



Quarries National Joint Advisory Committee (QNJAC)

Plant Safety

Information Sheet 1

November 2011

Mobile Plant Maintenance and Safety checks

This Information Sheet has been developed by the Quarries National Joint Advisory Committee (QNJAC) to help quarry operators, contractors, managers and others learn how to make health and safety improvements in the quarry industry. This guidance represents good practice which may go further than the minimum you need to do to comply with the law.

**Approved by the Quarries National Joint Advisory Committee (QNJAC)
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Use of this Book

The purpose of this book is to ensure that all vehicles operated are maintained in safe condition. Maintenance and safety checks are to be made as soon as practicable when a machine is used. Local rules will provide more detail.

The book shall be retained in the vehicle cab and be available at all times for inspection. If the book is lost or damaged, report it immediately to your supervisor/manager.

1. Enter the vehicle make and type and plant number on the front cover and at the top of each sheet used.
2. This book is intended for use with wheel loaders, rigid and articulated dumptrucks and Excavators. Other items of mobile plant may need additional items inspecting (please refer to operators manual for this information).
3. All items must be meaningfully addressed with the appropriate box receiving a (✓) if in order, a cross (X) is requiring attention or a zero (0) if not applicable. The defects box requires a **yes** or **no** entering.
4. Where an on-board brake test meter is installed in the machine, the daily reading shall be entered in the book.
5. Where a brake test is carried out using a portable meter, the reading shall be entered in the book in the appropriate space.
6. The operator shall initial the sheet for each shift operated.
7. At the end of each week, the sheet shall be signed by the operator and the supervisor/manager. The top white sheet is then removed and filed for future reference.
8. When the book is full, it shall be handed back to the supervisor/manager and replaced with a new one.

Defect Reporting

1. **All defects shall be recorded in the defects section at the back of the book and be reported to the supervisor/manager IMMEDIATELY.**
2. Where a defect is likely to affect the safe operation of the vehicle, e.g. brakes, steering, reversing aids, horn, lighting during darkness, the defect sheet must be completed and the book handed back to the supervisor/manager immediately.
3. Where the supervisor/manager deems the machine is safe to continue working, they shall make a note of the reason on both copies of the defect sheet before acknowledging receipt and removing the top copy from the book.
4. Where a defect sheet is received by the supervisor/manager, it shall be given a job reference number (top right hand box).

Daily Checks

Oil Fuel & Coolant Levels	:	Check as per manufacturer's recommendations.
Oil Fuel & Coolant Leaks	:	Visual check for any significant leaks.
Brief under bonnet visual	:	Visual check for obvious defects e.g. broken fan blades, fan belt deterioration.
Wheels & Nuts	:	Visual check – ensure no damage to rim or loose/missing nuts. Rim locks in place and secure.
Tyres/Tracks	:	No obvious punctures, lack of air pressure or dangerous damage to tread or side walls. Wear on tracks, tension of track.
Windows & Wipers	:	Check condition and operation.
Mirrors	:	Rear view mirrors fitted at both sides, in good order and adjusted correctly.
Steps & Handrails	:	Check condition, particularly bottom step and treads.
Lights	:	Check operation and condition including reversing lights.
Horn	:	Check operation.
Reverse Warning	:	Check that audible warning operates when reverse gear selected.
Seat	:	Check condition of seat structure, springs & dampers.
Seat Belt	:	Check condition and mountings for security.
Instruments	:	Check that all instruments & engine management systems are working.
Fire Extinguishers	:	In place and fully charged.
Steering	:	Check machine steers okay before proceeding to work.
Air Conditioning	:	Working satisfactorily.
Cab Cleanliness	:	Check for excessive build up of dust and the presence of heavy loose objects. Check condition of cab filters where fitted.
Body Up Indicator	:	Check that buzzer operates when body is raised.
CCTV	:	Check for correct operation.
Radar	:	Check that system is operational.
Lift & Crowd Operation	:	Check that lift and crowd operates correctly (where appropriate).
Vehicle structure	:	Check for signs of cracking or structural failures affecting the safe operation of the machine.
Ground Engaging Parts & Bucket condition	:	Check general condition of teeth, cutting edges and securing mechanisms. Check general condition of bucket for wear and tear such as cracks.
Machine guards	:	Check all guards on the machine are in place and secure.
Brakes – Park	:	Check using designated incline as per local rules.
Brakes – Test Area	:	Test in designated area as per local rules.
Two way radios	:	Check two way radio communication systems are operating correctly.

Category A

When defects with any of the following occur, the vehicle **MUST** be taken out of service immediately and reported, where fitted.

- Cameras, radar, audible reverse warning system, reverse light.
- Brakes.
- Steering.
- Front windscreen cracks in line of vision.
- Mirrors impairing vision.
- Headlights in hours of darkness or poor visibility.
- Vehicle structure.
- Potentially dangerous tyre damage.
- Any safety warning device.
- Operation of windscreen wipers.
- Steps and handrails other than cosmetic.
- Major oil leaks or fuel leaks.
- Damaged seat where the integrity of the seat is compromised.
- Guards damaged or missing.
- Door handles (operating devices) which prevent efficient opening.
- Seat belts, damage of any kind.
- Park brake.
- Brake Lights
- Inoperative or ineffective communication system.

Category B

When defects with any of the following occur the management **MUST** be informed immediately and arrangements made to rectify the defect overnight or as soon as is reasonably practicable.

- Indicators.
- Headlights in hours of daylight.
- Flashing beacons.
- Steps and handrails where damage is more cosmetic than safety.
- Any minor cracking to windscreen.

Category C – 1 Month

Anything else that is not mentioned above and is not considered a major safety hazard.

Mobile Plant Daily Safety Check Sheet

Driver's Name..... Plant No.....

Make..... Type.....

Week Commencing.....Shift Hours.....

To be completed prior to the start of each shift

Inspection areas (if applicable)	M	T	W	T	F	S	S
Oil, Fuel and Coolant Levels							
Oil, Fuel and Coolant Leaks							
Brief under bonnet visual check							
Wheels and nuts							
Tyres and tracks							
Windows/Wipers							
Mirrors							
Steps and handrails							
Lights/Beacon							
Horn							
Audible Reverse Warning System & light							
Seat condition							
Seatbelt							
Instrumentation							
Fire Extinguisher							
Steering							
Air Conditioning							
Cab Cleanliness							
Body raised buzzer/indicator							
CCTV system							
Radar system							
Lift and Crowd operation							
Vehicle structure							
Ground engaging parts/ bucket condition							
Machine guards							
Brakes	Park						
	Test area						
	Simret %						
Two way radio communication system							
Defect/Job No.From rear of book							
Operators Initials (shift 1)							
Verified by subsequent shift operator initials							
All defects must be completed using the forms in the back of this book.							
Comments only not defects in this section.							
Operator	Supervisor/Team leader						

Vehicle Defect Report:	Job Ref No:
Machine:	Plant No:
Defect:	
Reported by:	Date:
Received by:	Date:
Remedial Action Taken:	
Fitter's Signature:	Date:
Manager/Supervisor:	Date:

VEHICLE DAILY SAFETY CHECK
MACHINE:
PLANT NO:

**THIS BOOK SHOULD BE HANDED TO AND
SIGNED BY THE MANAGER OR SUPERVISOR ON
A WEEKLY BASIS**