

# PRE-TASK INSPECTIONS

Pre-task inspections are important and should be completed before the commencement of each task. Safety of all persons within the workplace is dependent upon the materials, equipment and waste within the workplace being kept in the designated location as well as ensuring that the workplace is clear of hazards at all times. Completing a take 5's or other personal risk assessment will assist to identify any hazards.

## **HOUSEKEEPING**

In an effort to prevent workplace injuries, all employees must employ good housekeeping practices; this is a very important part of the day to day work. There is always time to clean up after a task and to ensure disposal of waste in the correct manner. Some basic rules for keeping the work environment clean and safe are as follows:

- Ensure work area is clean and free of trips/slips/fall hazards
- Keep emergency exits free from obstruction at all times
- Keep firefighting equipment unobstructed at all times
- Keep walkways clear at all times
- Don't leave anything for anybody else to clean up
- Clean up as you go
- Return all tools and equipment to their correct storage location once you have completed a task
- Immediately report any unacceptable housekeeping hazards

## **CHECKS OF EQUIPMENT, MACHINES AND VEHICLES**

All equipment, machinery and any vehicle must have a pre-start check before use. If any defects are found the defects should be noted on the pre-start book and the item tagged accordingly and scheduled for repair or inspection.

A generic pre-start checklist for light and general vehicles is provided in WKI-K&C-003, refer to the manufacturers handbook for specific prestart check items e.g. on crane equipment.

*'Klinge Safe Tyres Produce More & Last Longer'*