

JOINERY WORKSHOP TAKE 5 CHECKLIST

The take 5 pre-task checklist is designed to help employees identify and control joinery workshop hazards before starting work.
 Take no longer than 5 minutes to complete this checklist by following the points below:

1. Answer the required questions before operating machinery.
2. Identify hazards, assess the risk level and provide any control measures required to eliminate or reduce the risk.
3. Assess if all identified hazards are controlled or removed.
4. Add notes or comments where necessary.
5. Print name, sign and date the checklist.

Checklist	Safe	Unsafe	Comments
Tooling is correctly fitted and secured.			
Guarding is correctly fitted and secured.			
Guarding is in good order.			
Safety systems are in place e.g. riving knife.			
Equipment is clear of waste materials.			
The right cutter is in place.			
Cutters are in good condition.			
Lubrication systems are in good order.			
Operating systems are in good order.			
Local exhaust ventilation is in good order.			
Cables managed and in good order.			
Compressed Air hoses free from damage.			
Emergency Stop systems are operational.			

Name:		Signed:		Date:	
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