

TOOLBOX TALKS

PRE-SHIFT INSPECTIONS

Toolbox Talks are designed to promote safety discussions and best practices on the jobsite. To see more Toolbox Talks, please visit cat.com/toolboxtalks.

Pre-shift inspections provide an opportunity to observe and report maintenance and safety concerns for any equipment.

BE PREPARED

- Read and know the Operation and Maintenance Manual (OMM) for specific equipment
- Understand the importance of completing pre-shift inspection
- Stress to fellow employees the importance of pre-shift inspection

INSPECT CAREFULLY

- Inspect the ENTIRE piece of equipment carefully with safety in mind
- Work together with co-workers to inspect the different safety features of each piece of equipment
- Always communicate with co-workers during inspection, just like during operation
- Document all safety and maintenance concerns
- Change the format of pre-shift reporting periodically to avoid repetition and to allow space for additional concerns

FOLLOW-UP

- Double-check equipment and pre-shift report to ensure complete inspection

Discussion Date: _____

Employee Participants:

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There are a lot of moving parts on the jobsite. To find a safety topic relevant to your operation, please visit cat.com/toolboxtalks.