

Fordingbridge Plc
Arundel Road
Fontwell
Arundel
West Sussex
BN18 0SD

Telephone: 01243 554455
Fax: 01243 554433

info@fordingbridge.co.uk
www.fordingbridge.co.uk

Registered Company No. 2450755

Health & Safety

Fordingbridge is committed to designing the highest standards of health and safety into everything we do. The following document includes:

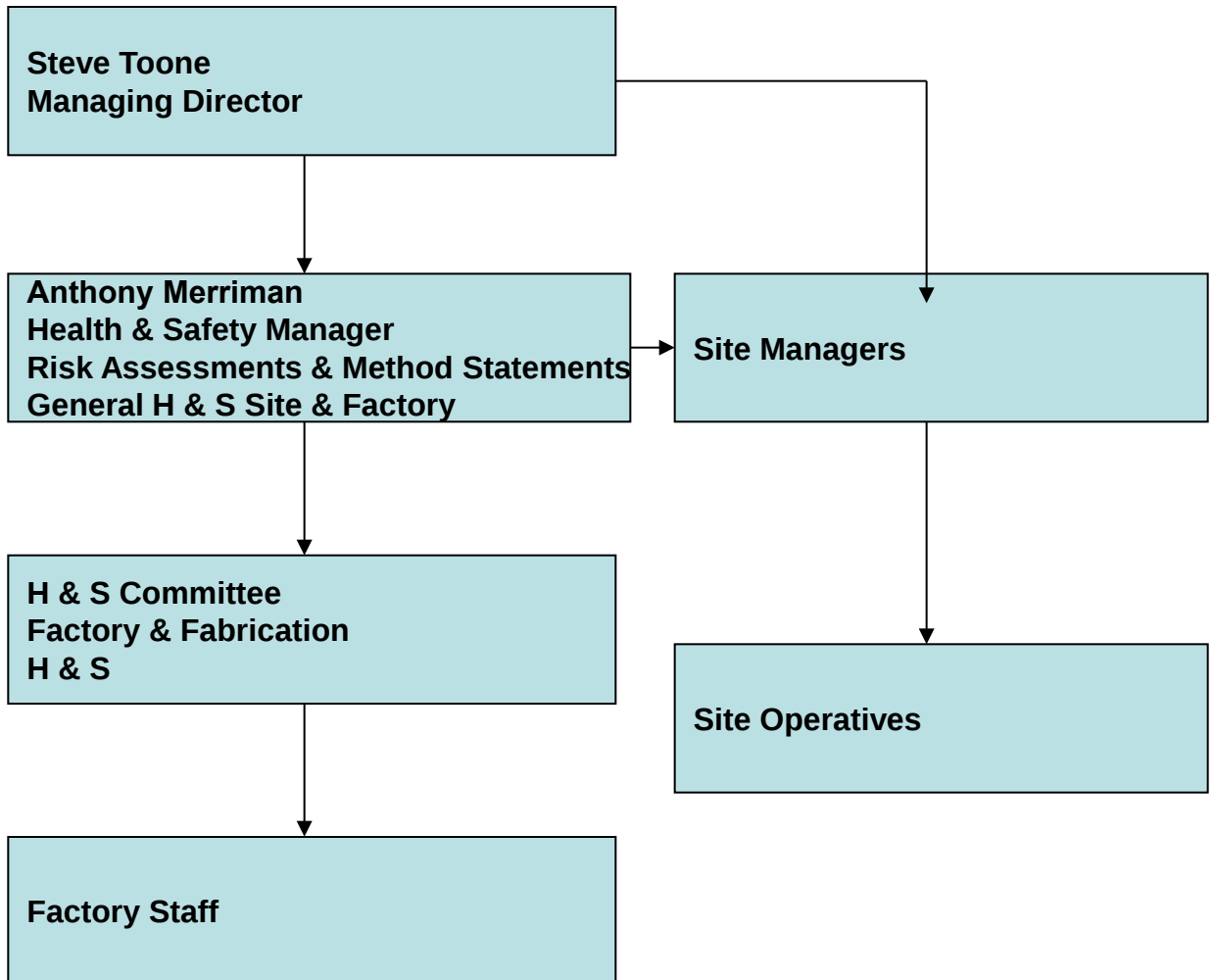
- Health & Safety Information
- Organisation Chart
- Accident & Incident Figures
- Example of Risk Assessment/Method Statement
- COSHH Assessment

HEALTH & SAFETY INFORMATION

Name	Anthony Merriman
Position	Health & Safety Manager
Telephone Direct	01243 558191
Fax	01243 554433
Email	Anthony.merriman@fordingbridge.co.uk
Qualifications	NEBOSH General certificate IOSH Managing safely
Competence	Full time Health & Safety Manager for Factory and sites
Association	Fordingbridge is a member of the British Safety Council
Policy	Reviewed annually, presented to employees on induction and signed for up on receipt
Method Statements	In-house
Risk Assessments	In-house
PPE	Provided for all employees
CSCS cards	100% of site worker hold cards
Accidents/Incidents	Documented for 10 years
Committee	In-house elected Health & Safety Committee meets regularly to discuss issues raised by employees
Performance	Regular benchmark meetings and assessments with associated companies

FORDINGBRIDGE PLC

HEALTH & SAFETY ORGANISATION CHART



Document name	Author	Date 1st issue	Issue Number	Date of Amendment	Date issued	Number of issue
H&SO	AM	January 2025	1	21/01/25	21/01/25	1

ACCIDENT AND INCIDENT FIGURES

Year	Minor Injuries - less than 3 days off work	3 day RIDDOR reportable	Reportable Diseases	RIDDOR major injuries	Fatal injuries	Total number of employees
2025	2	None	None	None	None	33
2024	1	None	None	None	None	33
2023	5	1	2	None	None	37
2022	3	None	None	None	None	40
2021	3	None	None	None	None	37
2020	1	None	None	None	None	30
2019	1	None	None	None	None	37
2018	1	None	None	None	None	33
2017	2	1	None	None	None	38
2016	0	None	None	None	None	40
2015	2	None	None	None	None	33
2014	1	None	None	None	None	30
2013	2	None	None	None	None	35

METHOD STATEMENT AND RISK ASSESSMENTS

CLIENT DJ SPORTS AND RACQUETS LTD
2 WELL HOUSE BARN
CHESTER ROAD
CHESHIRE
CH4 0DH

CONTACT NAME JOHN HENSHALL
MOB: 07790 036366
EMAIL: john@rkhenshall.com

SITE ADDRESS SANDBACH RUGBY CLUB
124 BRADWALL ROAD
SANDBACH
CHESHIRE
CW11 1RA

CONTACT NAME AS ABOVE

This method statement is to be read in conjunction with the Fordingbridge plc Health and Safety Policy for Sub-contractors and any Health and Safety information provided by the Client.

The methods outlined in this statement will only be undertaken by persons qualified or deemed to be experienced in this type of work. If any problems arise from the use of this statement, then they must be referred to the Health and Safety Manager at Fordingbridge plc, who will revise and re-issue the statement to all those concerned.

All works will be done in accordance with the Health and Safety at Work Act 1974 and all Regulations and Approved Codes of Practice relevant to this project.

ALL OPERATIVES MUST HAVE READ AND UNDERSTOOD THIS DOCUMENT PRIOR TO COMMENCING WORKS. NO VARIANCE TO ITS SEQUENCE OR METHOD OF WORKING IS TO BE MADE WITHOUT PRIOR CONSULTATION AND AGREEMENT BETWEEN ALL PARTIES INVOLVED.



PART 1: POLICY STATEMENT

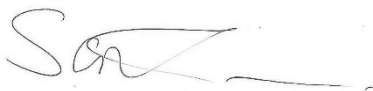
Fordingbridge plc accepts its responsibilities for ensuring health, safety, and welfare at work. Fordingbridge plc believes that achieving high standards in health, safety and welfare is important to the success of the company.

Fordingbridge plc intends to comply in every respect with the Health and Safety at Work Act and all Regulations made under it by ensuring the safety and well-being of all employees, and also that of non-employees who could be affected by the operations of the company, so far as is reasonably practicable. The rest of this Policy explains in detail how this will be done.

The Directors will ensure that within reasonable bounds sufficient funds and resources are allocated to ensure that this Policy can be effectively incorporated into the company's activities.

Employees will be expected to exercise personal responsibility for health and safety at work, and will be provided with such information and training, as they need for this purpose in order to co-operate with the management in complying with health and safety legislation.

This Policy will be reviewed every year.

A handwritten signature in black ink, appearing to read 'S Toone', is written over a faint horizontal line.

Steve Toone

Director of Safety

Date: 2 January 2026



To Whom It May Concern

26th January 2026

As Insurance Brokers to the under noted insured, I can confirm that cover has been placed in accordance with the details shown hereunder:

Client Details

Name:	Fordingbridge Plc
Address:	Arundel Road, Fontwell, BN18 0SD
Business Description:	Design, Manufacture & Installation of Steel and Timber Framed Buildings, canopies and spares. Sub-Contract fabrication work. Property Lessees canopies and spares. Sub-Contract fabrication work. Property Lessees and Property Owners

Employers Liability

Policyholder:	Fordingbridge plc
Insurer:	Aviva Insurance Limited
Policy Number:	100603509CCI
Cover Period:	1st February 2026 to 31st January 2027
Indemnity Limit:	£10,000,000 any one claim/

Public Liability

Policyholder:	Fordingbridge plc
Insurer:	Aviva Insurance Limited
Policy Number:	100603509CCI
Cover Period:	1st February 2026 to 31st January 2027
Indemnity Limit:	£5,000,000 any one occurrence unlimited for the period This Policy includes the Indemnity to Principles Clause

Products Liability

Policyholder:	Fordingbridge plc
Insurer:	Aviva Insurance Limited
Policy Number:	100603509CCI
Cover Period:	1st February 2026 to 31st January 2027
Indemnity Limit:	£5,000,000 any one occurrence and for the period This Policy includes the Indemnity to Principles Clause

Floor 3, 1 Creechchurch Place, London, EC3A 5AF, 68 Hanbury Street, Spitalfields, London, E1 5JL, Second Home, 68 Hanbury Street, London, E1 5JL, 3rd Floor, 9 Devonshire Square, London, EC2M 4YF

Howden UK Brokers Limited is authorised and regulated by the Financial Conduct Authority No. 307663. Registered in England and Wales under company registration number 02831010. Registered Office: One Creechchurch Place, London, EC3A 5AF. Calls may be monitored and recorded for quality assurance purposes.

Public & Products Liability (Excess Layer)

Policy Holder	Fordingbridge Plc
Insurer:	Allianz Insurance Plc
Policy number:	SZ26665814
Cover period:	1 st February 2026 to 31 st January 2027
Public Liability: limit:	in excess of £5,000,000 any one occurrence
Products Liability limit:	£5,000,000 in excess of £5,000,000 any one occurrence and in aggregate for the policy period

Professional Indemnity

Policyholder:	Fordingbridge PLC
Insurer:	Aqueous Management Limited t/a Aqueous Underwriting / AXA XL Insurance Company UK Limited
Policy Number:	P231PA0001180
Cover Period:	1st February 2026 to 31st January 2027
Indemnity Limit:	£5,000,000 any one claim/in the aggregate

Contracors All Risks

Policyholder:	Fordingbridge plc
Insurer:	Aviva Insurance Limited
Policy Number:	100603509CCI
Cover Period:	1st February 2026 to 31st January 2027
Contract Limit:	£1,000,000
Own Plant Limit:	£2,500
Hired In Plant Limit	£500,000 Excess £500 Except for Theft, Malicious persons, Storm, Flood or Escape of Water £1,000

Subject to the Insurers' policy terms, conditions, warranties and exclusions.

Please Note:

The above information is correct at the time of writing and is provided to you as a matter of information only. It has not been prepared for, and may not meet the requirements of, any other party. Any third party to whom it is supplied should therefore take such steps as it considers necessary to satisfy itself that its own requirements have been met. This letter does not make the person or organisation to whom it has been issued an additional Insured, nor does it modify in any manner the Contract of Insurance between the Insured and the Underwriters and the policy cover is of course subject to the Terms and Conditions. There is no obligation on the signatory to advise of any changes to the cover provided.

Should you have any queries or require any additional information, please do not hesitate to contact me.

Yours faithfully,
 Eduart Vani
 Senior Account Manager
 Howden UK Brokers Limited
 Tel: 01883 333522
 Email: eduart.vani@howdeninsurance.co.uk



METHOD STATEMENT PROFORMA

Fordingbridge job no	8828
Type of building (Garden Centre, walkway, school tensile etc.)	Padel Canopy
Brief Description (Is it timber, steel, clad with fabric, insulated? etc.)	To supply and install 25m twin span x 22m long with polycarbonate roof and mesh surround
Date written	03/03/2026
Completed by (Include contact details)	Anthony Merriman Tel: 01243 558191 Email: anthonymerriman@fordingbridge.co.uk
Designer (s) (Include contact details)	Fordingbridge plc Tel: 01243 554455 Email: info@fordingbridge.co.uk
Project start date: Duration:	16/03/2026 Four weeks
Project Manager (Include contact details)	Lauren Parsons Tel: 01243 554455 Email: laurenparsons@fordingbridge.co.uk
Erectors details (Include email, mobile and team member names)	Valentins Naktinis Team leader: Tel: 0744 682 0056 Kristaps Lacis, Mihail Golovin, Vladimir Chircu, Arnis Frolovs, Anatoliy Belovidov, Andrejs Dunaïskis, Aleksandrs Malisevs, Oleksandr Kholmohorov
Erectors competency / training (Do they have CSCS /CPCS cards IPAF, PASMA etc? Induction training will be required if carrying out work for a Principal Contractor	• Valentins Naktinis SMSTS, CPCS, IPAF, PASMA. NPORS. • Kristaps Lacis CPCS, IPAF, PASMA, FAW, NPORS. • Mihail Golovin CSCS, IPAF, NPORS Telehandler. • Andrejs Dunaïskis CSCS, IPAF, NPORS Telehandler. • Vladimir Chircu CSCS, IPAF. • Arnis Frolovs CSCS, IPAF. • Anatoliy Belovidov CSCS, IPAF. • Aleksandrs Malisevs CSCS, IPAF. • Oleksandr Kholmohorov CSCS.
Welfare facilities	To be provided by the Client

HOW IS THE WORK TO BE DONE?

Include details of plant and equipment, materials to be used, storage, access, and sequence of operations.

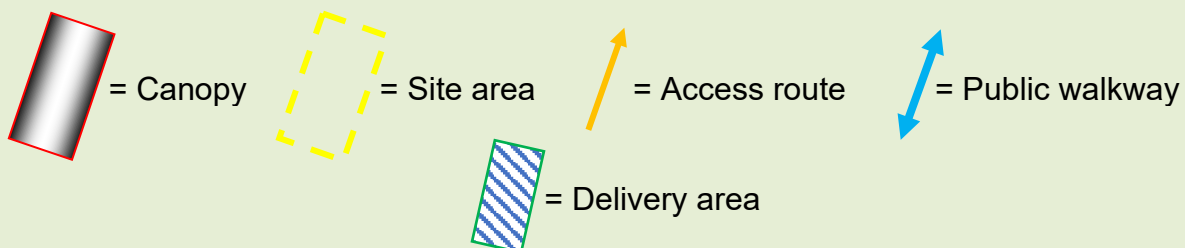
Health and Safety Aims for the project.

- Ensure all foreseen hazards are assessed and suitable and sufficient controls implemented to provide a safe working environment for all involved.
- This will also extend to providing measures to ensure there is no danger to members of the public.
- All reasonable resources will be provided to ensure the work complies with the framework of the Construction, Design & Management Regulations (CDM) and any applicable Approved Codes of Practice (ACOPs).
- All Site Rules for the project will be followed, and any specific details will be discussed upon initial site induction.

Impact on other work areas

Will the project create hazards to other areas? Give details and control measures.

Overview



Enabling works/ agreements:

- Fenced site area set up by **client**.
- Container/ welfare already present on site.
- Plant and materials to be stored in secure site area for duration of works.
- Site area to be stoned to allow complete access with plant, 2m clearance needed around canopy perimeter for access.
- **Banksman required for transporting materials from carpark to site area. Extra care to be taken around public walkway.**

Risk Assessments

Have all foreseeable risks been assessed? Provide details of R A's including COSHH

RA02 RA03 RA04 RA05 RA06
RA13 RA25 RA70 RA75 RA79

COSHH Hilti Resin
COSHH Fuel

Plant and Equipment

Provide details of all types of plant and equipment required

2x Skyjack 6832 Diesel scissor lifts
Z45 Diesel boom
17M Telehandler
Diesel Bowser

Fall arrest safety nets
Container
Generator
Skip

Permits to work.

Will any special permission be required to carry out tasks? If yes, provide details.

To be issued by the Client / Principal Contractor if required

Personal Protective Equipment

Describe the types of PPE required. Some Principal Contractors may require in their site rules that certain types must be worn at all times.

- Hard hat to BS EN 397
- Hi Vis jacket to BS EN 471
- Safety boots to BS EN 20345
- Gloves to BS EN 388 4121
- Eye protection to BS EN 166F
- **Above items worn at all times.**
- Re-usable half mask to BS EN 405:2001

Any other task specific PPE to be worn as required and to comply with the risk assessments.

Emergency arrangements

- Fordingbridge team to follow any instructions / information provided by the Client / PC upon induction concerning site safety and environmental issues.
- Fordingbridge team has a first aid person.
- No hazardous materials used in the construction of the canopy.
- Any accident / incident to be immediately reported to the PC and the Fordingbridge HS&E manager.

Nearest A&E Hospital: 6.2 Miles

Leighton Hospital
Middlewich Road, Crewe, Cheshire, CW1 4QJ
Phone: 01270 255141

Delivery of plant and materials

Describe how materials will be delivered offloaded and stored.

All materials and equipment to be delivered to site, offloaded, and stored in a safe and secure area as close as possible to the build.

Material Weights

Column: 469kg
Truss: 135kg

Beam: 463kg

Groundwork

(Complete if works to be carried out by Fordingbridge contractors)
Provide details of the ground conditions, security of site, has a ground survey been done?
How will spoil be removed? Etc.

By others

Please note that it shall be the responsibility of the Client to provide a clear, hard, flat, and safe working area for the delivery, preparation, and construction of the structure.

Erection of framework

Highlight any access problems to site and how they can be controlled.
Include sequence of erection and what equipment will be used.

- All heavy lifting operations will be carried out using a telehandler and associated lift accessories.
- All work at height will be from within MEWPs.
- All plant & equipment operators will have suitable certification.

Method:

1. Ensure all enabling work has been carried out and the site is secure.
2. Starting from the agreed setting out point, mark out the positions of the column anchor studs.
3. Drill holes in the foundations and install the anchor studs with Hilti resin.
4. Using the telehandler, lift each column onto the anchor studs and bolt into place, ensuring plumb and square using packing plates where necessary.
5. Lift each eave beam onto the columns and bolt together.
6. Repeat the above along the remaining gridlines to ensure a secure framework.
7. Lay both sections of the taper trellis on the floor and bolt together.
8. Lift each truss with the telehandler, position between the eave beams and bolt together from the MEWPs.
9. Fit gutters and rainwater pipes onto the eave beams.
10. Fit ridge bar bracing to the trusses with U clamps.
11. Fit purlins to trusses/ eave beams as needed.
12. Install secondary steel frames for the side/ gable wall cladding.
13. Check all connections are correct and secure.

Repeat for both spans.**Cladding**

Describe cladding process and any hazards that will be encountered e.g., adverse weather, high winds, frost etc. that will affect the work and the programme.

- If a structure is a multi-span, or to be built close to an existing building where access cannot be gained to clad from within a scissor lift or tower scaffold, then fall arrest safety nets must be installed before cladding proceeds.
- Access to height will be by scissor lift or cherry-picker.

Method:

1. Working from within the MEWPs, position and align the first polycarbonate panel onto the rafters and fix down with an aluminium strap that is Tex screwed to the purlins.
2. Lay a glazing bar under the leading edge of the panel and fix to the purlins with Tex screws.
3. Lay another polycarbonate sheet next to the glazing bar and fix both panels with a bar capping.

4. Repeat the above process with all the remaining panels along the canopy and finish the last panel with an aluminium strip that is Tex screwed to the purlins.
5. When all the panels have been installed, white drip edge capping will be fitted along the edges of the polycarbonate sheets.

Waste management	• Waste products will generally be materials' packaging. • This will be removed and placed in the Principal Contractor's designated waste/ recycling bins or removed from site. • No Hazardous waste within the product or packaging.
Checklist of inclusions:	Yes /No
Risk Assessments:	Yes
Drawings:	Yes (Typical)
Personnel Certs.	To be shown on site induction.

METHOD STATEMENT COMPILED BY

ANTHONY MERRIMAN**DATE: 03/03/2026**

Please give details of all personnel involved with the works described above.

Ensure all staff have read and understood this method statement and risk assessments plus any other relevant information provided by the Main Contractor or the Client

Full Name	Trade	Signature

COSHH Assessment Form

Please attach copy of Safety Data Sheet if applicable. Use one copy of this form for each substance to be used. If no SDS, check with manufacturer; EH40; other sources of information, etc.

Area...Outside

Description of activity... Refuelling of plant

Name of Product/ substance to be used.....Standard diesel fuel or petrol

Quantity to be used.....As required

Type of hazard



Are there any other potential hazards to health? (E.g. infection; allergy; sensitisation)

Burns

May be irritating to eyes.

May cause sensitisation by skin contact e.g. Dermatitis

Hazard to environment

Persons potentially exposed to hazard?.....Personnel refuelling plant. No hazard to other persons unless in immediate vicinity or carelessly handling.

Have all persons involved been given training in required procedures, and been made aware of the health risks of the operation? Yes (If "No", identify training needs of each individual, and any required precautions to be taken - attach a separate piece of paper if required.)

Is health surveillance required? No:

Route(s) of exposure to hazard

Inhalation	Skin contact	Eyes	Ingestion	Skin penetration
√	√	√	√ but unlikely	

Control measures required to prevent or minimise hazards:

Engineering controls...Plant supplied with full tank of fuel. Unlikely that refuelling will be required.

Procedural controls.....Check fuel levels before use.

Bring required amount of fuel onto site only when needed.

Minimise presence of others.

Ensure plant is switched off and cooled down before refuelling.

Keep away from ignition sources.

Ensure correct way in transferring to fuel tank.

Do not overfill.

Access to spill kit.

Type of PPE required...Wear eye protection and impervious gloves.

Comments and risk assessment

Ensure fuelling takes place in designated area with spill kit available

Do not store fuel onsite.

Ensure empty cans are removed.

Action required.....Follow above controls and procedures

Residual Magnitude of risk: Low

Persons responsible for actions.... Site Supervisor

Name of assessor...Anthony Merriman.....**Date**.....25/10/2025

Date for review of assessment... If circumstances change

COSHH Assessment Form

Please attach copy of Safety Data Sheet if applicable. Use one copy of this form for each substance to be used. If no SDS, check with manufacturer; EH40; other sources of information, etc.

Area...Outside.....Reference. Hilti Resin

Description of activity...Using chemical anchors to fix studs into concrete

Name of Product/ substance to be used.....Hilti HIT-HY1560

Quantity to be used.....Variable

Type of hazard



Are there any other potential hazards to health? (E.g. infection; allergy; sensitisation)

May be irritating to eyes.

May cause sensitisation by skin contact

Persons potentially exposed to hazard?Personnel using this chemical. No hazard to persons unless in immediate vicinity or carelessly handling tubes without gloves.

Have all persons involved been given training in required procedures, and been made aware of the health risks of the operation? Yes (If "No", identify training needs of each individual, and any required precautions to be taken - attach a separate piece of paper if required.)

Is health surveillance required? No Minimal amounts used.

Route(s) of exposure to hazard

Inhalation	Skin contact	Eyes	Ingestion	Skin penetration
√	√	√		

Control measures required to prevent or minimise hazards:

Engineering controls...Use the dispenser provided to mix and apply the contents of the 2-component foil pack.

Store in a cool dry and dark place +5degrees to +25 degrees

Procedural controls.....Minimise presence of others not involved in the work when using the chemical.

Keep away from ignition sources.

Ventilation is a minimal risk as normally used outside.

Type of PPE required...Wear eye protection and gloves

Comments and risk assessment

Chemical resin becomes inert when set

Any excess resin from an open dispenser will be mixed and left to set and then removed from site.

Action required.....Follow above controls and procedures See also Hilti Resin Material Safety Data Sheet (MSDS)

Residual Magnitude of risk: Low

Persons responsible for actions....Site Supervisor

Name of assessor...Anthony Merriman.....**Date.....**07/11/2025

Date for review of assessment...07/11/2026 or sooner if circumstances change

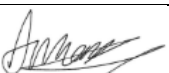
RISK ASSESSMENT RA02: INSTALLATION OF RESIN ANCHORS

Operation/Task:	Installation of resin anchors		Employees at Risk:	Operators, other site personnel.	
Location/Area:	Sandbach Rugby Club		Other Persons at Risk:	Other contractors, visitors	
Assessor:	Anthony Merriman		Key Responsible Personnel:	Site Manager /Plant Operator	



Activity	Hazards	Pre-Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
		1*	2**	1x2		1*	2**	1x2	
Drilling Holes in concrete	HAWS Damage to tendons, muscles, bones, joints and nervous system	4	4	18	- Use a suitable drill for the task with vibration dampening. - Rotate work to minimise individual exposure – do not exceed daily exposure limit.	1	4	4	
	Noise/ Hearing damage	4	4	18	All personnel to wear appropriate hearing protection while drill is in operation.	1	4	4	
	Inhalation of dust causing respiratory damage either short or long-term	4	4	18	- Dust suppression. Use water to reduce the dust - Wear a minimum FFP3 facemask when drilling concrete and blowing out holes.	2	4	8	
Filling holes with resin	Chemicals- Skin irritation	3	2	9	- Read and understand COSHH risk assessment for Hilti resin. - Use correct dispensing tool for injecting resin. - Wear gloves to avoid contact with skin.	1	2	2	

The person signing this assessment must check the information above to ensure it is relevant to this operation on this site. Any additional control measures deemed necessary must be included. Target Post-Control Rating=10. Some Pre-Control ratings may be less than 10 but further controls are still to be considered.

Assessment Date:	03/03/2026	Review if circumstances change	Copies Issued to: (For Contract Specific Use)	Contractor:	Date:
Approved for Issue:	Anthony Merriman	(Signature) 		Valentins Naktinis	03/03/2026

* Exposure Ratings 1=Highly Unlikely, 2=Unlikely, 3=Possible, 4=Probable, 5=Common, 6=Regular, 7=Continuous
 ** Severity Ratings 1=Trivial, 2=Minor, 3=Under '7-day' Injury, 4=Over '7-day' Reportable Injury, 5=Major Injury, 6=Fatality (1 person), 7=Multiple Fatality (2+ persons)

RISK ASSESSMENT RA03: MATERIALS DELIVERY

Operation/Task:	Materials delivery and unloading	Employees at Risk:	Operators, site personnel.			
Location/Area:	Sandbach Rugby Club	Other Persons at Risk:	Other contractors, public.			
Assessor:	Anthony Merriman	Key Responsible Personnel:	Contracts Managers & Supervisors			

Activity	Hazard	Pre-Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
		1*	2**	1x2		1*	2**	1x2	
Delivery of goods to site/ Traffic movement	Collision with other vehicular traffic, plant or pedestrians	3	6	18	- Ensure a safe and secure area is provided for storage to restrict unauthorised entry. Agree this with Principal Contractor. Ensure clear access to the area available for truck to deliver as close to site as possible, when required ensure a banksman directs traffic movement. - No passengers will be carried. - Machine to be equipped with an audible reversing alarm and hazard warning lights. - Provide a banksman to assist where visibility is restricted. - Windscreens must be kept clean.	1	6	6	All Fordingbridge personnel who use the plant will have relevant CPCS certification. Daily inspection of lifting equipment and log before use. (inspection sheets supplied with RAMS) Lifting equipment RA attached as required.
Unloading materials/ Lifting operations	Falls of material from machine/ Being struck by moving materials	5	6	30	- Only trained, competent and authorised operators. (CPCS/NPORS) - Plant must have evidence of a thorough examination by a competent person, within the previous 12 months. - Plant checks will be checked and reported daily. - Plant must be equipped with ROPS and driver seat restraint. - Exclude all non-essential personnel from work area. - Maintain clear, segregated traffic routes and offloading zones. - Mirrors (including convex type) and/or other equipment (e.g. reverse cameras) must be in place to ensure maximum driver visibility. - Machine to be equipped with an audible reversing alarm and hazard warning lights. - Provide a banksman to assist where visibility is restricted. - Follow LOLER 1998 and PUWER requirements. - All weights verified prior to lifting. - Use tag lines where needed. - Use trained slinger/ signaller. - Do not exceed rated capacity. - Consider weather and visibility before and during all lifts.	1	6	6	

The person signing this assessment must check the information above to ensure it is relevant to this operation on this site. Any additional controls measures deemed necessary must be included. Target Post-Control Rating=10. Some Pre-Control ratings may be less than 10 but further controls are still to be considered.

Assessment Date:	03/03/2026	Review if circumstances change.	Copies Issued To: (For contract specific use)	Contractor:	Date:
Approved for issue:	Anthony Merriman	(Signature) 		Valentins Naktinis	03/03/2026

* Exposure Ratings 1=Highly Unlikely, 2=Unlikely, 3=Possible, 4=Probable, 5=Common, 6=Regular, 7=Continuous
 ** Severity Ratings 1=Trivial, 2=Minor, 3=Under '3-day' Injury, 4=Over '3-day' Reportable Injury, 5=Major Injury, 6=Fatality (1 person), 7=Multiple Fatality (2+ persons)

RISK ASSESSMENT RA04: TELEHANDLERS

Operation/Task:	Unloading and construction using Telehandlers	Employees at Risk:	Site personnel.						
Location/Area:	Sandbach Rugby Club	Other Persons at Risk:	Visitors, other contractors.						
Assessor:	Anthony Merriman	Key Responsible Personnel:	Site Managers & plant operator						
Activity	Hazards	Pre-Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
		1*	2**	1x2		1*	2**	1x2	
Unloading/ Movement of plant	Collision with other vehicular traffic plant or pedestrians	5	6	30	- Only trained, competent and authorised operators. (CPCS/NPORS) - Plant must have evidence of a thorough examination by a competent person, within the previous 12 months. - Plant checks will be checked and reported daily. - Plant must be equipped with ROPS and driver seat restraint. - Exclude all non-essential personnel from work area. - Maintain clear, segregated traffic routes and offloading zones. - Mirrors (including convex type) and/or other equipment (e.g. reverse cameras) must be in place to ensure maximum driver visibility. - Machine to be equipped with an audible reversing alarm and hazard warning lights. - Provide a banksman to assist where visibility is restricted.	2	5	10	Residual risk acceptable if segregation is maintained.
Lifting Operations	Overturning/ Overloading	5	6	30	- Follow LOLER 1998 and PUWER requirements along. - All weights verified prior to lifting. - Use tag lines where needed. - Use trained slinger/ signaller. - Do not exceed rated capacity. - Consider weather and visibility before and during all lifts.	2	6	12	Ensure lift planning and communication is maintained.
Cable obstructions	Arcing or contact with power cables or other overhead obstruction	3	6	30	- All overhead obstructions including cables will be identified and marked prior to works commencing. - Maintain safe distance to powerlines outlined in HSE GS6. - Use goalpost barriers and signage to prevent entry were passing under a line cannot be avoided. - Contact the utility provider if close proximity cannot be avoided and formulate a SSOW.	1	6	6	More detailed risk assessment regarding powerlines will be included if the site requires it. (RA43)
Environmental/ Ground conditions	Machine instability due to poor ground conditions	4	5	20	- A stable and level ground must be present to allow safe use of all plant. (Type 1 or similar) - Keep work area free of obstructions. - Suspend work during extreme weather conditions.	2	4	8	Monitor surface condition throughout project.
The person signing this assessment must check the information above to ensure it is relevant to this operation on this site. Any additional controls measures deemed necessary must be included. Target Post-Control Rating=10. Some Pre-Control ratings may be less than 10 but further controls are still to be considered.									
Assessment Date:	03/03/2026	Review if Circumstances change.		Copies Issued To:	Contractor:	Date:			
Approved For Issue:	Anthony Merriman	(Signature) 		(For Contract Specific Use)	Valentins Naktinis	03/03/2026			
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RISK ASSESSMENT RA06: ERECTION OF STEEL/ TIMBER STRUCTURES

Operation/Task:	Erection of Steel/Timber Structures	Employees at Risk:	Operators, other site personnel.
Location/Area:	Sandbach Rugby Club	Other Persons at Risk:	Other contractors, visitors.
Assessor:	Anthony Merriman	Key Responsible Personnel:	Site Manager / Plant Operator



inspiring • sustainable • design • build

Activity	Hazards	Pre-Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
		1*	2**	1x2		1*	2**	1x2	
Working at height	Falls of material from height	6	6	36	- Hardhats are standard PPE that must always be worn. - Materials will not be allowed to accumulate on platforms. - When working overhead, the area below will be barriered off to ensure no one is working underneath.	2	6	12	Site specific PPE to be agreed with PC on site induction.
	Falling from height	6	7	42	- A method statement to include details of the structure, the access methods used, and the proactive steps taken to mitigate falls from height. - Use of MEWPs where possible, with appropriate guardrails and toe boards. – See separate risk assessments for each form of working at height equipment. - Use of safety nets when working from a structure to mitigate any falls from height. - Use of safety harnesses whenever working at height to mitigate falls. - Only trained operatives, who will be given instruction and information, will be permitted to work on the structures. - All access equipment provided will be maintained to legal and other standards.	2	7	14	Refer to CITB Construction Site Safety.
Overhead cables	Arcing or contact with overhead cables	5	7	35	- All sites are surveyed and assessed early in the planning stage of our projects. - All obstructions will be identified and outlined in method statements with practicable means of avoiding said hazards and maintaining a safe clearance.	2	7	14	RA43 for overhead powerlines if site meets requirements.
Structural stability	Collapse of structure/ Crushing	5	7	35	- Our structures are built in a sequential method that has been developed with our design team and refined over years of experience. - Method statements provide adequate information to the erectors about the sequence that ensures stability and safety.	1	7	7	Design engineer to verify build sequence.

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Approved For Issue:	Anthony Merriman	(Signature) 		Valentins Naktinis	03/03/2026

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RISK ASSESSMENT RA13: FUEL

Operation/Task:	Use of fuel on site / refuelling plant	Employees at Risk:	Operators, other site personnel.	 inspiring • sustainable • design • build
Location/Area:	Sandbach Rugby Club	Other Persons at Risk:	Other contractors, visitors	
Assessor:	Anthony Merriman	Key Responsible Personnel:	Site Manager /Plant Operator	

Activity	Hazards	Pre-Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
		1*	2**	1x2		1*	2**	1x2	
Fuel storage/ Refuelling operations	Fire or explosion due to ignition of vapours, heat, or sparks	4	7	28	- Read and understand COSHH form attached. - Refuel only in permitted areas with spill kits available. - Ensure plant and engines are switched off and cool before refuelling. - No smoking/ open flames or hot works within 5M. - Use approved fuel containers with secure lids. - Conduct regular inspection of hoses, nozzles and containers for leaks or damage. - Ensure adequate fire extinguisher is present. (CO2 or foam)	1	7	7	Ensure fuelling only takes place in one designated area with a spill kit available.
Handling and transfer of fuel	Contact with fuel causing skin or eye irritation, burns, or inhalation exposure	4	5	20	- Read and understand the COSHH form attached. - Wear proper PPE. - Avoid contact with skin, wash immediately with soap and water if exposure occurs. - Eyewash facilities to be in immediate area of refuelling. - Do not eat, drink or smoke during refuelling or handling fuel containers.	1	5	5	PPE includes – suitable gloves impervious to the fuel being used and tight fit safety goggles. (BS EN 166F)
Spillages, and environmental contamination	Spillages leading to fire, pollution or slip/ trip injuries	4	4	16	- Site surfaces to be reasonably level with adequate drainage. - Do not leave the plant or fuel unattended while fuelling takes place. - Spill kit to be readily available, all spillages to be cleaned up immediately. - Ensure fuel filler cap is secure before setting off. - Do not overfill plant. - Prohibit discharge of fuel or contaminated water into drains or watercourses.	1	4	4	Environmental incidents to be reported to the site manager and environmental advisor immediately.

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RISK ASSESSMENT RA25: GENERATORS

Operation/Task:	Use of generators on construction site	Employees at Risk:	Operators, site personnel.				
Location/Area:	Sandbach Rugby Club	Other Persons at Risk:	Other contractors, public.				
Assessor:	Anthony Merriman	Key Responsible Personnel:	Contracts Managers & Supervisors				

Activity	Hazards	Pre-Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
		1*	2**	1x2		1*	2**	1x2	
Positioning of the plant	Exhaust fumes/ Inhalation	5	3	15	- Position generators in open, well-ventilated areas. - Maintain a minimum 3m clearance from works area. - Never operate generators indoors, unless proper ventilation is available. - Ensure CO detection systems are installed where necessary.	1	3	3	Where generator position is restricted by site layout, use remote exhaust systems.
Starting the engine	Kick back or mechanical failure causing physical injuries.	5	4	20	- Ensure operators are trained and competent in safe use of generators. - Never wrap fingers or thumbs around a manual start handle. - Inspect all manual start mechanisms for wear or damage prior to use. - Use key or electric start mechanisms wherever possible to reduce manual risk.	1	3	3	Hand start engines are becoming less common with key start the norm for all but the smaller handheld portable equipment e.g. disc cutters using pull cords.
Running the engine	Noise exposure resulting in hearing damage	3	3	9	- See point 1 regarding positioning of generators. - Install non-flammable acoustic barriers if required to reduce noise. - All operatives to wear hearing protection conforming to BS EN 352-1:2020. - Rotate staff to minimize prolonged exposure.	1	3	3	Ensure acoustic barrier material is not flammable and does not obstruct airflow.
Refuelling operations	Fire, explosion or burns caused by hot surfaces, spills or ignition sources.	5	5	25	- See RA13: Fuel. - Read and understand the COSHH file for appropriate fuel.	1	4	4	

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RISK ASSESSMENT RA70: MANUAL HANDLING

Operation/Task:	Manual Handling	Employees at Risk:	Site personnel						
Location/Area:	Sandbach Rugby Club	Other Persons at Risk:	Visitors						
Assessor:	Anthony Merriman	Key Responsible Personnel:	Contracts Managers & Supervisors						
Activity	Hazards	Pre-Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
		1*	2**	1x2		1*	2**	1x2	
Manual handling of loads	Musculoskeletal disorders and other injuries from lifting, lowering, carrying, pushing or pulling heavy or awkward loads.	5	5	25	- Eliminate manual handling where possible by using mechanical aids. - Position the load mechanically, as close as possible to its final position, to reduce the distance for manual handling. - Load to be examined to figure out its weight, dimensions and contents. - Assess and plan the route to ensure it is clear of obstructions. - Hand-hooks, suckers, or other lifting aids will be employed. (Where practicable.) - Team lifting will be carried out under the direction of a competent co-ordinator. Team members will be fully fit and of similar abilities. - Apply ergonomic principles: maintain natural spine alignment, avoid twisting, and lift using leg muscles. - Secure stacked items to prevent shifting during transport. - Ensure suitable footwear with non-slip soles are worn at all times. - Temporary resting facilities for the load to be designated/constructed.	2	5	10	Use the HSE MAC tool to monitor ergonomic risk factors.
	Ergonomics: Poor posture, repetitive movement or excessive reach increasing the likelihood of chronic injury or fatigue	4	5	20	- Assess risk factors such as load weight and frequency, grip quality, hand distance from lower back. - Rotate tasks and vary postures to minimise repetitive strain. - Adjust working heights to avoid bending below knee level or reaching above shoulder level. (adjustable lifting equipment or lifting tables)	2	4	8	All ergonomic assessments must align with MHOR 1992 and HSE guidance INDG143 & MAC charts.
	Carrying loads over distance or uneven ground	4	5	20	- Maintain level, stable surfaces and ensure clear walkways. - Avoid manual carrying over long distances, use mechanical aids where possible. - Ensure visibility ahead is not obstructed by the carried load. - Secure stacked items to prevent shifting during transport.	2	4	8	Site supervisors to inspect and maintain clear manual handling routes.
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Approved For Issue:	Anthony Merriman	(Signature) 				Valentins Naktinis		03/03/2026	
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RISK ASSESSMENT RA75: SAFETY NETS

Operation/ Task:		Installation & use of safety nets		Employees at Risk:		Operators, other site personnel			
Location/ Area:		Sandbach Rugby Club		Other Persons at Risk:		Site operatives			
Assessor:		Anthony Merriman		Key Responsible Personnel:		Site Manager/ Plant Operator			
Activity	Hazards	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
		1*	2**	1x2		1*	2**	1x2	
Installation of nets	Falls by operatives rigging or de-rigging safety nets	5	7	35	- Only trained and competent operatives will inspect and install nets. - All nets will be fitted from within MEWPs using harnesses and lanyards where required. - All MEWP operators to have valid certification. - Maintain 2M exclusion zone around MEWPs when fitting nets. - Do not carry out installation in adverse weather conditions.	2	6	12	Safety nets will be fitted using MEWPS, see RA05 attached.
Use and maintenance of nets	Deterioration, damage, or overloading of nets leading to ineffective fall arrest	5	6	30	- Conduct visual checks before each use. - Yearly test carried out on each net to ensure compliance and safety. - Remove any damaged, contaminated or overstressed nets immediately from service. - Nets must not be used for load bearing, storage or access. - Nets are stored in clean, dry conditions out of direct sunlight to minimise degradation.	2	6	12	Net inspection records available on request. Nets to be used for short term work for walking in gutters.
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RISK ASSESSMENT RA79: STEPLADDERS

Operation/Task:	Stepladders	Employees at Risk:	Site Operatives.				
Location/Area:	Sandbach Rugby Club	Other Persons at Risk:	Visitors, other contractors.				
Assessor:	Anthony Merriman	Key Responsible Personnel:	Contracts Managers & Supervisors				

Activity	Hazards	Pre-Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
		1*	2**	1x2		1*	2**	1x2	
Use of stepladders for access and light work	Working at height/ Falls from height. Dropping materials/ Overreaching or incorrect use resulting in falls	5	7	35	- Stepladders will only be used for short-term/light work. - All operatives to have PASMA certification. - Stepladders will be placed on firm level surfaces with the steps horizontal and set at right angles to work. - Users should always face the ladder whilst climbing or dismounting. - The legs of stepladders should be positioned as far apart as retaining cord or hinges allow with all four legs firmly and squarely on the ground. Retaining cords should be the same length. - The knees of persons using stepladders should be below the top of the steps, top tread of ladder not to be used as a working platform, unless constructed with a secure handhold. - Only one person should climb or work from a stepladder. - Users must not overreach. - Stepladders should be checked before setting up and inspected regularly. - Stepladders should be stored correctly and maintained in a good condition. - Work at height shall only be conducted when weather conditions do not jeopardise the health and safety of persons involved in the work.	2	6	12	Where a task duration exceeds 30 minutes or requires tools/ materials, alternative access methods will be used. Separate risk assessments will be supplied for each method.
Ladder inspection/ maintenance	Injury caused by defective ladders	4	6	24	- Inspect ladders before every use. - Remove damaged ladders from service immediately. - Store ladders in a clean, dry and secure area to prevent damage. - Ensure compliance with BS EN 131 and Work at Height Regulations 2005.	2	4	8	
Environmental conditions	Loss of stability or grip due to high winds, rain etc.	4	6	24	- Avoid using stepladders outdoors in high winds or storms. - Do not use in icy or slippery conditions. - Ensure adequate lighting in low-visibility areas. - Use non-conductive ladders near electrical sources.	2	4	8	Site conditions to be taken into account prior to every use.

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MEWP PRE-USE INSPECTION CHECKLIST

MACHINE: _____

WEEK COMMENCING: _____

All checks should be conducted in accordance with the manufacturer's manual

			MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY								
VISUAL CHECKS	Documentation	1	Current thorough examination certificate (within last six months)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		2	Manufacturer's operator manual	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		3	Rescue plan	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
	Wheels/tyres	4	Wheel security (nuts, retainers: loose, damaged, missing)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		5	Tyre pressure (pneumatic, foam filled or solid)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		6	Cuts, splits, exposed braiding, damaged rims	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
	Engine/power source	7	Fluid levels (engine oil, coolant, fuel)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		8	Fluid leakage on ground and around engine	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		9	Battery (electrolyte, security and charging plug condition)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
	Hydraulics	10	Hydraulic fluid level	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		11	Leaks (hoses, pipe connections, rams, cylinders)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
	Hoses and cables	12	Security and condition (cuts, chaffing, bulges)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		13	Power track cable trays (free from damage and debris)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
	Outriggers, stabilisers	14	General condition, pins/retainers, footplate	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		15	Spreader plates (present, condition, secure for travel)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		16	Interlocks (functioning, engaged)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
	Chassis, boom and scissor pack	17	General condition (damage, misalignment, corrosion)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		18	Cracks in weld	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		19	Pins, retainers and chains (security, signs of wear)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		20	Canopies, guards, engine covers (security and condition)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
	Platform or cage	21	Steps for access/egress (secure, undamaged, clear)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		22	Entrance gate, guard rails and retaining pins	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		23	Harness anchor points	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		24	Clear of rubbish, debris and obstructions	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
	Decals and signage	25	ID plate, safety, warning and information decals (legible)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		26	Controls (identification decals, directional arrows)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		27	Platform loads (SWL, max. wind speed, max. number of persons)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
FUNCTION CHECKS	Using Ground (G) and Platform(P) controls	28	Security device (power isolator, keypad, smart card)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	
		29	Function enable (ignition key, foot switch, hold to run device)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		30	Emergency stops and emergency lowering system	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		31	All switches, function controls (move freely, do not stick)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		32	Lifting functions (raise, lower, slew, tele-out, tele-in)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		33	Travel functions (forward, reverse, steer, brakes)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		34	Elevated drive speed (reduced or prevented)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		35	Lights, beacons, warning devices	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		36	Alarms (tilt, descent and travel)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		37	Limit switches (e.g. descent, load, outreach, rotation)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		38	Pothole protection device (fully deploys and retracts)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		39	Oscillating axle locks, extending axles	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		40	Accessories, power to platform, extending decks	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		41	Jacks-legs, stabilisers, outriggers, levelling devices	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		ALL FAULTS OR DEFECTS (✖) TO BE REPORTED IMMEDIATELY TO YOUR SUPERVISOR			Initialled:	Initialled:	Initialled:	Initialled:	Initialled:	Initialled:	Initialled:						
Only persons who are trained and authorised by their employer should operate this equipment.																	
OPERATOR NAME(S) AND PAL CARD NUMBER(S):																	



MEWP PRE-USE INSPECTION CHECKLIST

MACHINE: _____

WEEK COMMENCING: _____

All checks should be conducted in accordance with the manufacturer's manual

			MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY								
VISUAL CHECKS	Documentation	1	Current thorough examination certificate (within last six months)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		2	Manufacturer's operator manual	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		3	Rescue plan	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
	Wheels/tyres	4	Wheel security (nuts, retainers: loose, damaged, missing)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		5	Tyre pressure (pneumatic, foam filled or solid)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		6	Cuts, splits, exposed braiding, damaged rims	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
	Engine/power source	7	Fluid levels (engine oil, coolant, fuel)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		8	Fluid leakage on ground and around engine	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		9	Battery (electrolyte, security and charging plug condition)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
	Hydraulics	10	Hydraulic fluid level	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		11	Leaks (hoses, pipe connections, rams, cylinders)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
	Hoses and cables	12	Security and condition (cuts, chaffing, bulges)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		13	Power track cable trays (free from damage and debris)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
	Outriggers, stabilisers	14	General condition, pins/retainers, footplate	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		15	Spreader plates (present, condition, secure for travel)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		16	Interlocks (functioning, engaged)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
	Chassis, boom and scissor pack	17	General condition (damage, misalignment, corrosion)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		18	Cracks in weld	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		19	Pins, retainers and chains (security, signs of wear)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		20	Canopies, guards, engine covers (security and condition)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
	Platform or cage	21	Steps for access/egress (secure, undamaged, clear)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		22	Entrance gate, guard rails and retaining pins	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		23	Harness anchor points	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		24	Clear of rubbish, debris and obstructions	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
	Decals and signage	25	ID plate, safety, warning and information decals (legible)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		26	Controls (identification decals, directional arrows)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		27	Platform loads (SWL, max. wind speed, max. number of persons)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
FUNCTION CHECKS	Using Ground (G) and Platform(P) controls	28	Security device (power isolator, keypad, smart card)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	
		29	Function enable (ignition key, foot switch, hold to run device)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		30	Emergency stops and emergency lowering system	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		31	All switches, function controls (move freely, do not stick)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		32	Lifting functions (raise, lower, slew, tele-out, tele-in)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		33	Travel functions (forward, reverse, steer, brakes)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		34	Elevated drive speed (reduced or prevented)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		35	Lights, beacons, warning devices	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		36	Alarms (tilt, descent and travel)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		37	Limit switches (e.g. descent, load, outreach, rotation)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		38	Pothole protection device (fully deploys and retracts)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		39	Oscillating axle locks, extending axles	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		40	Accessories, power to platform, extending decks	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		41	Jacks-legs, stabilisers, outriggers, levelling devices	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		ALL FAULTS OR DEFECTS (✖) TO BE REPORTED IMMEDIATELY TO YOUR SUPERVISOR			Initialled:	Initialled:	Initialled:	Initialled:	Initialled:	Initialled:	Initialled:						
Only persons who are trained and authorised by their employer should operate this equipment.																	
OPERATOR NAME(S) AND PAL CARD NUMBER(S):																	



MEWP PRE-USE INSPECTION CHECKLIST

MACHINE: _____

WEEK COMMENCING: _____

All checks should be conducted in accordance with the manufacturer's manual

			MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY								
VISUAL CHECKS	Documentation	1	Current thorough examination certificate (within last six months)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		2	Manufacturer's operator manual	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		3	Rescue plan	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
	Wheels/tyres	4	Wheel security (nuts, retainers: loose, damaged, missing)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		5	Tyre pressure (pneumatic, foam filled or solid)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		6	Cuts, splits, exposed braiding, damaged rims	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
	Engine/power source	7	Fluid levels (engine oil, coolant, fuel)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		8	Fluid leakage on ground and around engine	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		9	Battery (electrolyte, security and charging plug condition)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
	Hydraulics	10	Hydraulic fluid level	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		11	Leaks (hoses, pipe connections, rams, cylinders)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
	Hoses and cables	12	Security and condition (cuts, chaffing, bulges)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		13	Power track cable trays (free from damage and debris)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
	Outriggers, stabilisers	14	General condition, pins/retainers, footplate	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		15	Spreader plates (present, condition, secure for travel)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		16	Interlocks (functioning, engaged)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
	Chassis, boom and scissor pack	17	General condition (damage, misalignment, corrosion)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		18	Cracks in weld	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		19	Pins, retainers and chains (security, signs of wear)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		20	Canopies, guards, engine covers (security and condition)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
	Platform or cage	21	Steps for access/egress (secure, undamaged, clear)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		22	Entrance gate, guard rails and retaining pins	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		23	Harness anchor points	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		24	Clear of rubbish, debris and obstructions	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
	Decals and signage	25	ID plate, safety, warning and information decals (legible)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		26	Controls (identification decals, directional arrows)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		27	Platform loads (SWL, max. wind speed, max. number of persons)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
FUNCTION CHECKS	Using Ground (G) and Platform(P) controls		G	P	G	P	G	P	G	P	G	P	G	P	G	P	
		28	Security device (power isolator, keypad, smart card)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		29	Function enable (ignition key, foot switch, hold to run device)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		30	Emergency stops and emergency lowering system	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		31	All switches, function controls (move freely, do not stick)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		32	Lifting functions (raise, lower, slew, tele-out, tele-in)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		33	Travel functions (forward, reverse, steer, brakes)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		34	Elevated drive speed (reduced or prevented)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		35	Lights, beacons, warning devices	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		36	Alarms (tilt, descent and travel)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		37	Limit switches (e.g. descent, load, outreach, rotation)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		38	Pothole protection device (fully deploys and retracts)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		39	Oscillating axle locks, extending axles	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		40	Accessories, power to platform, extending decks	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		41	Jacks-legs, stabilisers, outriggers, levelling devices	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
ALL FAULTS OR DEFECTS (✖) TO BE REPORTED IMMEDIATELY TO YOUR SUPERVISOR			Initialled:	Initialled:	Initialled:	Initialled:	Initialled:	Initialled:	Initialled:								
Only persons who are trained and authorised by their employer should operate this equipment.																	
OPERATOR NAME(S) AND PAL CARD NUMBER(S):																	

PLANT HIRE PRE USE DAILY CHECK LIST

LOCATION: _____

WEEK: _____

HIRE CO. _____ Tel No. _____

VEHICLE NO: _____

VEHICLE TYPE _____

CHECKED BY _____



	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
LIGHTS													
TYRES													
STEERING													
AUDIO WARNING													
VISUAL WARNING													
CONTROLS													
BRAKES													
HYDRAULICS													
BATTERY													
CHAINS													
OIL LEAKS													
HOURS RUN													
Initials													
Reported to:													
Repaired (date):													

Plant Hire Check List.

Please keep to the end of the contract hire.