

S19 – Toolbox Talk Maintenance - Mechanical

The hazards associated with mechanical maintenance vary considerably depending on the nature of the work to be carried out.

All mechanical maintenance work must involve a risk assessment. The associated hazards identified by the risk assessment must be adequately controlled prior to work commencing.

Prior to, during, and after any maintenance activity, it is vital that good housekeeping is practised. Slips and trips are the main cause of accidents in the workplace.

- Only qualified maintenance employees and qualified contractors can be authorised to carry out mechanical repairs, or other maintenance work, which require special skills or knowledge
- The correct lock off or interlock system must be adhered to. No guard, fence or barrier should be removed whilst the machine is still operating
- All stored energy must be safely released prior to working on equipment, ie flywheels stopped, air and hydraulic pressure released, moving parts or equipment chocked or safely secured
- No attempt should be made to ride on conveyors, hoists or any moving machinery
- Caution should be taken when working on plant with in running nips and intermeshing gears. Machine parts can still move even when the power is off
- Inform the responsible manager or supervisor if unexpected problems arise
- Machine parts, tools, materials, etc must not be left where they may be a danger to others
- When the job is complete, all guards must be replaced and the plant re-started by the operator. Any faults detected on start up must be reported to the responsible manager or supervisor.

Training register

Date

Name of attendee

Signature

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