danger to employees
- Ensure employees must be trained on each piece of equipment they are required to operate and train
- Review of records to ensure corrective actions have been taken for identified hazards are

Employees are responsible for:

- Completing the Pre-Use Inspection checklist as per the guidelines and report any deficiency in a timely manner to their supervisor

PROCEDURE

Pre-Use inspection Procedures:

- Pre-use inspections are to be performed for all mobile equipment, production equipment, and other employer identified equipment that could pose a danger to employees.
- List of Items to be inspected are as follows:

Mobile equipment such as: (Add More as Required)

- Forklifts
- Cranes
- Elevated work platforms
- Grounds keeping equipment
- Ride-on equipment
- Production equipment such as:
 - Deli Slicers
 - Bread Scalier
 - Meat Grinder
 - Meat Saw
 - Floor stand mixers
 - Steam kettles
 - Baler
 - Compactor
 - Ladders
 - Lifting Dock Plate
- Life safety equipment
 - Fall arrest equipment
 - Equipment with emergency stop

- Each piece of equipment listed on the Pre-Use Inspection Schedule will be evaluated on the following to establish a Pre-Use Inspection Checklist:
- Standards of inspections (e.g. minimum standards expected prior to operating equipment) based on legislation, manufacturer suggestions, industry standards, or best practices.
- Frequency of inspections (e.g. before each shift, daily, etc).
- A standard reporting form will be created to track the pre-use inspections for each piece of equipment.
- Equipment inspected
- inspector's signature/initials
- Date of Inspection
- List of components to be inspected and the minimum standard expected
- Description of the hazards
- Recommendations for corrective action
- Action taken (who, what, when) to ensure the safety concern has been controlled
- Completed forms are reviewed by management to ensure that the corrective action taken was adequate to reduce the hazard(s). In addition, supervisors are responsible for the review of all documentation, including checklists, deficiencies and remedial action taken to ensure this Pre-Use Inspection Policy is fully implemented.

The Pre-Use Inspection Policy will be reviewed annually, to incorporate any improvements. New and modified pieces of equipment must be added to the inventory as they are acquired, or equipment is removed if it is no longer used.

Dated at _____ this _____ day of _____, 20__.

Signature

Witness

Name & Title (please print)

Name

Continuous Improvement Review Tracking		
Date of Review/Change	Notes	Name of Reviewer

BE CAREFUL OF ALL DATES:

DO NOT USE OLD INCORRECTLY DATED DOCUMENTS

ALL DATES MUST BE IN CHRONOLOGICAL ORDER: policy, communicate, train, evaluate, act

WSIB GUIDELINE:

Pre-use inspections

Prerequisite(s): All level 1 topics

Summary:

Pre-use inspections are conducted before using any equipment or process. If a deficiency is identified, it must be addressed before use.

Requirements:

Your business will establish, implement, monitor and maintain a pre-use inspection procedure. The procedure will include:

- A list of all items (inventory) to be inspected
- A pre-use inspection schedule that includes:
 - Identification of who is required to do pre-use inspections; and
 - Frequency of inspections
- A standard recording form/log/checklist to be used for each pre-use inspection that documents the following:
 - Equipment inspected
 - Inspectors signature or initials or identification
 - Date of inspection
 - List of components to be inspected
 - Description of any hazard discovered
 - Recommendations for corrective action
- Record that shows corrective action (who, what, when) was taken before equipment is used
- Review of records by supervisor/manager to ensure identified corrective actions have been taken

