

Machine Guarding Checklist

Answers to the following questions should help the interested reader determine the safeguarding needs of his or her own workplace, by drawing attention to hazardous conditions or practices requiring correction.

Requirements for all Safeguards

1. Do the safeguards provided meet the minimum OSHA requirements?
2. Do the safeguards prevent workers' hands, arms, and other body parts from making contact with dangerous moving parts?
3. Are the safeguards firmly secured and not easily removable?
4. Do the safeguards ensure that no object will fall into the moving parts?
5. Do the safeguards permit safe, comfortable, and relatively easy operation of the machine?
6. Can the machine be oiled without removing the safeguard?
7. Is there a system for shutting down the machinery before the safeguards are removed?
8. Can the existing safeguards be improved?

Yes No

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Mechanical Hazards

Yes No

The point of operation:

1. Is there a point-of-operation safeguard provided for the machine?

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2. Does it keep the operator's hands, fingers and body out of the danger area?

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3. Is there evidence that the safeguards have been tampered with or removed?

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4. Could you suggest a more practical, effective safeguard?

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5. Could changes be made on the machine to eliminate the point-of-operation hazard entirely?

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Power transmission apparatus:

1. Are there any unguarded gears, sprockets, pulleys or flywheels on the apparatus?

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2. Are there any exposed belts or chain drives?

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3. Are there any exposed set screws, key ways, collars, etc.?

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4. Are starting and stopping controls within easy reach of the operator?

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5. If there is more than one operator, are separate controls provided?

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Other moving parts:

1. Are safeguards provided for all hazardous moving parts of the machine including auxiliary parts?

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Guard must be removed to oil machine

Non-mechanical Hazards

- | | Yes | No |
|--|-------------------------------------|--------------------------|
| 1. Have appropriate measures been taken to safeguard workers against noise hazards? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Have special guards, enclosures, or personal protective equipment been provided, where necessary, to protect workers from exposure to harmful substances used in machine operation? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Protective Equipment and Proper Clothing

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| 1. Is protective equipment required? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. If protective equipment is required, is it appropriate for the job, in good condition, kept clean and sanitary, and stored carefully when not in use? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Is the operator dressed safely for the job? (i.e., no loose-fitting clothing or jewelry?) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Electric Hazards

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| 1. Is the machine installed in accordance with National Fire Protection Association and National Electrical requirements? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Are there loose conduit fittings? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Is the machine properly grounded? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. Is the power supply correctly fused and protected? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. Do workers occasionally receive minor shocks while operating any of the machines? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Machinery Maintenance and Repair

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| 1. Have maintenance workers received up-to-date instruction on the machines they service? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Do maintenance workers lock out the machine from its power sources before beginning repairs? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Where several maintenance persons work on the same machine, are multiple lockout devices used? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. Do maintenance persons use appropriate safe equipment in their repair work? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. Is the maintenance equipment itself properly guarded? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6. Are maintenance and servicing workers trained in the requirements of 29 CFR 1910.147, lockout/tagout hazard, and do the procedures for lockout/tagout exist before they attempt their tasks? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Training

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| 1. Do operators and maintenance workers have the necessary training in how to use the safeguards and why? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Have operators and maintenance workers been trained in where the safeguards are located, how they provide protection and what hazards they protect against? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Have operators and maintenance workers been trained in how and under what circumstances guards can be removed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. Have workers been trained in the procedures to follow if they notice guards that are damaged, missing or inadequate? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Source:

"Concepts & Techniques of Machine Safeguarding - Checklist." Concepts & Techniques of Machine Safeguarding - Checklist. OSHA, n.d. Web. 15 Nov. 2016.