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Pre-Shift Inspections

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Toolbox Talks are intended to facilitate health and safety discussions on the job site. For additional Toolbox Talks, please visit SAFETY.CAT.COM.

TOPIC: Pre-Shift Inspections

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

Be Prepared

- Read and know the operator's manual 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.
- 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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