



# **Conduct a Continuous Risk Assessment in the Workplace**

## **Handout 4**

### **Pre-Work/Use Checklist**

<b>Employee Name &amp; Surname</b>	<b>Pre use inspection list</b>
<b>Section:</b>	<b>GRINDER</b>

INSPECTION CODES		MON	TUE	WED	THU	FRI	SAT
01	IS WORK AREA CLEAN?						
02	USE SAFETY EQUIPMENT, EYE PROTECTION, DUST MASK, SAFETY BOOTS, HEARING PROTECTION AND HARD HAT FACE MASK, HELMET AND APRON TO BE WORN.						
03	ENSURE THE SWITCH IS IN OFF-POSITION BEFORE PLUGGING IN.						
04	SUPPLY CORD IS NOT DAMAGED.						
05	GRINDER DISKS CORRECT TYPE.						
06	CHECK THAT SPEED MARKED ON THE WHEEL IS EQUAL TO OR GREATER THAN THE RATED SPEED OF THE GRINDER. ENSURE THAT THE WHEEL DIMENSIONS ARE COMPATIBLE WITH THE GRINDER.						
07	INSPECT GRINDER WHEEL, DO NOT USE CHIPPED, CRACKED OR OTHERWISE DEFECTIVE PRODUCTS.						
08	ENSURE THAT THE MOUNTED WHEEL/DISCS AND PARTS ARE ATTACHED IN ACCORDANCE WITH THE MANUFACTURER'S INSTRUCTION.						
09	ENSURE THAT SPARKS RESULTING FROM USE DO NOT CREATE A HAZARD. E.G. NOT HIT PERSONS OR IGNITE SUBSTANCES.						
10	THERE MUST BE EARTH CONTINUITY – TEST EARTH LEAKAGE UNIT.						
11	GUARDS MUST BE SECURE AND PRESENT. MUST BE IN WORKING ORDER AND NOT DAMAGED. ADJUST THE GUARD TO PROTECT YOUR HANDS AND DIRECT GRINDING DEBRIS.						
12	DO NOT TOUCH THE WORK PIECE IMMEDIATELY AFTER GRINDER AS IT WILL BE VERY HOT.						
13	THE DISC WILL CONTINUE ROTATE FOR A FEW SECONDS AFTER THE ANGLE GRINDER HAS BEEN SWITCHED OFF. WAIT UNTIL THE DISC HAS STOPPED COMPLETELY BEFORE PUTTING THE ANGLE GRINDER DOWN.						
14	BENCH GRINDERS MUST HAVE A MIN 3MM GAP BETWEEN DISK & PLATE.						
15	THE SPINDLE LOCK BUTTON LOCKS THE SPINDLE AND STOPS THE BLADE FROM ROTATING. DEPRESS AND HOLD THE LOCK BUTTON WHILE INSTALLING, CHANGING, OR REMOVING BLADE.						
16	CHECK THAT ON AND OFF SWITCH BUTTON IS WORKING.						
17	SOFT GRIP HANDLE IS CLEAN.						
18	POWER CABLE SLEEVE IS NOT DAMAGED AND IN SAFE WORKING CONDITION.						
19	COOLING VENTS IS CLEAN						

20	AUXILIARY HANDLE IS CLEAN						
21	ENSURE THAT THE LOCK WASHER AND MOUNTING WASHER IS CORRECTLY IN PLACE AND TIGHTEN.						
22	WORK IN A WELL-VENTILATED AREA						
	<b>DATE :</b>						
	<b>EQUIPMENT SERIAL NUMBER</b>						
	<b>REMARKS</b>						
	<b>IS THE EQUIPMENT SAFE FOR USE</b> <span style="float: right;"><b>(YES OR NO)</b></span>						
	<b>SIGNATURE OF EMPLOYEE INSPECTED THE EQUIPMENT</b>						