

Maintenance Checklist *Example*

Observer: _____

Date: _____

Observer's Role: Steering Committee Leader Associate

Shift: 1 2 3

		Safe	Concern	NA	FB	Describe any Concerns <small>What did you see, what injury could result, what is the safe behavior?</small>
1.	Keep eyes on path when walking, and task when working					
2.	Use tools & equipment in good condition as designated					
3.	Stay clear of the "line-of-fire" and pinch points					
4.	Three-points of contact					
5.	Use all appropriate PPE					
6.	Keep work area free of "slip-and-trip" hazards					
7.	Lockout/ Tagout					
8.	Slow down when approaching corners or blind spots					
9.	Request assistance as required					
10.	Lift ergonomically					
11.	Other:					

Additional notes:

Definitions		
1.	Keep eyes on path and task	<ul style="list-style-type: none"> • Watch hands while engaged in a task. Look at tools & equipment while using them. • Scan for obstructions before moving head or limbs. Scan your environment for obstructions & hazards as you walk. • Point head & face in the direction of travel to watch for protruding objects & a clear path. • Walk at a pace that allows you to react to unexpected obstructions. Stay on designated paths & walkways.
2.	Use tools & equipment in good condition	<ul style="list-style-type: none"> • Use tools & equipment that are in good condition. Use them only as they were designed & designated for specific jobs. For example, do not substitute one tool for another, for example, screwdrivers for a pry bar. • Only use tools & equipment within their limits. Inspect equipment prior to use. For example, meter voltage rating. • Examine cords and straps for nicks and cuts.
3.	Stay clear of the line of fire & pinch points	<ul style="list-style-type: none"> • Pick a position clear of the line of fire & pinch points. Keep body parts from places where they might be crushed or pinched. Move out of wedges, corners, and from under suspended loads. • Keep hands out from under equipment when lifting & lowering.
4.	Three-points of contact	<ul style="list-style-type: none"> • Inspect ladder prior to use. • When climbing ladders, always have three-points of contact, such as two feet and one hand, etc.
5.	Use all appropriate PPE	<ul style="list-style-type: none"> • Wear PPE as designated per area. • Inspect all PPE before and during use. For example, check for holes in gloves.
6.	Keep area free of trip hazards	<ul style="list-style-type: none"> • Store tools & equipment to prevent injury. For example, remove tools & materials from ground in working area. • Keep aisles, stairwells, & doorways clear of obstacles such as trash, boxes, cords & other equipment. • Ensure the area is safe for others by using caution tape, cones, and verbal warnings, etc.
7.	Lockout/ Tagout	<ul style="list-style-type: none"> • Follow Cardinal LOTO procedures and machine specific guidelines from training documents.
8.	Slow down approaching blind spots	<ul style="list-style-type: none"> • Use caution when walking when you approach an intersection, curve, or corner. Ensure that there are no people or solid objects in your path prior to proceeding.
9.	Request assistance as required	<ul style="list-style-type: none"> • Request that another worker help during lifting, spotting, and safety observing. For example, ensure that a two-person lift is executed by two associates. Also ensure that there are associates in place for e-stop standby when required.
10.	Lift ergonomically	<p>When lifting manually – even light loads:</p> <ul style="list-style-type: none"> • Take a balanced stance, feet placed shoulder width apart. Draw the object close to you holding your elbows close to your body to keep the load & your body weight centered. Tighten your stomach muscles to support your back. Turn your whole body, feet first, rather than twisting at the waist. Keep your back in a neutral or straight position as you lift. Ask for help or use lifting equipment such as a forklift with large, bulky, or heavy equipment.