



TOOLBOX TALKS

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Toolbox Talk Details

Title	A12 - Inspections and checks
Reason	Inspections, checks and record keeping are an important part of site safety. Construction site equipment can be exposed to harsh working conditions, but inspections and checks help to ensure it is safe to use or can highlight a fault that requires fixing.
Outline	This talk covers the types of inspections and checks that should be carried out.

What the law says

1. Regulations place duties on employers to carry out formal statutory inspections on a regular basis and for the findings to be recorded.
2. Scaffolding, plant and tool tags are often used as a visible sign that equipment and work areas have been inspected, but a written record must be completed and retained to comply with the law.
3. Inspections should only be carried out by trained and competent people, who must also complete a record of their findings.
4. Everyone on site has a duty to carry out their own workplace and work tool pre-use checks.

Frequency of checks and inspections

1. Small tools and equipment should be checked daily by the user and defects (such as damaged plugs, sockets and leads) reported.
2. Checklists should be provided with larger plant and equipment – ensure both the daily and weekly checks are carried out, as required.
3. It is recommended that on-site equipment (such as electrical items and RCDs) should be portable appliance tested (PAT) in line with company policy.
4. Lifting equipment and accessories (such as cranes and slings) require daily checks and weekly inspections.
5. Access equipment (such as scaffolds and ladders, hop-ups and podiums) should be visually inspected every time they are used.
6. Excavations should be inspected at the start of every shift and weekly records retained.

Statutory examinations

1. Lifting equipment (such as MEWPs), lifting accessories (such as chains and slings) and safety nets, as well as cranes used for lifting people, must be thoroughly examined, as a minimum, every six months.
2. Virtually everything else should be thoroughly examined, as a minimum, every 12 months, including fire-fighting appliances, site office electrical systems and equipment, and cranes.

Revision Date	Assessed By	Signature
January 2021	Michael Reddan	