

ABM Key Skills 4

EQUIPMENT

ABM Key Skills

Key Skill 4: Equipment

Objective:

To understand how to correctly carry out a pre-visual and pre-inspection checks.

Know how to check the **RAMS** for job tasks and to look up the 'Safe Systems of Work'.

Why?

Any faults with a piece of equipment could cause injury to the operator if not checked prior to use.

Checking equipment ensures preservation and that it works to its full capacity.

Not all equipment needs a formal inspection before use, but all equipment needs at least a visual inspection.

Remember:

Demonstrate all steps to the learner.

Check RAMS for the Safe System of work.

Check electrical lead for any tears.

If equipment is electrical check it has an in-date PAT test certificate.

Report any damages immediately to your line manager.

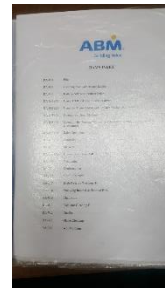
If any equipment is faulty, ensure it is labeled 'Do Not Use'.

ABM Key Skills 4

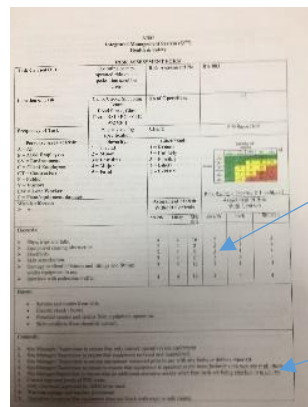
Key Skill 4: Practical Steps

Trainer to show each step and demonstrate the correct way. Stop after every 3 steps and check for understanding and ask them to demonstrate back to you.

1. Before commencing, any task please ensure you have checked, read, and understood the RAM for the task.

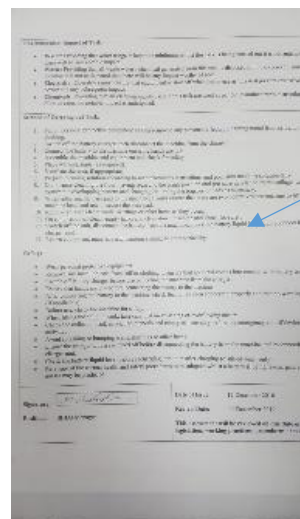


2. Below are how some key things stated on a Risk & Method Assessment



Potential Hazards identified

Control Measures



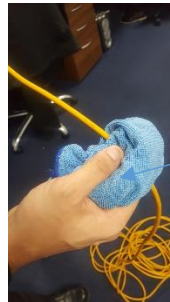
Method for carrying out the task

NB this all forms part of our Safe Systems to work (SSOW)

3. Basics on to how carry out a pre-visual checks (vacuum)



Check for a valid PAT test certificate



Check the lead for any damage

NB always use a cloth



Ensure the plug socket is off before plugging in the vacuum

4. Completing a Pre-Inspection

ABM
Building Value

RIDE-ON EQUIPMENT CHECK SHEET

EQUIPMENT TYPE AND NAME: _____

EQUIPMENT ID NUMBER: _____

Are steering mechanisms in good condition and working correctly?	Yes	No	N/A
Are all wheels secure?	Yes	No	N/A
Are all hazard warning devices operational?	Yes	No	N/A
Is equipment braking system adequate and functioning correctly?	Yes	No	N/A
Is equipment steering positive and free from wear?	Yes	No	N/A
Is the seat secure, in good condition and free from undue movement?	Yes	No	N/A
Are the batteries secure against movement?	Yes	No	N/A
Are all cables in good condition?	Yes	No	N/A
Is petrol/diesel tank sufficiently full?	Yes	No	N/A
Are lights free from damage and functional?	Yes	No	N/A
Are coolant levels sufficient?	Yes	No	N/A
Are engine oil levels sufficient?	Yes	No	N/A
Are all component parts in good condition?	Yes	No	N/A
Are there any leaks from water holding facility, waste water tank or petrol/diesel tank?	Yes	No	N/A
Are all aspects of equipment body in good condition and secure?	Yes	No	N/A
Is equipment serviced and maintained on a regular basis?	Yes	No	N/A
Are records kept to demonstrate this?	Yes	No	N/A

COMMENTS / FAULTS

Check carried out by (print name): _____

Signature: _____

Date: _____

Issue Date: 09 October 2015 Q49 Page 1

Always ensure the Equipment detail is completed

Itemised list of what you should be inspecting

Ensure any damage or faults are recorded

Always record the person completing the name and the date the check was completed

NB: Never use a piece of equipment if you have not received training.

Knowledge Assessment

Key Skill 4: Equipment

Practical Assessment: 100% Pass Mark

- Please carry out a pre-visual check of a vacuum
- Carry out a pre-use check on a T300 machine

Theory Assessment: 100% Pass Mark

1. If a piece of equipment is faulty, what should you do?
Place a 'Do Not Use' sign and report it to your line manager.
2. What should be checking for in any electrical leads?
Tears/damage.
3. What certificate should all electrical equipment have?
PAT test.
4. What could happen if equipment is not checked and is used whilst being faulty?
Injury to operator or passerby.
5. Why should you use a cloth when checking for damage on a lead?
To prevent an injury to yourself if there is any damage.
6. What should you carry out before using any equipment?
Pre-visual or pre-inspection check sheet.
7. What must you be before using any type of equipment?
Trained.