

## Inspection & Maintenance Programme

Supervisor or person in control **MUST inspect, test and maintain** machine and its safety control system on a regular basis. Inspection and maintenance programme should specify:

- ✓ Where servicing is needed
- ✓ What type of servicing is needed
- ✓ How often it needs to be serviced
- ✓ Who is responsible for maintaining repair and maintenance programmes
- ✓ How defects will be fixed
- ✓ What standards are used for performance testing and evaluation

The programme should be reviewed regularly to ensure its effectiveness. The supervisor should maintain and keep machinery in sound operating condition at all times by managing the maintenance using:

- ✓ Preventive maintenance schedules
- ✓ Regular inspections
- ✓ Unsafe condition reports
- ✓ Ask for employee feedback

## Training and Supervision

Supervisor must not let anyone use a machine unless they have had training on actual and potential hazards of the machine and all precautions to be taken. The supervisor should have the operator closely supervised by someone with the skills unless the machine operator can operate the machine safely. Training and supervision of machine operator must be done by a competent person. The supervisor must make sure that machine operator knows:

- ✓ How to check and adjust the machine before starting it
- ✓ How to stop and start the machine
- ✓ How the machine works and what it does
- ✓ Location and operation of other controls
- ✓ Actual and potential hazards and appropriate ways to control them
- ✓ Purpose of guards and other safety devices
- ✓ Correct use and adjustment of guards
- ✓ Correct work methods to be used and safe operating procedures
- ✓ How to recognise faults that could cause harm
- ✓ Limitations and capabilities of the machine
- ✓ Emergency procedures
- ✓ Requirements for personal protective equipment



✓ Shoes



✓ Ear Plugs



✓ Safety Goggles



✓ Working Gloves



✓ Mask



✓ Helmet



## Example of Messy Factory



- ✓ Safety hazard - Risk of injury caused by tripping, slipping or falling
- ✓ Fire hazard



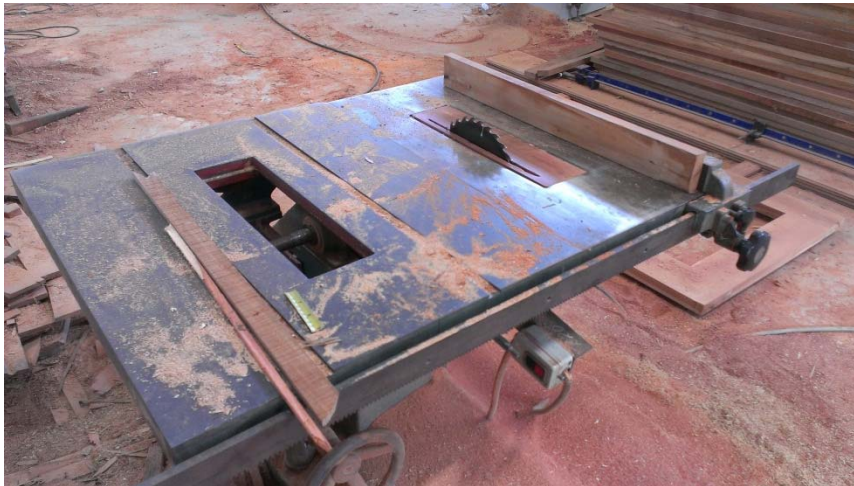
## Example of Clean Factory



- ✓ Work area must be clean and tidy with an easy access for maintenance



**Absence of guards on cutting tools**



- ✓ Safety hazard - Risk of being cut



**Damaged wires on the floor**



- ✓ Safety hazard - Risk of being electrocuted
- ✓ Safety hazard - Risk of injury caused by tripping
- ✓ Fire hazard



**Accessible fire extinguisher**



**No smoking in the factory**

