

Mid-Year Equipment Inspection Checklist for Worksites



A mid-year equipment inspection is a practical opportunity for OHS directors and worksite managers to identify hazards before they lead to breakdowns, injuries, or costly downtime. In sectors such as construction, agriculture, landscaping, utilities, manufacturing, warehousing, and municipal operations, equipment is often used heavily during the spring and summer months. By the middle of the year, machines, tools, vehicles, and attachments may be showing signs of wear, misuse, damage, or overdue maintenance.

A bi-annual inspection should go beyond a quick visual check. It should confirm that equipment is safe to operate, properly maintained, suitable for the task, and compliant with workplace safety requirements. The following checklist can be adapted for different worksites and used alongside manufacturer instructions, regulatory requirements, and internal maintenance records.

Mid-Year Equipment Inspection Checklist

General Equipment Condition

- Confirm each piece of equipment has a unique identification number or asset tag.

- Review maintenance logs, inspection records, repair history, and outstanding deficiencies.
- Check for visible damage, cracks, corrosion, leaks, missing parts, or unauthorized modifications.
- Confirm guards, shields, covers, and protective devices are installed and secure.
- Ensure warning labels, decals, load ratings, and operating instructions are legible.
- Verify equipment is being used only for its intended purpose.
- Remove defective equipment from service until repairs are completed.

Mobile Equipment and Vehicles

- Inspect brakes, steering, suspension, tires, wheels, and lights.
- Check mirrors, cameras, horns, backup alarms, seatbelts, and rollover protection.
- Review fluid levels, including oil, coolant, hydraulic fluid, brake fluid, and fuel.
- Look for leaks under vehicles and around hydraulic systems.
- Confirm operators are trained, authorized, and familiar with site traffic rules.
- Inspect forklifts, tractors, loaders, skid steers, excavators, ATVs, utility vehicles, and trucks for safe operation.

- Ensure fire extinguishers, first aid kits, spill kits, and emergency supplies are present where required.

Construction and Agricultural Machinery

- Inspect buckets, blades, booms, arms, forks, attachments, and hitching points.
- Check hydraulic hoses, fittings, cylinders, and couplings for wear or damage.
- Confirm power take-off guards, rotating shaft guards, and pinch point protections are in place.
- Inspect lifting points, chains, slings, hooks, and load-bearing components.
- Ensure equipment used on uneven ground is stable and suitable for site conditions.
- Check that agricultural equipment is free from accumulated crop debris, dust, grease, or other fire hazards.
- Confirm lockout/tagout procedures are available for maintenance and repair tasks.

Hand Tools and Power Tools

- Inspect cords, plugs, batteries, chargers, switches, triggers, and casings.
- Remove cracked, frayed, damaged, or malfunctioning tools from service.
- Confirm blades, bits, discs, and attachments are

appropriate and securely installed.

- Check that guards and safety features have not been removed or bypassed.
- Verify tools are stored properly to prevent damage and unauthorized use.
- Ensure workers have the correct PPE for tool use, including eye, hearing, hand, foot, and respiratory protection.

Ladders, Scaffolds, and Access Equipment

- Inspect ladders for damaged rungs, rails, feet, spreaders, and labels.
- Confirm ladders are the correct type, height, and rating for the work.
- Inspect scaffolds, platforms, guardrails, planks, braces, wheels, and locking mechanisms.
- Ensure fall protection anchor points, harnesses, lanyards, and lifelines are inspected and documented.
- Check that mobile elevated work platforms are maintained, inspected, and operated by trained workers.
- Remove unsafe access equipment from service immediately.

Electrical and Energy Systems

- Inspect extension cords, temporary power systems, generators, panels, and grounding systems.
- Check for exposed wiring, missing covers, damaged

insulation, and overloaded circuits.

- Confirm ground-fault circuit interrupters are used where required.
- Verify lockout/tagout devices, tags, and procedures are available and current.
- Ensure only qualified workers perform electrical maintenance or repairs.

Storage, Housekeeping, and Work Area Conditions

- Confirm equipment storage areas are organized, dry, stable, and secure.
- Check that materials, attachments, and tools are stored to prevent tipping, rolling, or falling.
- Keep walkways, access routes, emergency exits, and equipment paths clear.
- Remove debris, mud, grease, loose cords, and other slip, trip, and fall hazards.
- Ensure hazardous materials, fuels, oils, and chemicals are labelled and stored correctly.

Documentation and Follow-Up

- Record inspection findings, deficiencies, corrective actions, and responsible persons.
- Prioritize serious hazards and remove unsafe equipment from service immediately.

- Schedule repairs, preventive maintenance, and follow-up inspections.
- Review findings with supervisors, operators, and maintenance staff.
- Use inspection results to update training, purchasing decisions, and safe work procedures.

Turning Inspections into Prevention

A mid-year inspection is most effective when it leads to action. OHS directors and worksite managers should treat inspection results as leading indicators of risk, not just administrative records. Repeated damage, overdue repairs, missing guards, or frequent operator concerns may point to larger issues such as inadequate training, poor maintenance planning, unsuitable equipment, or production pressures.

By conducting thorough equipment inspections twice a year, employers can reduce the risk of mechanical failures, struck-by incidents, caught-between injuries, falls, fires, and musculoskeletal strain. Regular inspection also supports better planning, improved productivity, and a stronger safety culture across the worksite.