

Checklist

Maintenance

No.	Checkpoint	Yes	No	N.z.	Remark
1	Are employees who carry out noisy work provided with suitable hearing protection?				
2	Is maintenance work only assigned to employees who have the necessary specialist knowledge and experience?				
3	Is there sufficient freedom of movement at the workplace?				
4	Is suitable personal protective equipment available?				
5	Have employees been instructed in lifting and carrying heavy loads?				
6	Are all employees instructed at least once a year with regard to the hazards that occur during their activities, the protective measures to be taken and what to do in the event of danger?				
7	Are the contents of the operating instructions known and are they regularly instructed?				
8	Are operating instructions available for the hazardous substances used?				
9	Are the entrances to workstations at a height fitted with fixed fall protection and are the areas below blocked off?				
10	Are suitable skin protection, skin cleansing and skin care products available to employees?				
11	Is suitable lifting equipment available for handling heavy parts?				
12	Is fire work only carried out at workplaces where there are no highly flammable or combustible substances in the vicinity?				
13	Are instructions given on the work to be carried out, the possible hazards and the necessary protective measures?				
14	Is it ensured that employees use the skin protection products correctly?				
15	Are hazards associated with special work (e.g. work in containers) examined separately and are measures defined?				
16	Is it ensured that there is visual contact with a				

	colleague or are other protective devices (e.g. personal monitoring) in place?				
17	Is the system approved by the person responsible before commissioning?				
18	Are maintenance staff who have to work under particular stress (e.g. heat, work with respiratory protection) tested for fitness beforehand?				
19	Are maintenance staff involved in the commissioning of new systems?				
20	Is care taken to ensure that neighboring workplaces are not endangered?				
21	Is maintenance work only started when movements caused by stored energy have been safely prevented?				
22	Is maintenance work only started when the system has been secured against unauthorized start-up?				
23	Is maintenance work only started when hazardous movements have come to a standstill?				
24	Is there mutual communication between the persons at risk during test runs?				
25	Are all protective devices refitted before commissioning?				

Remarks:

Date:

Signature: