

## :: Reporting Unsafe Equipment ::

In many of your job tasks you may have to use different types of equipment. It may be mechanical, electrical or gasoline-powered. To ensure your safety you should wear the appropriate personal protective equipment, or PPE, as well as checking equipment to make sure it is safe to use. If you find equipment that is damaged and/or otherwise unsafe to use, do **NOT** attempt to use the equipment, but instead, report it to your supervisor and ensure nobody else uses it.

### **Here are some things you should look for when preparing to use any type of equipment:**

- Look for loose or missing machine guards, moving parts with too much play, machines that haven't been lubricated, missing nuts or bolts, slipping belts, loose or cracked shaft housing or moving parts that can and should be guarded but are not.
- Be watchful for broken electrical switches on tools or machines, damaged extension cords, missing cover plates, loose conductors, burned switches, broken plugs and broken receptacles.
- Operators of powered industrial trucks such as forklifts, battery operated pallet jacks or mechanical handling equipment (such as manually-operated pallet jacks) should be aware of flat or frozen wheels, broken cross members, loose handles or supports and broken or splintered handles.

- Look for broken steps on step stools or portable ladders, and make sure both have "feet" which will not allow them to easily slide across a surface.

Remember, it is your responsibility to report all unsafe conditions to your supervisor as soon as possible to avoid accidents or injuries. Take your safety and the safety of your coworkers seriously; it could mean saving a life, maybe even yours!