

# Health and Safety - Equipment

## Equipment List









The equipment list is found by clicking here.


Equipment

Item name search location all go

Last logged service for the equipment item

	Name	Location	Last Logged Service		
	hay baler		-		
	Polaris Ranger, Diesel		-		
					

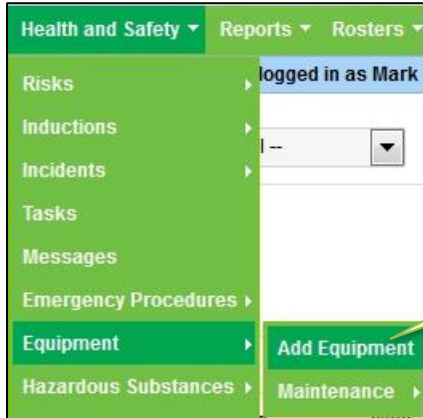
A photo of the equipment item will display here if an image has been loaded

If there is an  here it allows the item to be deleted

Any Equipment item can be clicked on which allows the user to edit the equipment item.

Note: This page is where you would add/ edit the particulars of a maintenance schedule for the equipment item.

# Add an Equipment Item



Add Equipment by clicking here.

Enter name and description of machine/ Object

A screenshot of the 'Add Equipment' form. The form has several fields: 'Name' with the value 'Post Rammer', 'Description' with a text area containing 'The Post rammer requires regular inspection and servicing based on necessity. This inspections need to occur before use, daily with prolonged use and when finished using.', 'Location' with a dropdown menu set to 'no location', and a 'Photo' field containing an image of a red tractor with a post rammer attachment. Below the photo is a 'Browse...' button and a 'delete photo' link. At the bottom, there is a 'Supporting Files' section with a 'New File(s)' field and a 'Browse...' button, and an 'Items' section with a plus sign icon. A 'save' button is at the very bottom.

An image of the machine can be uploaded through here.

The Items area is where the different equipment maintenance procedures can be added.

The processes of maintenance and service can be entered in here as a semi-checklist. The next screenshot shows how this feature is used.

The screenshot shows a web application interface for creating equipment items. At the top, a grey bar contains the heading "Items" and a "+" icon. Below this, a text input field contains "Rammer Inspection p". A list of five process lines follows, each with a label, a field type dropdown, and a delete "x" icon:

- Grease ram : date
- Check pin on both enc : date
- Check the rope for we : date
- Check and grease lev : date
- Give the entire Ramm : textarea

At the bottom of the form is an orange "save" button. A callout box shows a dropdown menu for the "date" field with the following options: text, textarea, date (highlighted), list, yesno, photo, and file.

Callout boxes provide the following instructions:





- "This is the heading created in this case" (points to the "Items" heading)
- "Click on the + to add in the main heading/s" (points to the "+" icon in the top bar)
- "Click on this + to add in process lines" (points to the "+" icon in the top right of the form area)
- "These are the process lines created" (points to the list of process lines)
- "Each of the process lines has a number of options to choose from." (points to the dropdown menu)

Once the equipment item has been entered and then saved the item will now feature alongside the other items on the Equipment List.

# Equipment maintenance

Equipment	▶	Add Equipment	
Hazardous Substances	▶	Maintenance	▶ Log Maintenance
Team Member Skills	▶		
Team Member Timelines	▶		
Risk Categories	▶		

Click here for Maintenance page.

Maintenance			
equipment      search      location			
-- all --      all      go			
	Equipment Name	Completed Date	Completed By
	hay baler	Dec 19 2016	Mark Crarer
	Polaris Ranger, Diesel		Mark Crarer
	Polaris Ranger, Diesel		Mark Crarer
	Tractor	Nov 10 2016	Imran Raza

Any of the items can be clicked on to take the user to the most recent as well as past service details, whom they were carried out by etc.






# Log Maintenance

Equipment ▶	Add Equipment	
Hazardous Substances ▶	Maintenance ▶	Log Maintenance
Team Member Skills ▶		
Team Member Timelines		
Risk Categories ▶		

Click here to go to a list of Equipment and then click on an item to Log Maintenance.

Add Maintenance Record

search  location

<p>hay baler</p> 	<p>Polaris Ranger, Diesel</p> 	<p>Post Rammer</p> 	<p>Quad Bike</p> 	<p>Tractor</p> 
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Click on any item to go to Log maintenance for that item

Earlier on the Post rammer was set up as a item of equipment. To do the Log maintenance just click on Post rammer from here and the “Add Maintenance Record” form will be displayed as below.

Fill in the gaps here

**Details**

Date Completed:

Notes:

Completed By: none

**Items**

Rammer Inspection process

Click here  to see the check list

The Checklist will be displayed as below.


Each line item has a selected date, text or yes/no option. Fill these out as the Maintenance Log is followed.


If the selected option was a date box, just click on the box and the calendar will be presented.

**Items**

**Rammer Inspection process**

Grease ram :  
Check pin on both ends of Monkey rope :  
Check the rope for wear and tear :  
Check and grease levelling rams :  
Give the entire Rammer a once over keeping an eye out for welds that are compromised, hydraulic oil leaks etc and make any comments here. :





When the fields have all been filled in then click on



Once the service details have been added into the system the details can be completed as shown here.

**Details**

Date Completed : Feb 15 2017

Notes : All looks fine, may need to look at the rope up where it is attached as it has a wee bit of fraying.

Completed By : Mark Crarer

Mark Crarer

On the log maintenance page once maintenance is completed then it will be logged as shown here.

**Previous Maintenance**

Completed on **Feb 15 2017** by **Mark Crarer**

All looks fine, may need to look at the rope up where it is attached as it has a wee bit of fraying.