Maintenance Checklists

Legal Requirements for Maintenance Checklists

Employers should provide a safe workplace, including all equipment used. Hazards can arise due to equipment and safety devices no longer performing as designed, so monitoring critical devices, housekeeping and equipment is a practicable step that any employer must consider

Procedure for Maintenance Checklists

Critical safety equipment, including such items as lifting tackle, harnesses, breathing apparatus, guards, limiters, sensors and similar must be regularly serviced, inspected, calibrated or replaced by competent persons.

How to create Maintenance Checklists using SafetyBase

Open a **Maintenance Checklist** file under the **Hazards** heading. SafetyBase prompts you to create a servicing and inspection routine

If you have advanced versions of SafetyBase, they prompt broader and more detailed servicing actions

You can print out the Checklist and use that to record your observations or complete it online using your tablet or other mobile device

Using Tasks while completing Maintenance Checklists

Tasks can be notifications, instructions, alerts or corrective actions associated with a particular file. You can add Tasks as you go during data entry, using the inline **New Task** button in your screen. You can also use the Toolbar at the bottom of your screen during data input, or the **Tasks** tab after you submit the file

As you create a file, SafetyBase may automatically set suggested Tasks, depending on some of your droplist selections. Watch for inline informational messages, which are there to alert you if a droplist might create an automatic Task

Please note that although these automatic Tasks may be created as helpful prompts, they do have generic wording, so you have the choice of creating Tasks yourself. This is advisable if you prefer the wording to be specific or personal. If appropriate, you can select the **"Recurring"** button, which lets you create a repeating schedule, (say, an inspection, review or check-up interval)

When any Task is set in the system, it will display in the form you created, a summary tab in the file and in the Task List of the person it is allocated to (Recurring Tasks don't show until they are due). Tasks are also e-mailed to the allocated person on the required number of days prior to the Due Date

A small number of tasks have been set as mandatory (example, reporting serious injuries to the statutory authority). *These cannot be deleted*

SafetyBase Tips and Tricks for managing Maintenance Checklists

If the Equipment's status is left as "Out of Service - unsafe", it will show on the Dashboard Open Files list. This is important, as a means of ensuring visibility to all affected parties

Attach an electronic document (for Maintenance Checklists, it may be relevant to attach photographs of issues you find). Use the **Attach Documents** button in the Toolbar at the bottom of your screen while entering data, or afterwards, using the Attach Documents tab. Browse to the document and submit it. The document will download and be available for viewing. If you are completing the Inspection using a tablet or other mobile device, you can take the photograph and attach it immediately

Remember to associate People with this file type, by using the Toolbar at the bottom of your page, or afterwards, using the tab in the Tasks tab, so you can get reports on their safety history