

TOOLBOX TALKS

Pre-shift Checklist

Toolbox Talks are intended to facilitate health and safety discussions on the job site. For additional Toolbox Talks, please visit SAFETY.CAT.COM™

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TOPIC: Pre-shift Checklist

General info

This Tool Box Talk has been developed to give the reader a list of criteria to check before starting work each day. It is for general application, and some processes, equipment and industries may not be represented. Always check with your supervisor regarding start-up questions or concerns, if not addressed below.

Equipment

- Verify **machine guarding** is in place and working properly
- Verify there are **no leaks** or spills in or around equipment; check condition of hoses (pneumatic, hydraulic, oil, air)
- Verify **emergency stops** are in place and appear to be functional (for stationary equipment)
- Verify **brakes** are functional (including parking brake) for mobile equipment
- Verify the equipment is clean, **no loose objects**, rocks, debris that could fall and cause injury
- Verify bolts, belts, gears, attachments and other **removable parts are properly attached and fastened**
- Verify **fluid levels** meet manufacturer's requirements
- Verify **lighting and audible alarms** are working properly
- Operate or **exercise large parts** (booms, arms, buckets) a few times to prepare the equipment for all-day operation
- Verify the status of **repairs made prior to shift start** to reduce chances of loose or unattached tooling, buckets or implements
- Verify **fire suppression equipment, spill kits** and other emergency response supplies are available

Work Environment

- Verify **walkways and means of egress** are not obstructed and there are no slip, trip or fall hazards
- Verify **lighting** is acceptable to do the work
- Verify **Personal Protective Equipment** is available and ready to wear
- Verify tools and personal belongings such as a lunch pail or thermos **are stored safely** and can be accessed safely
- Communicate with the prior-shift operator, if available** - Share safety concerns as well as operational details of the day

Discussion Date: _____

Employee Participants:

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